



# Cougar QUARTERLY

*Barton Community College Associate Faculty Newsletter*

**November 2014 - January 2015**



A big thanks to the associate faculty members, new and returning, who attended the associate faculty meeting held in August. We understand teaching for Barton is only a portion of the work you do in life, and we appreciate your taking the time to spend an evening on campus getting to know more about your involvement with the College as well as your colleagues from across our seven-county service area. We hope you felt the time was well-spent.

If you weren't able to attend the meeting, but would like the professional development and training materials we distributed that evening, please contact Karly Little, Coordinator of Community Education, at 620-792-9294 or [littlek@bartonccc.edu](mailto:littlek@bartonccc.edu).

**Thinking Ahead to August 2015**  
Plans are already in motion for next year's annual professional development meeting. We have held the meeting a few days in advance of our campus start date for the last two years, and we are planning to follow that same model for the upcoming meeting. More information will be available in the February thru April newsletter, and details will be included in a mailed postcard invitation this spring.



**Graduate Coursework**  
**Update Your Files at BCC!**

We know as professionals you have ever-growing and changing credentials. Don't forget to include Barton when you provide credential updates to your school districts or other places of employment.

We are required to report graduate hours and degrees earned to the Kansas Board of Regents in a timely manner. Accurate records will also ensure you're paid the correct rate for the classes you teach. Please be proactive in keeping us informed.

With specific questions, please contact your main point of contact at Barton. College Advantage and Outreach instructors, contact Karly Little.

## UPCOMING BREAKS...UPCOMING BREAKS



### THANKSGIVING BREAK

Wednesday, November 26 – Sunday, November 30, 2014  
No Classes; Offices Closed

### HOLIDAY BREAK

Monday, December 22, 2014 – Sunday, January 4, 2015  
No Classes; Offices Closed (Offices Open: Monday, January 5)

### DR. MARTIN LUTHER KING DAY

Monday, January 19, 2015 - No Classes; Offices Closed

## Barton Community College Tuition for Spring 2015

- **Face-to-face classes:** \$90 per credit hour for Barton County Residents
- **Face-to-face classes:** \$97 per credit hour for other Kansas county residents  
+ \$15 technology fee for all hybrid classes
- **BARTonline classes:** \$143 per credit hour



### Customer Service Week

October 6 – 10, 2014

Customer Service Week is celebrated nationally during the first full week of October each year, and Barton's 2014 celebration was a record-setting event. As incentive to attend events, each attendee for each event received a ticket to enter raffles for four different prize baskets. At the end of the week, we counted the tickets—260 entries! This includes duplicates, of course, but attendance is up from last year, and we had a great time educating and celebrating Customer Service Week.

The majority of our associate faculty members do not come to campus on a regular basis, so I apologize you weren't able to participate in Customer Service Week. One activity during the week was a professional development video screening.

I've included links to the videos viewed during the celebration, so you can participate in Customer Service Week from afar! Each video is between three and ten minutes long, so take a few minutes, pop some popcorn, and enjoy!

[Video 1: This is Water – Excerpted Graduation Speech](#) by David Foster Wallace

[Video 2: How to Provide Extraordinary Customer Service:](#) The Fred Factor by Mark Sanborn

[Video 3: Johnny the Bagger – Message of the Day](#)



## All About Careers!

September 24, 2014



The first All About Careers! event, which featured programs from the Workforce Training and Economic Development area, was a great success! We hosted about 40 people who explored careers in Natural Gas, Early Childhood Education, Agriculture, Automotive, Computer-Aided Drafting, and Manufacturing Skills. The event included conversations with Instructor/Coordinators from each career field, a campus tour, and a Q&A lunch session with industry professionals. If you'd like copies of the materials we distributed at this event, please contact Karly Little: [littlek@bartonccc.edu](mailto:littlek@bartonccc.edu), or Kristan Connell: [connellk@bartonccc.edu](mailto:connellk@bartonccc.edu).

The next event in this series is set for April 22<sup>nd</sup> and will feature programs from the Business, Technology, and Community Education department. We will email superintendents, principals, and counselors in addition to sending postcards and posters for them to distribute through our area high schools. If you are an instructor in one of these disciplines and would like to bring students, please contact Karly Little or continue to check the webpage for updated information.

For photos from this event, a general outline of the day's activities, and information about future events,

visit [allaboutcareers.bartonccc.edu](http://allaboutcareers.bartonccc.edu).



All About Career attendees visit the Midwest Utility and Pipeline Training Center, which houses Natural Gas classes.

## Jack Kilby Science Day

October 16, 2014

Every October, Barton Community College invites high school students to explore the world of science through hands-on demonstrations, information sessions and experiments at the Jack Kilby Science Day. This year over 500 high school students from across Kansas participated at the 11th annual event on Thursday, October 16.



The day began with an opening presentation by Jack Hanna's team from the Columbus Zoo & Aquarium. The team brought several animals including, a baby kangaroo, two-toed sloth, a cheetah and two baby cougars that were recently rescued in Montana by firefighters. The handlers encouraged the animal lovers in the audience to pursue the many career opportunities available to them.



