



# Cougar QUARTERLY

*Barton Community College Associate Faculty Newsletter*

**May - July 2014**

The school year is winding down (It really is; we promise.), but we have a few things to share with you before that final bell rings and summer sets in. In this issue of the Cougar Quarterly, you'll find information about what's been happening on campus, upcoming events, and of course, information about end-of-the-semester deadlines.

With the end of the semester comes a change in office hours for full time staff and twelve-month faculty. Beginning May 19th and ending August 8th, you can reach us on campus during a different timeframe.



**SUMMER HOURS for GREAT BEND CAMPUS**  
Monday through Thursday 7:30 a.m.-5:00 p.m. Closed Fridays.

Summer 2014 Outreach classes are available in Russell and Ellsworth - [Check out what is available here.](#)

## 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



## A Makeover for Barton Community College's Website!

If you've visited Barton Community College's website in the past week or two, you'll notice some major changes have happened! Special thanks to all who have contributed to the successful launch of our new website:

Samantha Stueder - Webmaster  
Connie Wagner - Graphic Design Specialist  
Publics Relations Department  
Information Services Department: Charles Perkins, Michelle Kaiser, Pam Henning,  
Renee Demel, Amye Oelke, Scott Heier, Brenda Moreno  
Web Editors and Supervisors  
President's Staff and Administration  
All Barton Employees

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



## Having trouble finding what you need?

It's understandable! The website has undergone some huge cosmetic and navigational changes, and we are all still learning our way around the new site.

For access to the MyBarton Portal, PAWS, and Faculty and Staff pages, hover over the MYBARTON logo:



Clicking any of the names of accounts that require login information will take you directly to the sign in pages for those accounts.

Clicking **Faculty & Staff** will take you to the internal pages. Directly beneath the Barton logo in the gold banner, click Faculty & Staff again to reach the resources page. Feel free to contact Karly Little with any questions.

- Banner
- Barton Home
- Barton Office Professionals
- Barton United Way
- BCC Bookstore Internal
- BCC Bookstore Public
- Calendars
- Computer Help
- Cougar Text Messaging
- Course Management System

- Employee E-mail
- Faculty Handbook and Resources
- FERPA Information
- Food Service
- Forms Center
- GoToMeeting
- IS Help Desk
- Human Resources
- Information Services
- Maps

- PAWS user login
- Phone List
- Policies and Procedures
- MyBarton Portal
- Presidents Staff
- Process Maps
- Professional Development
- R25 Room Scheduler
- Vice President's Office


**Visit the site at [bartonccc.edu](http://bartonccc.edu),  
and have a look around!**

# Professional Development

We assembled a new committee earlier this year to focus on professional development opportunities for full-time and associate faculty members across campus and in our surrounding district partners.

Thank you to those of you who completed the initial survey in January and follow-up survey we sent in April. We've been able to identify some areas of professional development that need attention, as suggested by our surveys: time management, communication, and accessibility of information.

If you haven't yet looked at the [Professional Development](#) page developed and maintained by Anne Higgins and Julie Knoblich, please take a few minutes to do so. It's an invaluable resource!

Online training is available at the [Professional Development](#) page.  is an option for these trainings and doesn't require setting up an account or login. You can access tutorials in such subjects as:

- Microsoft programs including Outlook, Word, Excel, Publisher, PowerPoint, and Access.
- Apple, iPad, and iPhone basics
- Career advice, including cover letter and resume tutorials
- Social media including blogging, Facebook 101, Pinterest 101, Twitter 101, and Skype
- Research basics, Internet basics, financial guidance, and general everyday life skills

The Professional Development page can be accessed through the above link or through the Faculty & Staff Page. All future newsletters will be available on the professional development page.



## Students Enrolling in College Advantage for Fall Semester 2014

Students taking concurrent and dual credit classes through their high school and Barton Community College comprise our College Advantage program. In March, students received our comprehensive "Student Guide". They can work with their counselors to build dual and concurrent credits into their high school class schedule. Specific information about classes available at each high school will be mailed to prospective College Advantage students' homes in July.

Enrollments for these classes begin in August; Barton representatives will travel to districts to assist with the process. Please contact Karly Little, [littlek@bartonccc.edu](mailto:littlek@bartonccc.edu), with any questions.



## Career & Technical Education Month

By Karly Little

We celebrated Career & Technical Education (CTE) Month in February. The celebration and theme were nationwide, "Celebrating CTE Superheroes," and boy, did we celebrate!

Events included a thank you gift for our advisory boards; treats for students, faculty, and staff; an online scavenger hunt; and a "Calling All Superheroes" reception in the month's final week. Superheroes emerged from offices, classrooms, and labs across campus to celebrate with us!





# 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.

## *Buddy Curry* College Advantage Instructor



**Primary class format you teach?**

I teach face to face classes.

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

I am a big Oklahoma State fan.

