



# Cougar QUARTERLY

*Barton Community College Associate Faculty Newsletter*

July - September 2013

## *About this Publication*

I know summers are never quite long enough, but I hope you're excited about the upcoming school year, 2013 – 2014. We are getting things in gear around here, and we suspect everything will get started in your world in the upcoming weeks.

We've got a few projects in the works, and this newsletter is one of those projects. From 1998 to 2008 the associate faculty newsletter, *Connections*, was edited and distributed in print and email format by Elaine Simmons, Dean of Workforce Training & Community Education. The newsletter ceased publication in 2008. This is a tradition we are working to bring back.

Our Associate Faculty members are spread from one end of our service area to the other, from the far reaches of Rush and Ellis counties to Ellsworth and Rice counties and from the northern reaches of Russell County to St. John in Stafford County. You are talented educators from a variety of backgrounds, academic disciplines, and career and technical vocations. Keeping you informed of occurrences and changes happening throughout the institution is one of our priorities for the upcoming year.

While the associate faculty newsletter isn't a new idea, we are circulating it again because we think it is an effective way to communicate with our extensive associate faculty. We are happy to present to you, the inaugural issue of *Cougar Quarterly*. We will send this publication quarterly, and we hope it will keep you informed of what we deem valuable information. **For any questions, suggestions, or concerns about this newsletter, please contact Karly Little.**

***Thank you for being a valuable part of Barton Community College. You are appreciated!***

## How, When, & Where Can You Reach Me?



### **Karly Little**

Coordinator of Community Education

**Email:** [littlek@bartonccc.edu](mailto:littlek@bartonccc.edu)

**Office Phone:** (620) 792-9294

**Office Fax:** (620) 786-1180

Great Bend Campus - Technical Building

**Office Hours:** Monday - Friday; 7:30 am - 4:30 pm

# College Advantage

During July your students will receive information about Barton College Advantage or Outreach classes being offered at their high schools for fall 2013. The mailings they're receiving list class prerequisites, Course Reference Numbers, and specific class details like dates and times offered. The mailings also include information about when a Barton representative will visit their school to help them enroll in these classes. The following is a list of the enrollment dates, for your information. Enrollment is not final until students have taken the correct assessments and paid for the classes they intend to take.

## Upcoming Enrollments

SCHOOL	ENROLLMENT DATES	ENROLLMENT TIME
Victoria High School	July 31, 2013	9:00 - 11:00 am
Great Bend High School*	August 5, 2013 August 6, 2013	8:00 am - 7:00 pm 8:00 am - 7:00 pm
La Crosse High School	August 5, 2013	9:00 am - 12:00 pm
Ellsworth High School	August 6, 2013	11:00 am - 1:00 pm
Central Plains High School	August 7, 2013	12:00 - 2:00 pm
Wilson High School	August 7, 2013	12:00 - 2:00 pm
Ellinwood High School*	August 8, 2013	1:00 - 3:00 pm
St. John High School	August 8, 2013	4:00 - 7:00 pm
Russell High School*	August 13, 2013	11:00 am - 1:00 pm
Lyons High School*	August 21, 2013	8:00 - 10:00 am
Larned High School	August 23, 2013	8:30 - 10:00 am
Hays High School	August 22, 2013	12:00 - 5:30 pm
Hoisington High School*	August 27, 2013	8:00 - 10:00 am
Chase High School	August 27, 2013	1:00 - 2:00 pm
Otis-Bison High School	August 28, 2013	9:00 - 10:30 am
Pawnee Heights High School	Mail enrollments to Karly Little by August 31, 2013	

\*Schools offering Certified Nurse Aide (CNA) in their buildings for Fall 2013. CNA enrollment is a separate process and will take place at the same time as College Advantage and Outreach Enrollment.

Automotive enrollment will also take place at Great Bend High School on August 5<sup>th</sup> and 6<sup>th</sup>



## Flexible Registration Process

Something new and exciting is happening in the world of enrollment services right now. Barton Community College is a proud Banner school, and we've just acquired the Flexible Registration program, a Banner product. Flexible Registration is a fully online process, and students can take enrollment into their own hands. Two of the high schools in our service area were chosen to serve as pilots for this online enrollment feature this coming semester, **Otis-Bison High School** and **Russell High School**. We are excited to offer this opportunity to two of our schools, and we hope to expand and include more schools for the Spring 2013 semester.

