



# Cougar QUARTERLY

*Barton Community College Associate Faculty Newsletter*

**August - October 2014**

## Welcome to a New Academic Year!

# BACK-TO-COLLEGE

Beginning August 11<sup>th</sup>, the Barton County campus changes back to regular hours:  
Monday through Friday from 7:30 am - 4:30 pm



### **Happening on Campus**

It's been a busy summer here on Barton County's campus! In addition to regular summer session classes, Upward Bound hosted their yearly summer camp. The Upward Bound Program prides itself on serving students from diverse backgrounds who aspire to complete a college degree. All students must either have their family meet income guidelines set by the U.S. Department of Education or be potential first-generation college students. Barton Community College first sponsored the Barton County Upward Bound (BCUB) Program in 1999 and added the Central Kansas Upward Bound Program in 2007. The Upward Bound program concentrates on building success by improving academic skills and involving high schools students in activities that will expose them

to the world around us the workplace, careers, educational institutions, and the cultural aspects of our society.

Camp Hope also made the Barton County campus their home for summer 2014 due to the fire that destroyed the Camp Aldrich Conference Center dining hall in April. [KSN Report - "Camp Hope finds a new home"](#). The College Board of Trustees has determined that the dining hall will be rebuilt, but the timeline for rebuilding has not yet been confirmed.

We're so **EXCITED** for the **2014 -15 Academic Year!**

## Associate Faculty Meeting

All Associate Faculty are expected to attend!!

Thursday, August 14, 2014  
4:00 - 8:00 pm  
Science & Math Building, S-118

Please RSVP as soon as possible to  
Denise Schreiber at (620) 792-9324  
or [schreiberd@bartonccc.edu](mailto:schreiberd@bartonccc.edu).

### AGENDA

- 4:00 - 4:30 p.m. Registration for New Associate Faculty Members < 2 years at Barton
- 4:30 - 5:15 p.m. Information Session for New Associate Faculty Members < 2 years at Barton
- 4:30 - 5:15 p.m. Registration for All Returning Associate Faculty Members
- 5:15 - 6:00 p.m. Breakout Groups by Teaching Discipline
- 6:00 - 6:30 p.m. Light Dinner
- 6:30 - 8:00 p.m. General Forum



**Customer Service Week** is celebrated nationally every October, and this year, we're celebrating Customer Service Week from October 6 – 10. While we strive to provide quality customer service on a daily, weekly, and monthly basis, this week encourages employees, staff and faculty alike, to reflect on their customer service skills and celebrate the victories that unify us as a college and a higher education institution.

Check the professional development page found on the College's website and navigate to the Customer Service Week 2014 page for more information about professional development opportunities, team-building activities, and celebrations. More information will come available as the celebration grows nearer.

To access the Professional Development page on Barton's website, follow these directions:

- [bartonccc.edu](http://bartonccc.edu)
- Hover over the My Barton button.
- Select Faculty & Staff.
- Select Faculty & Staff in the gold banner.
- Professional Development is in the right-hand box.
- **Customer Service Week** is a page in the list on the left-hand side of the page.



For more information about Customer Service Week, please contact Karly Little, Customer Service Week Chairperson, (620)792-9294 or [littlek@bartonccc.edu](mailto:littlek@bartonccc.edu).

**Natural Gas**  
 high demand  
 high wage  
 recruitment  
 two-year degree  
 industry driver  
 gas measurement technician  
 gas pipeline technician

**C.A.D.**  
 (Computer Aided Drafting)  
 industry experienced instructor  
 detail drafter layout drafter  
 design drafter  
 architectural projects  
 growth potential

**Agriculture**  
 crop production  
 certificate  
 agribusiness  
 agribusiness management  
 agribusiness technology

**Automotive**  
 certificate  
 with placement

**Early Childhood**  
 preschool education  
 infant and toddler care  
 paraprofessional  
 online  
 face-to-face classes  
 certificate