**How long have you been teaching?**

I have been teaching for about 18 years at community college and university levels.

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

One year

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

Whenever I am in the classroom.

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

Relax, you got this!

## Child Education Fair

By Krystall Barnes

"Picnic Pleasin' Pickins", Barton Community College's Child Education Fair hosted approximately 125 session participants, presenters and exhibitors on Saturday, April 12th in the Student Union. This annual learning event is designed to encourage, educate and share the latest trends in child education with child care center and preschool personnel, family child care providers, elementary teachers, and students enrolled in a child care curriculum.

Many of the participants return year after year to this highly-regarded conference in order to gain new ideas they can take back to their classrooms.

Associate faculty, Gaye Callich, Cathy Estes, Mercedes Helms, Jennifer Oborny, and Shara Neidenthal were session presenters at this year's conference. Roni Wertz, instructor/Coordinator of Barton's Early Childhood program, played a crucial role in the event. She and her students organized two breakout sessions during the day and also created all of the decorations and signage throughout the Technical building and Student Union building.

The highlight of the event was an opening keynote presentation by children's book author and longtime teacher Shelly Simoneau of Topeka, KS. She has published several books including "Daddy Was a Carpenter," "Snake Tree" and "Grasshopper Bubble-gum." Multiple breakout sessions also offered hands-on activities including storytelling, arts and crafts, music, creative snacks and disability awareness.





## Senior Day 2014

by Maggie Harris

This past winter, Barton welcomed a record 100 high school seniors on campus for the 3rd annual Senior Day. On February 8 seniors interested in BCC, along with their families, had the chance to tour campus and housing facilities with the Student Ambassadors, meet with the admissions staff and advisors and hear important information from many departments around campus including Student Life and Financial Aid. The month of February is chosen to help students beat the March 15 deadline for the Academic Scholarship.

As part of the event, the Foundation office donated two \$500 scholarships to be given away in a drawing. Kansas seniors Carlie Spires, Stockton, and Derion Burnside, Great Bend, were the scholarship recipients. The campus bookstore donated Barton gifts and apparel to be given away and the Admissions office purchased and donated two tablets.

To cap off the day the students and their families were given free admittance to attend that evenings men's and women's basketball games against Cloud County Community College and were given a concession stand vouchers and a free t-shirt. The games also featured the Hall of Fame Induction Ceremony.

The Admissions staff would like to thank everyone on campus that volunteered their time to help make this year's Senior Day success.

## Do you know a student who might need to get started with Barton post high school graduation?

### Enrollment Days are happening now!

Barton has put together "Enrollment Days" specifically designed to help you get started at Barton. From visiting with your advisor and getting a class schedule to visiting with Financial Aid....we have you covered to get everything in order to start school at Barton!

### Here's what you'll accomplish on Enrollment Days:

- Meet with Admissions Staff
- Meet with an academic advisor
- Plan and enroll for classes
- Meet with a Financial Aid Advisor
- Take a campus and housing tour
- Make payment arrangements with the Business Office
- Meet with Student Services
- Take an assessment test (If needed)
  - oIf you have taken the ACT test, have your scores sent to Barton prior to your enrollment date
  - oIf you have not taken the ACT Test, you will need to assess before enrolling in classes

### Enrollment Dates

Wednesday, May 21:	1 p.m.
Wednesday, May 28:	1p.m.
Wednesday, June 4:	1 p.m.
Wednesday, June 11:	1 p.m.
Wednesday, June 18:	1 p.m.
Wednesday, June 25:	1 p.m.
Wednesday, July 9:	1 p.m.
Wednesday, July 16:	1 p.m.
Wednesday, July 30:	1 p.m.

Located on the Barton Great Bend Campus only.

\*If you can't attend on enrollment dates or would rather enroll by phone, please contact the Admissions Office.

### 2 easy ways to get signed up for an Enrollment Day:

- Sign up online OR
- Call the Barton Admissions Office  
(800-722-6842 or 620-792-9286)



# Associate Faculty Responsibilities

## 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. 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.

### Electronic Evaluations:

If you elected to have your student evaluations sent to you electronically, students will need to access their course shells in order to complete these. Student evaluations will automatically deploy into the students' course shells during the first week of May.

Please contact either Karly Little (littlek@bartonccc.edu or 620-792-9294) or Renetta Furrow (furrowr@bartonccc.edu or 620-792-9358) with any questions or concerns about evaluations.

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.

# MARK YOUR CALENDAR!

## MANDATORY ASSOCIATE FACULTY MEETING

*Thursday, August 14, 2014  
Time to be Announced  
Science & Math Building, S- 118*

We had a great response and great attendance to last year's associate faculty meeting, and we're looking forward to seeing everyone again! The information covered during the meeting will vary depending on whether you're new to Barton or not-so-new to Barton. Please join us for an evening of discussion and professional development. Details forthcoming!

# Associate Faculty Responsibilities

## 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 dropdown 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.*

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.