





HLC Accreditation Evidence

Title: Associate Faculty Guide

Office of Origin: VP of Instruction



Associate Faculty Guide

COMMON QUESTIONS AND HINTS

Information Services

- Q. Who do I contact for computer issues related to eCollege/ Bartonline/class shells?
- The Helpdesk can be contacted 3 different ways:
 - Live Chat: <http://247support.custhelp.com/>
 - Email: helpdesk@bartononline.org
 - Phone: 877-740-2213
- Q. Who do I contact for computer issues related to email?
- computerhelp@bartonccc.edu
- Q. Who do I contact for computer issues related to the internet?
- computerhelp@bartonccc.edu
- Q. Who do I contact for computer issues after regular office hours?
- Call the Help Desk - **extension 100** from any phone on campus or **786-1100** from your cell phone.

Human Resources

When will I be paid?

How often will I be paid?

How much will I be paid?

When will I receive my employment form to sign?


The answers to these questions vary from department to department based on a variety of factors including, but not limited to level of education, number of students, length of class, and number of credit hours.

For these questions, please contact your immediate supervisor. They will help you find these answers.

Financial Aid

Commonly asked Financial Aid related questions and responses for faculty, staff, student general questions may be located at bartonccc.edu/financialaid/resources/faq

Professional Development

Please take a moment to check out the Professional Development page internal.bartonccc.edu/humres/professional-development.html. It's an invaluable resource! Online training is available at the Professional Development page.  is an option for these trainings and doesn't require setting up an account or login. You can access tutorials in such subjects as:

- Microsoft programs including Outlook, Word, Excel, Publisher, PowerPoint, and Access.
- Apple, iPad, and iPhone basics
- Career advice, including cover letter and resume tutorials
- Social media including blogging, Facebook 101, Pinterest 101, Twitter 101, and Skype
- Research basics, Internet basics, financial guidance, and general everyday life skills

All associate faculty newsletters will be available on the professional development page.

Certification Rosters

Fall Semester

If you teach a year-long class, you will receive an email from the Office of the Registrar in September. This email lists instructions for how to certify your class rosters through your PAWS account.

Year-Long

If you teach a year-long class, you will receive an email from the Office of the Registrar in September. This email lists instructions for how to certify your class rosters through your PAWS account.

Spring Semester

If you teach a semester-long class in the spring, you will receive an email from the Office of the Registrar in January-February. This email lists instructions for how to certify your class rosters through your PAWS account.

If you haven't yet seen this email, please check your spam filters in your email inbox. Sometimes those filters catch our .edu addresses and file them away.

Certifying rosters is a very important part of your responsibility as associate faculty members. If you have received the email but not yet completed it, please sign into your PAWS account and do so immediately. If you have technical issues when you reach the PAWS sign in page read through the directions listed there. If you need your Barton ID number, use the Lookup ID button and verify your information. If you're a new PAWS user, your PIN is your six-digit birthdate. If you have signed in before but forgotten the password you reset, please use the Forgot PIN? button.

If you are still unable to sign in, please contact Enrollment Services at (800) 748-7594 or (620) 792-9252. Their contact information is also listed on the sign in page, should you need to contact them.

Classroom Assessment Techniques

(CATs, for short)

Submitting a CAT only takes a few minutes!! Submission/Documentation of the CAT can be done using the following link:

www.tinyurl.com/submitCAT

We ask that you submit one CAT for every CRN that you teach, **so please enter the CRN on the form, not the course number**. For courses with multiple CRNs tied to them, there is a field where multiple CRNs may be entered on the form.

If you made a change of any sort after performing your CAT in your classroom, answer Yes to the final question. For example: Deciding not to teach a lesson based on the fact that your CAT determined your class already understood the material is still a positive change based on a CAT, so you should answer Yes.

After you click "Submit," the following web page will load to confirm submission:

Classroom Assessment Technique Reporting Form

Thanks!

Your response will now appear in my spreadsheet.

[Submit another response](#) | [Create your own form](#)

Google docs

COMMON QUESTIONS AND HINTS (cont.)

If you think that you submitted a CAT, but it didn't get to us, please consider these possibilities:

- Did you click Submit? It's fairly common to fill out the information and close the information before clicking the Submit button.
- Did an error message pop up when you completed your CAT? There are required fields on the form, and if any of those are left blank, the form won't be processed.
- Did you type your Course Reference Number (CRN) correctly? The most common errors made when submitting CATs is to mistype the CRN or to complete more than one CAT while duplicating the CRN. The survey is set to accept one CAT per CRN and will not correct you if you've typed it incorrectly.

Evaluation Process

Paper and Pencil Evaluations:

Student feedback about our classes is very important to the College. The evaluation process takes place during the final week(s) of a class. You will receive a packet of paper evaluation forms from the support staff in your area.

The packet also includes information for the proctor of the evaluations. We ask that instructors not administer the evaluations themselves, and the information for proctors includes detailed information about what's asked of them.

Classes with fewer than three students will not be evaluated. If you teach levels I and II of a class, and your class total is more than three students, we will send you a packet for evaluation. If your classes via ITV total more than three students, we will send packets to an appropriate contact at the sites where you don't instruct in person.

In the case of a "mixed" classroom, the packet only includes enough forms for students taking your class for college credit, so please do not have students taking the class for only high school credit complete an evaluation.

There will be an envelope and mailing information included in the packet. The evaluation should be conducted approximately two weeks prior to the final days of class.

