



## *HLC Accreditation Evidence*

- Addendum of Expectations of Barton Online Instructors

URL:

Office of Origin:

- Vice President of Instruction

Contact(s):

- Associate Dean of Instruction

## **Addendum of Expectations of Barton Online Instructors**

Barton Community College prioritizes excellent instruction and professionalism in the workplace. Online instructors are expected to complete and demonstrate the following.

### **Instructional Subject Mastery**

- Demonstrate an accurate and thorough knowledge of the field or discipline
- Connect subject matter to related field(s) of the profession
- Display an ability to interpret and evaluate theories in the field or discipline
- Remain current in the subject matter through professional development

### **Online Readiness**

- Successfully complete the 101, 103, and Course Review of your course(s).
- Successfully take the course through and pass the Canvas Appraisal Rubric within six months of the process' initiation for each course assigned.

### **Teaching Performance**

- Employ appropriate teaching and learning strategies in ways which maximize student learning
- Plan and organize instruction to ensure clear delivery of the content and expectations for student performance
  - Migrate course content and finalize course changes for each course offering at least three days before the sessions' start date
  - Post student grades in a timely manner (as stated in the syllabus)
  - Order required materials for your course from the publisher or the BARTonline Bookstore by the designated due date
- Ensure response to students is completed in a timely manner (24-48 hours is the expectation)
- Provide regular and substantive interaction with students, synchronously or asynchronously; examples follow:
  - Welcome Letter upon receipt of enrollment
  - Weekly updates about course due dates
  - Answer/comment any student communication within 24-48 hours
  - Login to course at least four times per week
  - Lectures and threaded discussions with instructor participation/facilitation.
- Utilize instructional technology as appropriate for the subject matter
- Modify, where appropriate, instructional methods and strategies to meet diverse student needs and learning styles
- Engage in classroom assessment to accurately gauge student learning and create a continuous learning environment for current students as well as enhance the course for future offerings
- Demonstrate continuous learning and adoption of effective, professional online instruction techniques

## College Policies, Procedure, Innovation, and Compliance

- Maintain familiarity with college goals, mission, long-range plans and policies and procedures [accessible from the college web page]:  
<https://bartonccc.edu/aboutbarton>  
<https://internal.bartonccc.edu/policy>
- Innovation and compliance areas include, but are not limited to Americans with Disability Act (ADA), Academic Integrity, Substantive Interaction, Copyright, and Open Educational Resources (OER)
- Maintain confidentiality of student information
- Attend all required meetings or trainings to maintain currency
- Respond to communications from College Personnel within 24 hours
- Contribute to planning and development processes where appropriate

## Student Learning Evaluation

- Adhere to the learning objectives and outcomes as put forth in the Course Master Syllabus and further delineated in the class syllabus
- Develop assessment and evaluation methods which measure student learning and progress toward class objectives
- Evaluate and return student work in a timely manner to promote maximum learning
- Maintain accurate records of student progress
- Submit final grades by first Wednesday following end of course in Paws system.

The terms and conditions of this agreement remains in effect for all instructional activity of the instructor until the agreement is modified in writing by the College.

" " Under the Uniform Electronic Transactions Act (K.S.A. 16l 1601 *et seq.*), a document sent electronically may be considered an electronic record. If you wish to submit your Addendum electronically, check this box and then sign and date below. In so doing, you are hereby certifying that this electronic submission shall be given the same legal effect as a handwritten signature."

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Instructor Signature

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Date

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Clearly Printed Name