



Cougar QUARTERLY

Barton Community College Associate Faculty Newsletter

November/December 2013

Greetings, Associate Faculty

I hope this newsletter finds you well. It's the time of year for pumpkin picking, cider drinking, and fireplace burning. It's also that time for midterms, homecomings, and winter clothes.

This is one information-saturated newsletter, so get ready!

Please read on to find information about upcoming events being hosted by Barton Community College, timely associate faculty responsibilities, faculty classifieds, and Barton athletic information (including how you can get a complimentary pass to Barton basketball games this winter).

Keep monitoring your email for reminders of upcoming events and deadlines! If you have any questions, comments, or concerns about this newsletter, please contact Karly Little, Coordinator of Community Education.



Great Bend Campus Holiday Closure

November 27 - November 29, 2013 - Thanksgiving Break

December 19, 2013 - January 1, 2014 - Christmas/New Year Break

How, When, & Where Can You Reach Me?



Karly Little

Coordinator of Community Education

Email: 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



Your students will receive information about Barton College Advantage or Outreach classes being offered at their high schools for Spring 2014. 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

<i>SCHOOL</i>	<i>ENROLLMENT DATES</i>	<i>ENROLLMENT TIME</i>
St. John High School	November 25, 2013	2:00 - 3:30 pm
Russell High School	November 26, 2013	12:15 - 12:45 pm
Ellinwood High School	December 2, 2013	12:30 - 3:30 pm
Wilson High School	December 3, 2013	9:00 - 11:00 am
Great Bend High School (Senate Bill 155 Enrollment Only)	December 4 & 5, 2013	3:00 - 4:00 pm
Hoisington High School	December 6, 2013	1:30 - 2:30 pm
Ellsworth High School	December 10, 2013	11:20 am - 12:30 pm
Central Plains High School	December 11, 2013	11:30 - 12:30 pm
Otis-Bison High School	December 12, 2013	9:00 - 10:00 am
Chase High School	December 17, 2013	1:00 pm
Victoria High School	December 18, 2013	11:45 am - 12:15 pm
Great Bend High School	January 7- College Algebra - Hiss January 8 - College Algebra - Maier	
Lyons High School	January 9, 2014	8:00 - 10:00 am
Larned High School	January 10, 2014	10:06 am
Hays High School	January 14, 2014	12:00 - 5:30 pm
Pawnee Heights High School	Contact High School Counselor	12:00 - 5:30 pm

For information on La Crosse High School enrollment, please contact the high school counselor.



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 **Ellinwood High School**.

Faculty Classifieds

We are looking to expand the Barton associate faculty family, and we need your expertise!

Workforce Training & Community Education

Great Bend Campus

Agriculture

Seeking associate faculty to teach courses within the Agriculture Department, including programs in Crop Protection, Beef Cattle Production and Business Management. We are seeking professionals with a Bachelor's degree in Animal Science or a closely related field, with preference for applicants with a Master's degree. Candidates should possess Office Suite computer skills and quality interpersonal abilities. Previous teaching experience is preferred.

Computer Instruction

Department of Corrections facilities

Associate Faculty members needed to provide part-time instruction for coursework in Word, Excel, and Access. Teaching assignments may be during the day and evening hours at Kansas Department of Corrections facilities located in Larned and Ellsworth. Experience using Microsoft Office 2010 is required. A Bachelor's Degree in Information Technology, Computer Science, and/or Computer Applications or equivalent is required, Master's Degree preferred. Industry Certifications in Computer Applications will be considered. Individuals with industry and teaching experience are encouraged to apply.

Manufacturing Skills Certificate

Seeking Associate Faculty members to instruct the Manufacturing Skills Certificate (MSC) program. Classes include Blueprint Reading/Geometric Dimensions & Tolerances (GD & T), Precision Measurements & Quality Control, Applied Shop Mathematics I, Occupational Safety & Health, and Employability Skills. Documented work experience in the manufacturing industry is required. An Associate's degree in addition to training experience and/or experience with post-secondary education is preferred. Positions available on the Great Bend campus, outreach locations and correctional facilities.

Natural Gas Technician Program

Seeking applications for Associate Faculty for the Natural Gas Technician program. Candidates should be able to teach basic principles of natural gas distribution including, but not limited to lessons in Corrosion Cells and Analysis, Atmospheric Corrosion, Coating and Inhibitors, Programmable Logic Controllers (Allen-Bradley), Regulators and Positive Displacement and EFC (ROC-800, FlowBoss and Bristol.) Applicants should have work experience in the hydrocarbon energy industry with appropriate certifications representing industry standards. A Bachelor's degree in addition to training experience and/or experience with post-secondary education is preferred. Classes are taught in a compressed format, meeting Monday through Friday 8:00 am to 5:00 pm for one to two weeks. There are opportunities for teaching assignments on campus and online.