Following the opening session, students were split into groups for science related breakout sessions. Topics covered included chemistry, physics, DNA, and biology. Students ended the day with an academic carnival, where they were encouraged to visit the many information booths that were set up by departments on campus. A free lunch of pizza and soda was served.

The annual event is made possible by sponsorships from Farmers Bank & Trust and the Great

Bend Kiwanis Club and the hard work from the members of the Jack Kilby Science Day planning committee, admissions staff and student ambassadors.



## Barton Community College Cougar Basketball Fans

It is time to request your home basketball game passes!

We will kick off the 2014-2015 season with the Best Western/Pizza Hut Classic on Friday, October 31st and Saturday, November 1st. The Lady Cougars and Cougar Men will play at 5:30pm and 7:30pm both days with the other teams playing at 1pm and 3pm both days.

The Athletic Department will be offering complimentary general admission passes to Faculty & Staff for home basketball games for the 2014-2015 season. These passes will admit you to all home conference games plus the November tournaments. Requests for complimentary passes can be made by Email. Passes will be mailed in campus mail the week of October 27<sup>th</sup> or held at the ticket booth.

Please E-mail your request for complimentary passes to Brooke Thompson at [thompsonb@bartonccc.edu](mailto:thompsonb@bartonccc.edu)

## College Planning Conference

October 20, 2014

This past October, the Barton Admissions staff in conjunction with the Great Bend High School counselors, hosted a college planning conference at GBHS. On Monday, October, 20, area high schools were invited to bring approximately 300 juniors and seniors to speak with more than 40 college representatives.

This event provided prospective students the opportunity to gather information about public and private colleges, universities and technical colleges in Kansas. College representatives were available to answer questions about academic programs, financial assistance, student life, and athletics.

BCC was pleased to have the assistance of Dr. Victor Martin, Karly Little and Elizabeth Klima available to speak to students directly about the opportunities their programs offer students, both during and after high school. The GBHS college planning conference is part of a month long fair schedule hosted by the Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO). The association serves thousands of Kansas high school students on their pursuit to higher education.

# In the Spotlight

## David Keil



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

On campus: Auto Body Repair and Tae Kwon Do/Self Defense classes

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

I attended NW Kansas Area Vocational Tech; there wasn't a fight song.

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

I have been teaching at Barton for about 18 years.

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

Basically the whole time. I love interacting with the students. I like to keep them guessing!

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

Relax, let the class unfold. My first class I taught, I went through all my material in about ten minutes. Then I had to wing it. I like to get to know my students on a more personal level and know their hobbies and likes/dislikes. Then I can almost tailor my classes individually. When the students feel like they are all part of a team, they can really learn.

### **David, thank you for agreeing to be featured as the associate faculty spotlight for this issue of Cougar Quarterly!**

## Prairie Ink

### Call for Submissions

Prairie Ink is a literary annual that welcomes fiction, creative non-fiction, poetry, drama, literary criticism, and those graphic narratives that can be successfully reproduced into black and white photography.



It serves as a vehicle for both emerging and experienced writers, accepting submissions from Barton students, alumni and staff from the online community as well as Fort Riley, Fort Leavenworth, Grandview Plaza, and Great Bend Campus and from community members from Barton's seven-county service area: Barton, Pawnee, Rice, Rush, Ellsworth, Russell, Stafford.

Interested writers can submit work between October 1, 2014 – February 1, 2015 to [prairieink.bartonccc.edu](http://prairieink.bartonccc.edu).

## Beginning Photography Workshop

*Does it feel like your camera is smarter than you? Get the upper hand!*

Brandon Steinert, Director of Public Relations at Barton Community College, is offering a beginning photography class this winter. The class will meet Saturday, December 20, from 9:00am – 4:00pm with a lunch break at the Workforce Center (D-106), 1025 Main Street, Great Bend. The class is recommended for adults wanting to improve their photography skills.

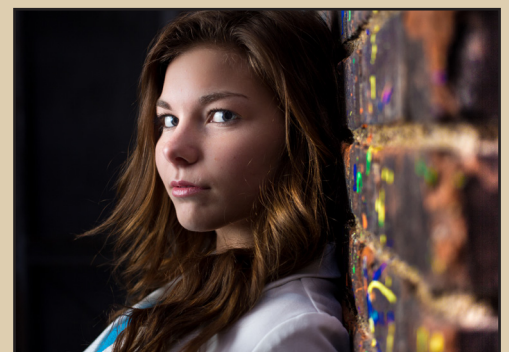
### **What you'll learn:**

The basics of exposure and how shutter speed, aperture, and ISO work together when you take a photo, how to construct good composition, the rules of photography and when to break them, and how light sources work plus six common portrait lighting styles. There will be time for one-on-one consultation to practice the style of photography important to you.

