

BARTON

COMMUNITY COLLEGE

Faculty Handbook



Barton Community College

2023-2024 Faculty Handbook

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A. Welcome to Barton

We are pleased you are a member of the Barton team and will join us to contribute to our rich tradition of service excellence to students, partners, and communities. As a member of the Barton family, we wish you every success. We look forward to working with you!

Barton is a diverse institution with campus locations in Barton County, and at Fort Riley, Fort Leavenworth, and Grandview Plaza. In addition, Barton offers courses and programs at a variety of outreach locations including area high schools and, service area communities as well as Kansas Department of Correction facilities. Barton also delivers courses online through Barton Online and provides customized training for businesses and industries.

Faculty serve across the instructional system and teach in full-time, part-time and adjunct capacities to support the College's various programming and services.

B. Vision and Mission

Barton's Vision: Barton Community College will be a leading educational institution, recognized for being innovative and having outstanding people, programs and services.

Barton's Mission: Barton offers exceptional and affordable learning opportunities supporting student, community, and employee needs.

The College seeks to achieve our mission through [eight ENDS](#) and four Core Priorities (Values) that define our commitment to excellence in education.

ENDs

1. Fundamental Skills
2. Work Preparedness
3. Academic Advancement
4. Barton Experience
5. Regional Workforce Needs
6. Barton Services and Regional Locations
7. Strategic Planning
8. Contingency Planning

Barton Core Priorities/Strategic Goals

Drive Student Success

1. Advance student entry, reentry, retention, and completion strategies.
2. Foster excellence in teaching and learning.

Cultivate Community Engagement

3. Expand partnerships & public recognition of Barton Community College.

Optimize the Barton Experience

4. Promote a welcoming environment that recognizes and supports student and employee engagement, integrity, inclusivity, value, and growth.

Emphasize Institutional Effectiveness

5. Develop, enhance, and align business processes.

C. Accreditation

Barton is accredited by the Higher Learning Commission (HLC). Accreditation ensures the quality and advancement of an institution including programs, instruction, student support, governance, mission, finances, and resources. Colleges must meet HLC's criteria for accreditation by complying with a set of established standards and assumed practices. Through a continuous series of evaluation activities, HLC monitors colleges to ensure they continue to meet these standards and practices. Barton ensures accreditation through HLC's Open Pathway cycle of accreditation. You can [learn more about the HLC process](#) by visiting their website.

In addition to HLC, the College takes guidance from the [Kansas Board of Regents](#), the governing board of the state's public post-secondary institutions and is a member of the [American Association of Community Colleges](#). Also, several of Barton's programs are accredited by separate agencies. A current list of those programs and contact information for all of our accrediting bodies is located on [Barton's Accreditation](#) page.

D. Directories and Locations

1. The Barton County campus serves as the College's home campus. This location is high atop a hill on 160 acres three miles northeast of Great Bend. The campus includes eight buildings with four phases of student housing, the Cougar fields, and the Midwest Utility Pipeline Training Center located west of the hill. Learning facilities include traditional and active learning classrooms, in addition to science and program specific labs. The College's attention to technology is found in its numerous classrooms, computer labs, and technical program labs. The Planetarium boasts a 40-foot dome theater with sixty-six seats and is equipped to recreate the night sky in amazing detail. The Fine Arts Auditorium seats 632 guests and serves as the primary venue for Barton's many performing arts events and guest lecturers or presenters throughout the year.
2. Barton's virtual campus, online.bartonccc.edu, has offered quality online programming since 1999. Students may take a class or earn an associate's degree or certificate – via a flexible schedule, from the location of their choosing, and at an affordable price. Students may login to Barton Online anywhere they have Internet access (24 hours a day, 7 days a week). The Barton Online platform offers seventeen total sessions during the academic year, ranging from four to sixteen weeks long with intersession in the spring and fall. Online courses are available to anyone, regardless of their geographic location and do not have a minimum class size so classes never cancel because of low enrollment.
3. Fort Riley, home of "The Big Red One," is known for its excellent training, abundant recreational opportunities, rich history, and tremendous relations with surrounding communities. Barton's proud association with Fort Riley and the U.S. Army began in 1984 with a single training contract. This relationship has continued to grow in support of the Army, its soldiers, their families, and the surrounding community. The Fort Riley campus administration office is located in Building 211 on the main post of Fort Riley. The campus provides instructional services including BSEP, LSEC, and College Programs.
4. The Military Program provide centralized vocational training to the soldiers of Fort Riley Kansas. This is a unique training arrangement in that the skills addressed are specifically military and not generally available to the civilian market. Additionally, this training venue provides college credits to soldiers for successful course completion. This translates into promotion points, which help soldiers advance their military careers. The program's secondary mission is to provide training to US Government employees and other members of the total Army family including Reserve and

National Guard personnel, military retirees, and authorized military family members. Learn more about the [Military Programs](#).