Electronic Evaluations:

If you elected to have your student evaluations sent to you electronically, students will need to access their course shells in order to complete the evaluation. Student evaluations will automatically deploy into the students' course shells seven days prior to the class's end date.

Final Grade Reporting

Final Grades

- Sign into PAWS
Hover over MyBarton and select PAWS
- Select Faculty & Advisors
- Select Enter Final Grades
- Select Terms and Submit
- Select Class & Submit
- Enter grades using the Drop Down
- Once all grades have been entered – Submit

****Be careful to not scroll while you are hovering over the dropdown menu because grades are very easily changed. If you accidentally report an incorrect grade, contact Lori Crowther immediately at crowtherl@bartonccc.edu.***

Report Final Grades in Paws by the fifth day after the conclusion of the semester.

- Grades assigned by an instructor to any quiz, scheduled examination, or final examination are final. However, an instructor has the right to correct errors in calculating or recording a grade. Through the academic appeals process, student may challenge grades.

Final Grade Documentation

(Due by Mail or Email)

Depending on how your department handles final grade documentation, you will either receive a mailed letter or an email reminder to submit your final grade documentation toward the end of the semester.

If you use your eCompanion shell for your course, you do not need to submit complete grade sheets for your students. Simply print out a "Grade To Date Report" from your ECompanion shell and mail or email the listed materials to your executive director, director, or support staff as designated in the mailed letter or an email. You will also need to upload your attendance records to your shell. ***Please make a note on the Grade To Date Report that you uploaded your attendance record to your shell and initial it.*** This will serve as the required grade and attendance documentation.

If you ***do not*** use an eCompanion shell or letter for the course, you are required to submit the following hard-copy class documentation to your supervisor immediately following the submission of your online grades:

- Final student grades
- Daily (per class session) attendance records (include students who withdrew)
- Grades for every student project, assignment, quiz, test, etc. that were completed in the class (include students who withdrew)
- Incomplete grade contract forms
- Alternate grades awarded if different than the grading scale for the course

Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530 (620) 792-9234. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.

DIRECTORY

Advisement Center

Learning Resource Center – North End, L-134,
(620) 792-9225

bartonccc.edu/academicadvising

- Change of major and/or advisor
- Graduations checks
- General advisement

Bookstore

Student Union - Upper Level
(620) 792-9229

bartonccc.edu/bookstore

- Books and supplies
- Book buyback
- Coffee, drinks, sandwiches, muffins, chips and candy
- Barton apparel and accessories
- Computers

Campus Safety Department

Facility Maintenance (T-Building), (620) 792-9217

bartonccc.edu/campussafety

- Campus emergencies – medical and criminal
- Safety – secure campus buildings
- Open and lock buildings
- Patrol campus buildings and housing units

Enrollment Services BC Campus

Kirkman Building, P-107A, (620) 792-9252

bartonccc.edu/enrollment

The Office of Enrollment Services provides and maintains the accuracy, integrity, and confidentiality of academic records for all Barton students.

- Transcript requests
- Request proof of enrollment
- Request a duplicate diploma
- Name and address changes
- Schedule changes
- PAWS information
- Grade information
- Transcript evaluation
- Graduation evaluations/ceremony information
- Residency paperwork
- Other requests related to your student records

This office also ensures the privacy of your student records in accordance with the [Family Educational Rights and Privacy Act \(FERPA\)](#).

Financial Aid

Kirkman Building, (620) 792-9270

bartonccc.edu/financialaid

- Federal financial aid
- State financial aid
- Institutional financial aid
- External scholarships and loans

Information Services

Administration Building, 792-9258,
internal.bartonccc.edu/it

Help Desk

- On campus – ext. 100
- Off campus – 620-786-1100
- Email – computerhelp@bartonccc.edu
- Student terminal server computer help
tshelpdesk@bartonccc.edu

Human Resources

Kirkman Building, 792-9388

internal.bartonccc.edu/humres

- College directories
- College Policy & Procedure Manual
- Early retirement
- Employee information management
- Personnel laws & regulations
- Student employment (placement handled by Career Center)
- Employee compensation, relations, & separation
- Employee ID's
- Employee recruitment
- Job descriptions
- Mandatory online employee training courses
- Professional Development Committee
- New employee orientation
- CDL drug testing
- Employee exit interviews
- Employee benefits
- Course work grants
- Unemployment
- Worker's compensation

Library

Learning Resource Center, 792-9362

bartonccc.edu/library

- Local newspapers, Books, Popular magazines and Professional journals
- Computers for research
- Interlibrary loan services
- Faculty reserve area
- Microfilm and Microfiche reader/printer
- Fax machine (free)
- ITV classes
- iPad printer
- Online databases (on and off campus access)
- College archival records
- Plaza de Cavanaugh (community room)
- Cohen Center for Kansas History
- Faculty Resource Room: room for faculty to meet, receive training, and work on courses (students are not allowed in this room as instructors use this room to grade exams, etc.)
- iPad mini (library use only)
- Kindles: available for a 1-week check-out
- Headphones: available for check-out (library use only)
- Children's collection, includes dvds
- Special Collections: Reference, Professional, and College Life
- Sunflower Classroom: reserve via Facilities/R-25
- Coffee Cove: coffee, snack and microwave
- Quiet Rooms: 2, no reservations (on a first-come, first-serve basis)