Natural Gas Measurement Program

Seeking applications for Associate Faculty for the Natural Gas Measurement program. Candidates will be asked to teach basic principles of Gas Measurement, including Gas Measurement Core Skills, Instrumentation and Controls, Gas Quality Analysis, Flow Measurement and Pressure and Volume Control. Applicants should have work experience in the hydrocarbon energy industry with appropriate certifications representing industry standards. A Bachelor's degree in addition to training experience and/or experience with post-secondary education is preferred. This position has the possibility of teaching on Main Campus in Great Bend and outreach locations such as Junction City. Online teaching opportunities may also be available. Face-to-face classes are taught in a compressed format, meeting Monday through Friday 8:00 am to 5:00 pm for one to two weeks.

Certified Nurse Aide and Certified Medication Aide

CNA and/or CMA instructor for Barton Community College. Part-time teaching possibilities include classes offered in Ellinwood, Ellsworth, Great Bend, LaCrosse, Larned, Lyons, Russell, St. John, and Wilson. Qualifications: must be a RN for two years with one year experience in long term care; teaching experience preferred.

Contact Human Resources at (620) 792-9233 or humres@bartonccc.edu for a employment packet.

ADDITIONAL OPENINGS

In the near future, we will be hiring instructors to teach either Creative Writing or English Comp I, Introduction to Business, and various welding classes during the day at Larned Juvenile Correctional Facility. These classes will be taught in partnership with West Side High School, the high school housed within the correctional facility. If you or someone you know might be interested in teaching classes of this nature, please contact: Karly Little, Coordinator of Community Education at littlek@bartonccc.edu or 620-792-9294.

For upcoming semesters, we will be hiring instructors to teach Technical Drafting I, Computer Aided Drafting Design I and II, and Descriptive Geometry on the Great Bend campus during the day. Upon completion of the new welding shop on campus, we will be seeking instructors to teach welding classes for our welding program that's still in development. If you or someone you know might be interested in teaching classes of this nature, please contact: Tina Grillot, Coordinator of Industrial Technology at grillott@bartonccc.edu or 620-792-9325.

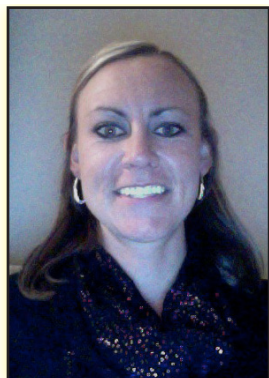


In each newsletter, we'll include a member of our associate faculty for our "In the Spotlight" feature. We'll choose instructors for the feature at random, so make sure to look for the smiling faces of your colleagues in future newsletters.

In the Spotlight

Rhiannon Becker

Central Plains High School English Instructor



Primary class format you teach?

I usually begin with some type of activity that will engage my students and get them interested in whatever the day's topic will be. Following a journal or other short writing activity, we will get into the material we are covering that day. I try to make my classes as interactive as possible with students contributing a majority of the ideas. I firmly believe-especially at this level-that it is my job to teach students *how* to think rather than *what* to think.

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

Wildcat Victory

How long have you been teaching?

I previously taught high school English for four years before spending the past two years in administration. This is my seventh year in education, and I am very excited to be back in the classroom this year.

How long have you taught for Barton Community College?

This is my first year teaching for Barton Community College

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

I really enjoy all of my classes this year, but one of my favorite times during my school day is my English Composition class.

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

Don't be afraid to admit that you don't know something. As teachers, we don't have all the answers, and it's ok to let our students know that. It is important that they see us as a life-long learners, even learning right along with them at times.

COUGAR BASKETBALL FANS

It is time *Cougar Nation*... time to request your home basketball game passes!



You will be able to welcome back Head Coach Craig Fletchall and his Assistant Coach Matt Hundley, plus welcome back our Women's Head basketball Coach Carter Kruger and his Assistant Coach Alan Clark. This will be a great time to show the coaches and their teams your Barton spirit!!

The Athletic Department will be offering a complimentary general admission pass to associate faculty members for home basketball games for the 2013-2014 season. These passes will admit you to all home conference games plus the November tournaments. Requests for complimentary passes can be made by Email. Tickets can be retrieved from the ticket booth on campus.