## Meet Your Workforce Training & Community Education Executive Team



### **MARY FOLEY**

Executive Director of Workforce Training & Economic Development  
(620) 792-9278  
(866) 713-2462  
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### **JANE HOWARD**

Executive Director of Business, Technology & Community Education  
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### **DR. KATHY KOTTAS**

Executive Director of Nursing & Healthcare Education  
(620) 792-9355  
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### **ELAINE SIMMONS**

Dean of Workforce Training & Community Education  
(620) 792-9214  
(866) 813-2465  
[simmonse@bartonccc.edu](mailto:simmonse@bartonccc.edu)



### **2013-2014 Tuition Rates**

Barton County Resident - \$84 per credit hour  
Non-Barton County Resident - \$91 per credit hour  
Out of State - \$122 per credit hour  
BARTonline - \$137 per credit hour

### **Athletics**

**Schedules are available at [bartonsports.com](http://bartonsports.com).**

Barton is home to world-famous athletic teams including:  
Baseball, Softball, Volleyball,  
Men's & Women's Basketball,  
Men's & Women's Cross Country,  
Men's & Women's Golf,  
Men's & Women's Soccer,  
Men's & Women's Track & Field,  
And Men's & Women's Tennis

Barton athletic events don't require tickets and are free to the public. The only exception to this service is basketball games. As a member of Barton's associate faculty, you are eligible to receive free tickets to Men's & Women's basketball games.

Look for information about how in October's Cougar Quarterly!

### **Campus Locations**

#### **Great Bend Campus**

245 NE 30 Road  
Great Bend, KS 67530  
(800)748-7594 or  
(620)792-2701

#### **Fort Riley Campus**

PO Box 2463, Building 217, Room 105  
Fort Riley, KS 66442  
(785)784-6006

#### **Grandview Plaza Campus**

100 Continental Ave.  
Grandview Plaza, KS 66441  
(785)238-8550

#### **Fort Leavenworth Campus**

Located in the Army Education Building - Room 4  
120 Dickman Ave,  
Fort Leavenworth, KS 66027  
(855)509-3374

**For a complete staff and full-time faculty listing for the Workforce Training & Community Education division, visit [bartonccc.edu/careers](http://bartonccc.edu/careers) and select the Staff & Faculty link.**





# In the Spotlight

In each newsletter, we'll include a member of our associate faculty for our "In the Spotlight" feature. We'll choose instructors for the feature at random, so make sure to look for the smiling faces of your colleagues in future newsletters. **I'm kicking off the feature for this newsletter, but next time—it could be you!**

## **KARLY LITTLE**

*Coordinator of Community Education*



**Primary class format you teach?**

Outreach at St. John High School

**To which college fight song do you still stomp your feet?**

I graduated Antioch University Los Angeles and Old Dominion University, but being born and raised in Kansas, I can "Wabash" and "Wave the Wheat" with the best of them at as many athletic events as possible from season to season.

**How long have you been teaching?**

This will be my very first year teaching.

**How long have you taught for Barton Community College**

I have been working in my Coordinator capacity at Barton Community College for exactly a year now, and in August, I'll teach my first class of English Composition I.

**What's your favorite part of your school day or class time?**

The planning element of working on my class has been really enjoyable, so far. I keep unearthing essays and projects I did while enrolled in dual-credit English classes, and I just hope the semester is long enough to use them all!

**If you could go back and offer your first-year teaching version of yourself some advice, what would it be?**

This is the space where each of you can share your words of wisdom with newbies like me. Our faculty is so spread out, and this feature will be a way to put a face to a name you've otherwise only read on emails and paper correspondence. Please have fun with yours if—and when—you're chosen.

## **Kicking Off the 2013-2014 Year!!**

### *Associate Faculty Meeting*

**Tuesday, August 13, 2013**

**4:00 - 7:30 p.m.**

**Fine Arts Seminar Room, F-30**

*Information, Refreshments and  
Networking*

#### **AGENDA**

4:00 - 4:30 p.m.	Registration
4:30 - 5:30 p.m.	Breakout Groups by Teaching Discipline
5:30 - 6:00 p.m.	Light Dinner
6:00 - 7:30 p.m.	Business Meeting

#### **REMINDER**

Please RVSP to Denise Schreiber at (620) 792-9324 or [schreiberd@bartonccc.edu](mailto:schreiberd@bartonccc.edu) if you have not done so!!

**ALL Associate Faculty  
Expected to Attend!**

# Associate Faculty Responsibility Timeline

## EMAILS

### All Semester

Please watch for emails from us all semester, and make sure to read the details carefully. Technology and processes are constantly changing, and something you've done one way for years may be done differently now.

In the first weeks of your class, you may receive emails from the executive director, coordinator, or secretary of your respective departments about rosters. This is just our way of double-checking that students are properly enrolled on our end. These informal emails about rosters are different than Certification Rosters, another item on this list.



