



Cougar QUARTERLY

Spring/Summer 2016

Barton Community College Adjunct Faculty Newsletter

Summer Campus Hours

May 16 - August 5, 2016

Monday - Thursday from 7:30 am to 5:00 pm

Fridays - Campus Closed

May 30 - Memorial Day - Campus Closed

July 4 - Independence Day - Campus Closed

Regular office hours will resume the week of August 8th.



Change of Name

Barton is officially changing the name that we use to identify our instructors not formally teaching part or full-time. In the past, these instructors—who often teach during the day or in the evening on campus, online, at high schools, in correctional facilities, or at any of our various sites across the state—were referred to as associate faculty members. Effective immediately, these faculty members are now referred to as adjunct faculty members. You will notice this change happening gradually in emails, documents, and policies college-wide.

Regardless of your title, please know that you are appreciated!



How, When, & Where Can You Reach Me?

College Advantage instructors and counselors, please contact Jane Howard, Executive Director of Business Technology & Community Education or Renetta Furrow, Secretary for Business Technology & Community Education in Karly Little's absence during the months of April through June.

Jane Howard

howardj@bartonccc.edu

(620)792-9208

Renetta Furrow

furrowr@bartonccc.edu

(620)792-9358

Career Technical Education Fair

On Leap Day 2016, Barton Community College hosted the first-ever [Career Technical Education Fair!](#) We welcomed over two hundred students from nearby schools ranging from eighth grade to senior year.

Students were able to tour the hands-on booths and participate in demonstrations hosted by program representatives in career fields ranging from criminal justice, emergency medical services, and medical laboratory technician to agriculture, welding, and entrepreneurship. Prizes were awarded throughout the day, refreshments were provided, and Bart the Cougar was available for photo opportunities!

This is becoming an annual event, so stay tuned for more information about how you and your students may participate in Career Technical Education Fairs to come!



Camp Aldrich Dining and Events Center Completed!



The [Camp Aldrich Dining and Events Center](#) opened in April after a fire destroyed the original building in April 2014. The Center is constructed completely from fire-resistant materials, is 25 percent larger upstairs with a capacity of 300. The lower level is twice as large and can seat 100 people. A Grand Re-Opening and Ribbon Cutting was held on March 31st. For more information or to rent the Center, contact Barton's Facilities Management Office at (620) 792-9340.



Adjunct Faculty Responsibilities

Evaluation Process

Electronic Evaluations:

Without you having to do anything, electronic evaluations will deploy into your course shells in early May. Students will evaluate the course using a numbered system and comment boxes.

Please refer any questions or concerns about evaluations to your main point of contact at Barton.

Paper and Pencil Evaluations:

If you do not use a course shell for your courses, you have the option of administering your student evaluations on paper and pencil. Within the upcoming weeks, you will be receiving 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.

If you didn't notify Barton Community College that you'd like to distribute your evaluations electronically but your students have access to their course shells, and would prefer this method, students should be able complete their evaluations in their course shells. Please re-package the blank evaluation forms and instructions, write us a quick note that your students will be evaluating electronically, and the packet back to the Barton address listed in the packet.

Classroom Assessment Techniques

(CATs, for short)

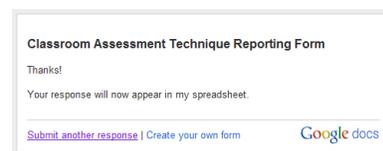
Submitting a CAT only takes a few minutes!!

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:



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.

Adjunct 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 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.

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.