Please E-mail your request for complimentary passes to Stefanie Herter herters@bartonccc.edu. The 2013-2014 basketball season promises to be exciting and we hope that you will attend and support the Cougars. *For additional tickets, team schedules, and any updates for basketball please check our athletic web site: BartonSports.com.*

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.

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.

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

Call for Submissions!

Jaime Oss and Teresa Johnson, editors of Barton Community College's literary journal *Prairie Ink*, are calling for submissions!

This is their fifth year of compiling, editing, and circulating the journal, and they want your work.

Prairie Ink publishes original short stories, poems, short dramas, creative non-fiction, and graphic short stories. Barton students, alumni, and all residents of the seven counties within Barton Community College's service area: Barton, Pawnee, Rush, Russell, Rice, Stafford, and Ellsworth counties, as well as Fort Riley, Fort Leavenworth, and Grandview Plaza campuses.

Go to prairieink.bartonccc.edu for submission guidelines, more information about the journal, and the submission email address. Submissions are open until February 1, 2014. There is no limit on submissions per person or genre.

For additional information about the publication, email Jaime Oss at ossj@bartonccc.edu.



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

Associate Faculty Responsibilities

CLASSROOM ASSESSMENT TECHNIQUES

(CATs, for short)

There are several faculty members who've already completed their Classroom Assessment Techniques - **THANK YOU!**

Please don't forget to follow the instructions below to complete your CAT. The end of the semester will be here soon. Think about how great it would feel to check CATs off your list of things to do! This process only takes a few minutes, and it is a part of your responsibility as an associate faculty member.

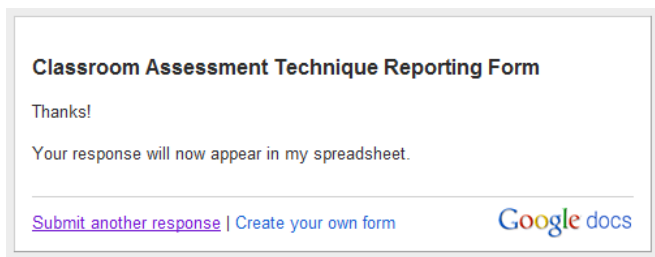
Submission/Documentation of the CAT can be done using the following link:

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:



Later in the semester, I will be contacting you about missing CATs. If you've completed your CAT but want to confirm we've received the data, please contact Karly Little at littlek@bartonccc.edu.

If you find out you submitted a CAT, but it didn't get to us—somehow—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 any of those is 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.

CERTIFICATION ROSTERS

If you teach a semester-long class, you should've received an email from the Office of the Registrar in mid-September. This email listed instructions for how to certify your class rosters through your PAWS account.

If you teach a year-long class, you should've received an email from the Office of the Registrar during the last week of October. This email listed instructions for how to certify your class rosters through your PAWS account.

If you received this email and certified your rosters—Thank you!

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've received the email but not yet completed it, please sign into your PAWS account, please do so immediately. If you have technical issues when you reach the PAWS sign in page, please 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've 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.

Associate Faculty Responsibilities

Final Grade Reporting

Final Grades

- Sign into PAWS at www.bartonccc.edu.
- 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. Reported in PAWS in the Final Grade field by the posted by the fifth day after the conclusion of the semester.*

Certification Roster/Alert Reporting
Faculty will be notified by email when courses need certified.

Term Selection

CRN Selection

FINAL GRADES ONLY - Do not enter certification/attendance roster reporting here.
Final grades for the Fall 2013 are due according to the following schedule and campus:

- Barton County campus grades for fall full-semester courses are due by midnight on December 13. Courses ending after Decemb

- 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

Grade Documentation

- In addition to submitting grades for each student in a class, faculty are also required to submit the following documents to the Executive Director of Business, Technology & Community Education at the conclusion of a semester/cycle for each assigned class:
 - Incomplete grade contract forms
 - Incompletes should be given only in emergencies
 - Attendance records (originals or copies)
 - Individual student attendance for each class period
 - Grade books (originals or copies) or print-outs of electronic grade books
 - Include individual student scores for each assignment
 - Instructor must initial and explain any alternate grades given if different than the grading scale for the course
 - Example: Student score shows 89.4% with grading scale of 89.5-90%= B. Instructor awards student an A – please initial grade and explain difference
- Once documents are submitted, final class rosters will be run and grades will be crosschecked
- Each divisional office will maintain these hardcopy records for a period of five (5) years

Associate Faculty are responsible for turning their documentation in to their main Barton Community College point of contact: Executive Director, Director, Coordinator, or support staff.