### **The gear you need:**

A DSLR camera (digital camera with removable lenses). This is for people who own a Canon Rebel or similar consumer DSLR and find themselves constantly using the "Auto" setting.

Learn more at: (will add link as soon as flier is approved)





## Senior Day

January 24, 2015

On Saturday, January, 24, 2015, the Barton campus will be overrun by high school seniors and their families. BCC will host its 4th annual Senior Day! All high school seniors are invited to take part in this event where they will get the chance to tour campus and meet fellow future Cougars.

Throughout the day students will meet with the admissions staff, student ambassadors and hear important information from many departments around campus including Student Life and Financial Aid. They will also get the opportunity to meet with academic advisors, activity sponsors and coaches.

Students will end the day with a chance to win one of two \$500 Foundation scholarships and many other Barton prizes. They will also receive free tickets to the basketball games against Pratt Community College along with a concession stand voucher and t-shirt.

If you are interested in participating or know someone who would like to attend, please contact the Admissions office at (620) 792-9286. Online registration will be available starting in January.



## Summer Associate Faculty Position (June & July)

Seeking Associate Faculty members to instruct the Manufacturing Skills program. Program teaches skills for entry level manufacturing careers, including blueprint reading, dimensions & tolerances, precision measurements & quality control, shop mathematics, occupational safety & health, and employability skills. Successful applicants will have college, specialized training, or industry certification, with an emphasis on competence gained through work experience.

Experience in training and/or teaching with post-secondary education is preferred but not mandatory. Positions available on the Great Bend campus and outreach areas.

Classes will run from 8:00 am – 12:00 pm, for eight weeks in June and July.

If you are interested in learning more about this opportunity, please contact Tina Grillot, Coordinator of Industrial Technology Programs at (620)792-9325 or [grillott@bartonccc.edu](mailto:grillott@bartonccc.edu).

## Holiday Excitement is Here at BCC!

[visit.scrooge.bartonccc.edu](http://visit.scrooge.bartonccc.edu)

**BARTON Community College**  
Music Department  
presents

# A CHRISTMAS CAROL

by Charles Dickens  
Adapted by Richard Hellesen Music by David de Berry

**Barton Fine Arts Auditorium**  
November 21, 22 at 7:30 pm  
November 23 at 2:00 pm

All Seats are Reserved  
Reserved Tickets available at [www.showtix4u.com](http://www.showtix4u.com)  
For ticket assistance please call (620) 786-1150  
Limited General Seating Available At The Door

Production Underwriter  
**Dove Chevrolet Buick Cadillac**  
Show Sponsors  
Great Bend Tribune, Becker Tire, Dr. Bill King, American State Bank  
First Kansas Bank, Brad & Sarah Shirer, Paul & Elise Snapp

Visit our [bartonccc.edu](http://bartonccc.edu) to learn more about upcoming events that you don't want to miss!!



# QUILTS

November 10-December 14

New Quilts from an Old Favorite - Carolina Quilt

Shafer Art Gallery Open House  
Sunday November 14, 10am - 4pm  
Quilts, Miniature, Papered Plates  
Free admission  
Kilns Opened to the Public  
at 10am and 3:00 pm

Shafer Art Gallery  
Holiday Open House  
Sunday, December 14<sup>th</sup>

# Associate Faculty Responsibilities

## Classroom Assessment Techniques

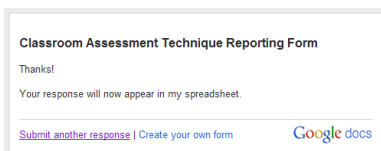
(CATs, for short)

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.

## Evaluation Process

Paper and Pencil Evaluations:

One of the major goals for the College Advantage program this academic year was securing an evaluation process for students to voice their experiences with our program. The first week of December, you will receive evaluation packets with forms to distribute and collect from your students.

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 be sending you a packet for evaluation. If your classes via ITV total more than three students, we will be sending 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 also. The evaluation should be conducted about two weeks from the final days of class.

## Final Grade Reporting

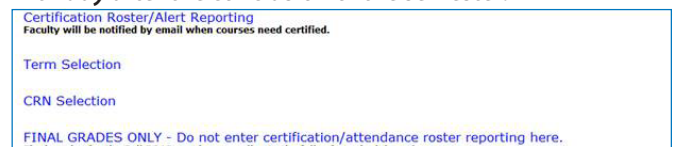
Final Grades

- Sign into PAWS at [www.bartonccc.edu](http://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 drop-down menu because grades are very easily changed.***

***If you accidentally report an incorrect grade, contact Lori Crowther immediately at [crowtherl@bartonccc.edu](mailto:crowtherl@bartonccc.edu).***

***Reported in PAWS in the Final Grade field by the posted 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

# Associate Faculty Responsibilities

## Grade Documentation

- In addition to submitting grades for each student in a class, faculty are also required to submit the following documents to their main Barton Community College point of contact: Executive Director, Director, Coordinator, or support staff 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.

## 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 - Thursday; 6:30 am - 5:00 pm

**Closed:** Fridays

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.