## TECHNOLOGY UPDATE

As of July 1, 2013, Barton Community College's online resources will use a single user name and password for each sign in location. Students, staff, and faculty will all use their Student ID numbers to access the My Barton Portal, PAWS, and BARTonline. Each site is still accessible through the "Online Services and Email" section of the website, but rather than relying on three different usernames and passwords, these sites will now use the same credentials to authorize student, staff, or faculty use. This is just one of the ways we are working toward making our online resources more user-friendly. Stay tuned for more technology changes in the upcoming months!



[facebook.com/bartoncareerdriven](https://www.facebook.com/bartoncareerdriven)  
[careers.bartonccc.edu](http://careers.bartonccc.edu)

## CERTIFICATION ROSTERS

### Mid-September

All Certification Rosters are now done electronically through PAWS. Pay careful attention to these certification rosters and complete them in a timely manner. They are very important to the state-funding that Barton Community College receives, and a missing or erroneous certification roster complicates the end of the semester for various departments here on campus.

**For assistance with Certification Rosters, contact Shanda Mull at (620)792-9212 or [mulls@bartonccc.edu](mailto:mulls@bartonccc.edu).**

### How to complete a certification roster:

Please sign into your PAWS account at: [bartonccc.edu](http://bartonccc.edu). Click the paw print in the top right-hand corner and select PAWS. If you have never logged in, your ID is your social security number, no dashes, and your PIN is your six-digit birthdate (MMDDYY). Once you are logged in follow these directions:



- Faculty and Advisors, and Certification Rosters/Alert Reporting:
  - Select Fall 2013 term (drop down menu)
  - Check rosters very carefully and compare to grade books, eCourse, eComp, or hybrid eCollege rosters.
  - Use the following codes to report attendance or non-attendance in the drop down menu. The drop down menu states "grade" this is the same place where you would have entered midterm grades for your classes.
- |          |  |
|----------|--|
| *ATT     | Attended/Participated at least once and no issues with attendance or grades            |
| *ATT – X | Attended/Participated at least once but there are issues with attendance and/or grades |
| *NA      | Never Attended/Participated  |
- Students coded with \*NA will be dropped as roster corrections from your roster and not charged for the course. Students coded with \*ATT – X will be sent to Student Support Services and academic divisions for follow-up.
  - If a student has been attending/participating in your class and does not appear on this roster contact the Office of Enrollment Services immediately. If a student's name is misspelled on your Certification Roster, contact the Office of Enrollment Services immediately. This could mean the student has a duplicate record in our computer system.
  - Any student dropping the class after the rosters have been certified will appear on your final grade roster with a grade of 'W'.

**Midterm Grades - No Longer Required!**

# Associate Faculty Responsibility Timeline

## CLASSROOM ASSESSMENT TECHNIQUES

### *(CATs, for short) – Mid-Semester*

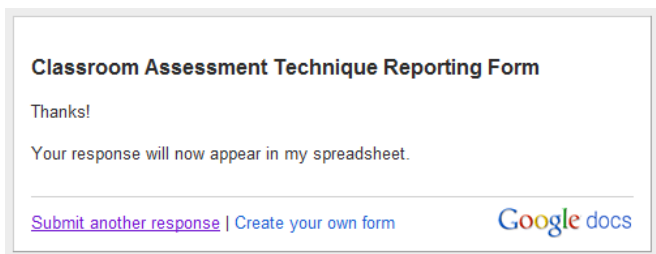
Submission/Documentation of the CAT can be done using the following link:

[www.tinyurl.com/submitCAT](http://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:



The screenshot shows a confirmation message from Google Forms. The text reads: "Classroom Assessment Technique Reporting Form", "Thanks!", "Your response will now appear in my spreadsheet.", and "Submit another response | Create your own form" with the Google Docs logo.

## STUDENT EVALUATIONS

### *Final Three Weeks of Class*

Student evaluations are important and our focus on this feedback loop is increasing. Some student evaluations will be done electronically through the use of eCompanion shells, but some will be done on paper. We are still determining the best practices for streamlining this process, but you can expect information about student evaluations in the final month of your class.

## FINAL GRADES

### *Due Five Days After Class Concludes*

Please sign into your PAWS account at: [bartonccc.edu](http://bartonccc.edu). Click the paw print in the top right-hand corner and select PAWS.



- Faculty and Advisors, and Final Grades ONLY:
- Select Fall 2013 term (drop down menu)
- Use drop down menus to report final grades. Using the scroll button on your mouse may change grades by accident, so please double-check what you've reported before submitting changes.

## FINAL GRADE DOCUMENTATION

### *Mail Five Days After Class Concludes*

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. This message will come from your executive director, director, or department support staff.

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 reminder 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 for the course, you are required to submit the following hard-copy class documentation to me 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

**HAVE A GREAT SEMESTER!!**