5. The Grandview Plaza (GVP) campus is home to the Hazardous Materials & Emergency Services Training Institute. Established in 1992, the programs offered here include Hazardous Materials Management, Emergency Medical Services, Emergency Management & Homeland Security, and Occupational Safety and Health. The Grandview Plaza location is also home to an OSHA Training Institute Education Center. Barton is a member of the Great Plains OSHA Education Center (GPOEC) consortium. GPOEC serves Region VII of the United States, which consists of the states of Kansas, Nebraska, Iowa, and Missouri. In addition, the Grandview Plaza location serves as a location for the College's Emergency Medical Services Education program. Customized training and/or services are available at the GVP campus for business, industry, government entities, and individuals. Learn more about the programs at the [Grandview Plaza Campus](#).
6. Barton's proud association with Fort Leavenworth and the U.S. Army started with the first classes conducted in October 2012. With the support of the Army Education Center and the Army leadership on post, the Barton Fort Leavenworth campus has continued to grow in support of the Army, its soldiers, their families, and the Fort Leavenworth community. The Barton Fort Leavenworth campus provides education and training to students on post and in the surrounding community. The campus provides instructional services for including BSEP, LSEC, and College Programs.
7. A complete directory of personal is available on the [Directories](#) webpage. The campus and building maps available on the [Campus Map](#) webpage are printable. In addition, Barton offers a GoPro Campus Tour Video, which is also on the [Campus Map](#) webpage.

E. Faculty Position Information

All faculty must meet the criteria outlined in the Faculty Qualifying Credentials Document found in [Procedure 2465](#). The President or his/her designee is authorized to establish procedures for position requirements including, but not limited to the following: education, certification, experience, knowledge, skills, and personal qualifications. Requirements align with the Higher Learning Commission. Additional information on payroll procedures are located on the [Human Resources Payroll](#) page or under [Procedure 2490](#).

1. Full-time and part-time faculty are either located at one of Barton's campuses or are fully online. Contracts vary from nine to twelve months, with credit hour load and duties differing between location and position. Some faculty, in addition to their teaching load, serve as an Instructor-Coordinator, Department Chair, Special Activity Lead, and/or as an Academic Advisor. Faculty are not required to teach in excess of their primary contracted credit hours. If there are opportunities and faculty agree to teach beyond their contacted credit hour value, they are paid a per credit hour overload rate. The rate does vary between face to face and online courses. In the event the overload teaching assignment does not meet the required minimum class size, the compensation amount is prorated.
2. Adjunct faculty must meet the same credential requirements as full-time and part-time faculty members. Adjunct members are paid a per credit hour overload rate. The rate does vary between face to face and online courses. When accepting an assignment at less than the required minimum class size, the compensation amount is prorated.
3. Barton adheres to the Code of Federal Regulations administered by the U.S. Department of Education and the Kansas Board of Regents Rules & Regulations as it applies to the awarding of

credit. The College operates in accordance with [Procedure 2540](#) which outlines seat time requirements for course delivery.

4. All faculty shall provide an opportunity for communication with students and others as part of their instructional assignments through regular office hours. These office hours can take the form of face-to-face meetings, phone conversations, and electronic communication. Faculty should create a learning experience that is as accessible as possible with adaptable formatting, materials, and class requirements.
5. Barton's position descriptions include an area that states, "performs other duties as needed or assigned." In an effort to provide insight to what might be included in "other duties" a [functional list](#) is provided that may or may not be associated with your employment depending on program and/or discipline area. A visit with your supervisor will provide added information.
6. New faculty are expected to participate in an orientation process and participate in mandatory new employee training. At the College's discretion, mandatory training may also be required for existing faculty as a condition of their employment. The extent and type of orientation varies by division, location, and appointment. The intent of the orientation is to familiarize faculty with Barton's procedures, processes, culture and expectations. Required training topics include Blood-borne Pathogens, Substance Abuse and the Drug Free Workplace, Cyber Security, and Title IX, and these are to be completed within a specified amount of time depending on hire date and position. Faculty members with advising responsibilities must undergo training through the Advising Department prior to assuming advising duties. More information is included in [Procedure 2458](#).
7. Faculty seeking continuing education may be eligible for credit-bearing tuition assistance. Additional professional development opportunities are provided as needed and with available funds across instructional divisions and campus wide. This applies to full-time, part-time and adjunct faculty. [Procedure 2440](#)
8. Instructors that have been assigned and/or have accepted online teaching assignments must complete three steps in order to be awarded the Barton eCertified Instructor Certificate.
 - Successfully complete the BOLT 101 Admin Training course.
 - Successfully complete BOLT 103 Course Roadmaps Training course.
 - Successfully complete the eCourse Improvement Process for one course.More information on becoming an eCertified Instructor at Barton is located [here](#).