**Manufacturing Skills**  
 entry level positions  
 real world experience  
 hands-on opportunities  
 Entry-Level

**Workforce Training and Economic Development**  
**September 24, 2014**

**BARTON**  
 COMMUNITY COLLEGE

**You're Invited to Learn ALL ABOUT CAREERS!**

For the first time, Barton is hosting a career program awareness event for superintendents, principals, counselors, students and/or family to promote career opportunities associated with career technical programs available with the College. The kick-off event is scheduled for September 24<sup>th</sup>. As a member of our associate faculty, you are invited to join us on campus for sessions about each of the following career programs: **Agriculture, Automotive, Computer-Aided Drafting, Early Childhood, Manufacturing Skills, and Natural Gas.**

Instructor/Coordinators representative of each program will interact with guests in an information session and tour of facilities.

Registration opens at 9:15 am. Career sessions will be featured immediately after registration with lunch and a scheduled Q&A with faculty and staff available until noon. More details are forthcoming via email and postcard invitations to superintendents, principals, counselors, students and/or family members.

**If this event interests you, please contact Karly Little, Coordinator of Community Education, for more information.**



### **Jack Kilby Science Day**

Participants will experience exciting science and technology lessons in several settings including hands-on mini sessions, demonstrations, competitions, and experiments. A timeline of events has not yet been released, but participants can look forward to meeting and learning from an exciting science professional to be disclosed at a later date.

Visit [bartonccc.edu/jackkilbyscienceday](http://bartonccc.edu/jackkilbyscienceday) to keep up-to-date with information about this fascinating event. For more information, contact: Dr. Richard Abel, Dean of Academics, (620)792-9333 or [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu).

## 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



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.

## *Tina Hiss*

College Advantage Instructor



***Primary class format you teach?***

I teach College Algebra at Great Bend High School as part of the College Advantage Program.

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

Rock Chalk, Jayhawk

***How long have you been teaching?***

37 years

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

14 years

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

My favorite part of the school day is guided practice. I love to see the transferring of knowledge from my instruction into a student's actions.

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

Do not assume that because you "told" your students some information that they will remember what you said or did. Even if a student answered a problem correctly on a given day, do not assume that they will remember that information a week later. Mastery of any skill requires independent and repeated practice and some students will require multiple presentations of the material to achieve mastery. Also, the most important accomplishment in your school day is to build relationships with your students so that they will want to perform at their best ability.

Thanks, Tina, for being featured in the Cougar Quarterly! We appreciate the work you do.

*We are looking for more talented associate faculty members to feature in our upcoming issues. Within the next month, we'll be selecting names of instructors from each department and notifying them individually. If you are interested in being featured the Associate Faculty Spotlight for an upcoming issue, please contact Karly Little, Coordinator of Community Education, at [littlek@bartonccc.edu](mailto:littlek@bartonccc.edu).*

### ***Tuition Changes for Spring 2015***

Barton Community College tuition will remain the same for the Fall Semester 2014, \$84 per credit hour for Barton County residents, \$91 per credit hour for non-Barton County residents, and \$137 per credit hour for BARTonline classes. Hybrid classes will still be assessed a \$15 hybrid fee.

However, for the Spring Semester 2015, tuition is expected to increase by \$6 per credit hour in each sector to the amounts of \$90 per credit hour for Barton County residents, \$97 per credit hour for non-Barton County residents, and \$143 per credit hour for BARTonline classes. Hybrid classes will still be assessed a \$15 hybrid fee.

## College Planning Conference

Choosing a college is a big decision. To help make that decision easier, the Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO) is pleased to host a college planning conference for high school and transfer students in your area.

The Great Bend College Planning Conference will take place from 1:30 to 2:30 on Monday, October 20, 2014, in the Great Bend High School gym.

This event will give prospective students the opportunity to gather information about public and private colleges, universities and technical schools in Kansas and the region. Representatives will be available from each institution to answer questions about academic programs, financial assistance opportunities, student life and athletics.

There will be approximately 300 high school juniors and seniors in attendance from the surrounding area high schools. There will be over 40 college representatives.

