

End-of-Course Documentation Collection Process

The process to collect course documentation was updated to streamline the collection process and reduce the paper and physical storage needed to support the previous process. The College recognizes this course documentation is available within the Blackboard and Banner / SOS systems. The Blackboard and Banner / SOS systems are used by the College to maintain storage of grade and course credit records as per the mandatory minimum retention periods for public junior college records, established by the Texas State Library and Archive Commission. These are documented in the [Retention Schedule for Records of Public Junior Colleges, Local Schedule JC \(13 TAC 7.125\(a\)\(5\)\) \(Second Edition\)](#).

End of Course Documentation Collection Process

At the end of the course part-of-term, faculty are **required** to submit the End-of-Course Documentation Checklist verifying identified course documents are available within the Blackboard course site or Banner / SOS systems. Department Chairs are responsible for the collection, verification, and maintenance of the completed End-of-Course Documentation Checklists for their areas.

Part-of-Term Begins

1. At the beginning of each part-of-term, the Department Chair runs a Banner report for all active course sections in their area.
2. The Department Chair confirms the College mandated minimum presence expectations are available within each course section and reviews for accuracy.

Part-of-Term Ends

1. Prior to the opening of the part-of-term grade submission window, a reminder email is sent out to faculty. This email contains grade submission reminders and a copy of the End-of-Course Documentation checklist. Department Chairs will establish the deadline date for the collection of the checklists within their department.

Note: Department Chairs will provide faculty with a copy of the End-of-Course Documentation checklist for the 202020 and 202030 semesters.

2. Before submitting the End-of-Course Documentation Checklist, faculty are expected to complete all end-of-course processes, including the submission of final grades.

3. Faculty are expected to complete final reviews of their course grade book, ensure final grades were accurately submitted to SOS, and that course attendance is recorded and accurate.
4. Faculty complete the End-of-Course Documentation Checklist confirming each of the items is available within the course site.

TECH TIP: The form must be downloaded and saved to a computer before completing the document. Open the downloaded form from your desktop and proceed with the steps to complete and submit.

5. Faculty digitally sign, using an Adobe Digital ID signature, and submit the completed checklist to the Department Chair before the established deadline.

TECH TIP: The form was created to accept Adobe Digital ID signatures. Adobe Digital ID signatures are created by the individual user and include a date / time stamp when the form is signed. Any alternative signatures that do not include a date/time stamp are not acceptable forms, due to security reasons.

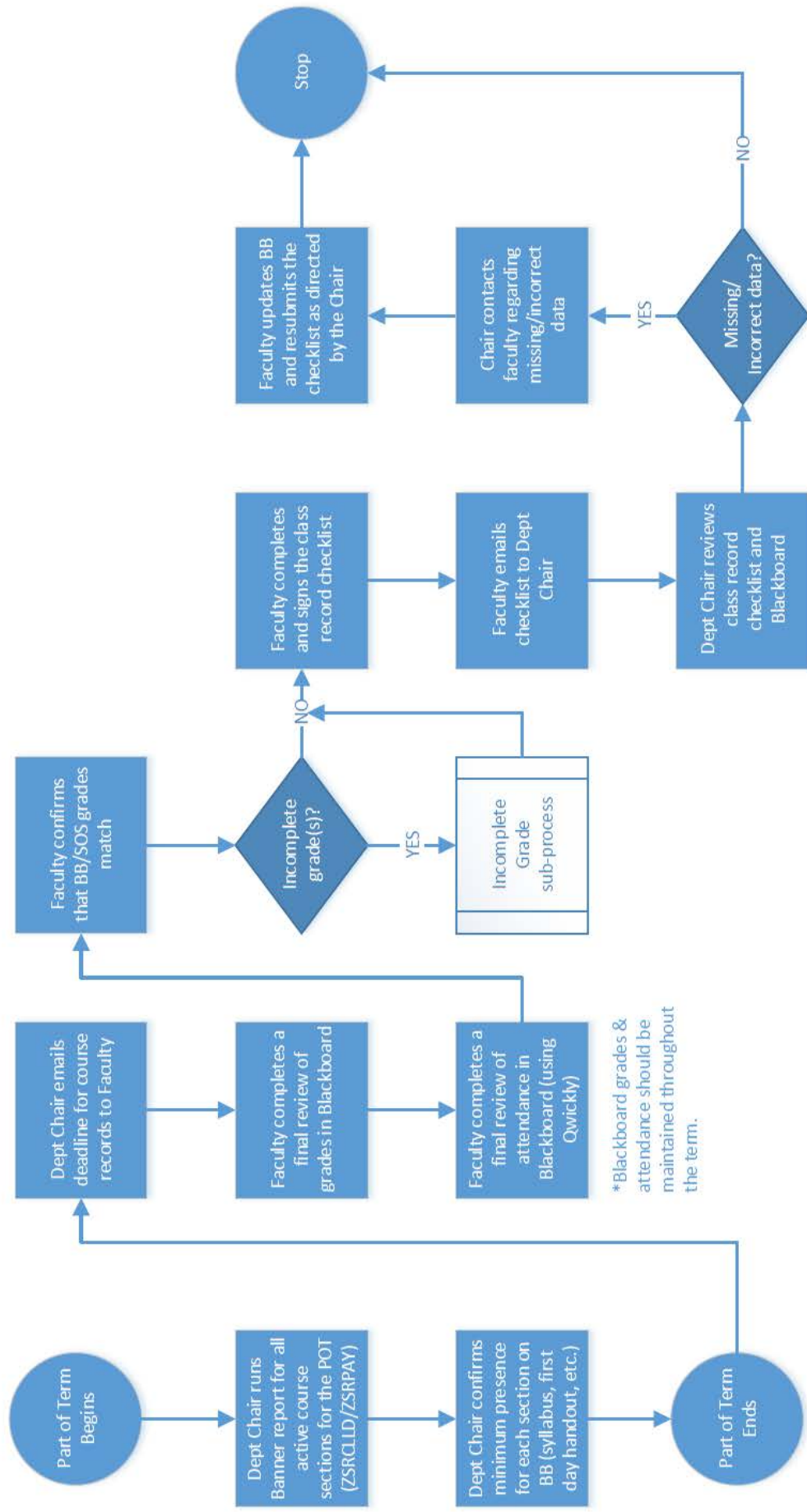
6. Department Chairs review each submitted checklist for accuracy and coordinate with faculty to correct missing or incomplete information.
7. Once reviewed, Department Chairs will digitally sign, using an Adobe Digital ID signature, and saved the signed checklists in a designated location.

Frequently Asked Questions (FAQs)

Who sets the deadline date for the collection of the End-of-Course documentation? Department Chairs will establish the deadline date for the collection of the checklists within their department.

I completed the form, but it is blank when I send it to my Department Chair. How do I resolve? The form must be downloaded and saved to a computer before completing the document. Completing the form within your internet browser's pdf reader will likely result in a blank document when sent to other individuals.

What type of Adobe digital signature do I use? How do I create this signature? The form was created to accept Adobe Digital ID signatures. Adobe Digital ID signatures are created by the individual user and include a date / time stamp when the form is signed. Any alternative signatures that do not include a date/time stamp are not acceptable forms, due to security reasons.



*Blackboard grades & attendance should be maintained throughout the term.