For more information, contact Tana Cooper, Director of Admissions, at (620)792-9241 or [coopert@bartonccc.edu](mailto:coopert@bartonccc.edu).



### You're Speaking; We're Listening!

In February and April, the College's Associate Faculty Growth & Development Committee administered a survey to determine in which areas our associate faculty members felt

the College needed improvement. We received a great amount of useful feedback, and something we heard over and over again was, "communication." Communication is a broad topic, so we've taken steps to overcome the first obstacle in communication: accessibility of information.

In addition to the associate faculty newsletter, Cougar Quarterly, we've developed another helpful document to guide you through your important role as an associate faculty member at Barton Community College. This associate faculty guide includes a Common Questions and Hints section, explanations of associate faculty responsibilities and deadlines, and an abbreviated directory.

## You're Speaking; We're Listening Cont'd

This document will be distributed at the annual associate faculty meeting. If you are unable to attend or miss placed your copy, the guide will be housed on the Professional Development on our website. Follow the hyperlinked text, or navigate this way:

• [bartonccc.edu](http://bartonccc.edu)

• Hover over the My Barton button.

• Select [Faculty & Staff](#).

• Select Faculty & Staff in the gold banner.

• [Professional Development](#) is in the right-hand box.

• Locate the [Faculty & Associate Faculty page](#) to access archived newsletters and the new Associate Faculty Guide.



## College Advantage Enrollment Dates

The College Advantage Program provides students with an opportunity to participate in college-level coursework, while either receiving dual credit (high school and college) or concurrent credit (college) without leaving the walls of their high school. These classes are a great way for high school students to get a head start on their college education!

Beginning in August, Barton representatives will be traveling to area high schools to enroll students in dual and concurrent credit classes.

School	Date	Times
La Crosse	August 4 <sup>th</sup>	9:00am-12:00pm
Wilson	August 5 <sup>th</sup>	12:00am-2:00pm
Great Bend	August 5 <sup>th</sup> & 6 <sup>th</sup>	8:00am-7:30pm
Ellsworth	August 6 <sup>th</sup>	7:30am-11:30am
Central Plains	August 6 <sup>th</sup>	12:00pm-2:00pm
Ellinwood	August 7 <sup>th</sup>	1:00pm-3:00pm
St. John	August 7 <sup>th</sup>	4:00pm-7:00pm
Russell	August 12 <sup>th</sup>	11:00am-2:00pm
Lyons	August 20 <sup>th</sup>	8:00am-10:00am
Hays	August 21 <sup>st</sup>	12:00pm-5:30pm
Larned	August 22 <sup>nd</sup>	8:34am-10:01pm
Otis-Bison	August 25 <sup>th</sup>	TBA
Hoisington	August 26 <sup>th</sup>	10:00am-11:00am
Chase	TBA	TBA
Pawnee Heights	TBA	TBA

For questions or additional information about College Advantage classes, visit the high school programs page at [highschool.bartonccc.edu](http://highschool.bartonccc.edu) or contact Karly Little, Coordinator of Community Education, (620)792-9294 or [littlek@bartonccc.edu](mailto:littlek@bartonccc.edu).

# Associate Faculty Responsibilities

## 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.

**Non-discrimination Notice: Barton Community College is an equal opportunity provider and employer. Visit [equal.bartonccc.edu](http://equal.bartonccc.edu) for more information.**

## Classroom Assessment Techniques

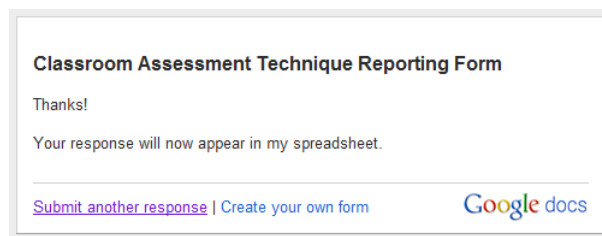
(CATs, for short)

Submitting a CAT only takes a few minutes!! Submission/Documentation of the CAT can be done using the following link: [www.tinyurl.com/submitCAT](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:



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.