F. Faculty Resources

1. College employees are expected to conduct themselves with professionalism as they perform the responsibilities of their positions. Conduct that violates the College work area policies and procedures and/or the law, and which may be considered unsafe, imprudent, disruptive, and not in the best interests of the College may result in disciplinary action. Further information on employee discipline is located under [Procedure 2450](#).
2. The College employs full-time and regular part-time faculty under a primary contract, which is issued annually. Contract information includes, but is not limited to, the faculty member's title and/or position, compensation, specific dates of employment, and the length of the contract. The Vice President of Instruction in coordination with the faculty member's direct supervisor makes recommendations regarding selection, termination, and tenure of faculty members. Salaries are determined by a faculty compensation schedule. Increases in salary are determined by the College's Board of Trustees and the available financial resources. The Board must also authorize all faculty contracts. Adjunct faculty receive an employment status form for the classes taught during a designated time period.

3. Faculty members (adjunct, part-time and full-time) are invited to participate in college committees. Committee assignments (volunteer or required) are part of the faculty member's contract with the College; additional compensation is not provided. A list of official Institutional Teams is located under [College Planning](#). Additional committees are available; faculty members may speak with their supervisor for more information.
4. Barton recognizes the importance of employment evaluations to ensure the quality of instruction and contribution to the institution. An evaluation is a learning tool and contributes to continuous improvement. The evaluation of faculty occurs in accordance with the schedule set forth in [Procedure 2481](#).
5. Faculty Load and Compensation (FLAC) is a self-service application implemented to pay adjunct faculty for credit courses and full-time faculty teaching overload credit courses. This online process eliminates the need for paper employment forms. Additional information and instructions is located on the [Faculty Resources](#) page. Alternatively, faculty may contact the [Office of Human Resources](#).
6. The faculty member's direct supervisor is authorized to grant leave according to the established procedures. General leave requirements and further information on Vacation, Sick, and Personal Leave Benefits are located under [Procedure 2416](#). All other relevant Policies and Procedures are linked at the bottom of this Procedure. Faculty members should request leave to their supervisor in advance with the exception of emergency situations.
7. Barton seeks to provide a supportive and challenging environment in which students can improve their basic intellectual skills and equip themselves for a fulfilling life and responsible citizenship in the world. We acknowledge there are circumstances that necessitate an academic "fresh start" and offer academic clemency as a means to make academic rehabilitation possible. Academic and enrollment management information is located on the [Registration and Enrollment Services](#) pages.
8. The Student Alert System is designed for students who can still successfully pass a course by changing their attendance and study habits. Students who are too far behind (or who have stopped attending or never attended) should not be sent a Student Alert. Instead, they should be sent a letter from the faculty member or division informing them of their need to officially withdraw. The [Student Alert Form](#) is available to begin the process of contacting a student.
9. The RAVE Barton Guardian app is a free app that turns a mobile device into a personal safety device. By downloading the app to a mobile device, users can invite friends and family to join them as Guardians. Users can then request unlimited Guardians virtually walk with them on or off campus. The app also directly connects users to Campus Safety (or 911 on/off-campus) in an emergency. For more information on installing and using the app, visit <https://www.bartonccc.edu/campusafety/barton-guardian>
10. The College encourages an open and frank atmosphere in which concerns, complaints, suggestions, or questions receive a timely response from the appropriate College contact. If an employee disagrees with established rules of conduct, policies or practices, they may express their concern confidentially through the problem resolution process. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable, business-like manner, or for using the problem resolution [Procedure 2452](#)
11. Title IX is an important part of Barton's civil rights equity policy. Reports, including anonymous reports, may be filed online, using the [reporting form](#). For additional information, please read the [Sexual Assault Information Packet for Reporting Party](#) or [Sexual Assault Information Packet for Responding Party](#).
12. Academic freedom is a respected and protected value of the institution; [Procedure 2520](#) demonstrates the College's commitment to freedom of expression. The College upholds the tenets

of the American Association of University Professors (AAUP) 1940 Statement of Principles on Academic Freedom and Tenure. The AAUP Statement provides a framework for academic integrity, policies and procedures, and ethical behavior.

13. Barton's Faculty Council supports and encourages best practices in the classroom, promotes professional development activities, reviews all proposed policies and policy changes for their impact upon faculty and the academic performance of students, and represents the concerns and proposals of faculty to college administrators. A member list and meeting information is posted on the [Institutional Teams Page](#).
14. The Center for Innovation and Excellence is committed to supporting employees. Employee education, innovation, and engagement encourages college employees to advance their professional and personal skills to achieve excellence in their job performance. It also assists faculty in teaching and learning endeavors in the form of course design assistance, Canvas proficiency, collaboration across disciplines, and Open Educational Resources. To learn more about opportunities offered through the Center or to contact a member of the department, visit the [Center's](#) webpage.
15. The Academic Development Center (ADC) supports students in their development of academic skills and provides a space for supported study. Although the ADC is located in room L-136 on the Great Bend Campus, all services are provided remotely to students regardless of campus affiliation or personal location. Through student seminars and academic coaching, the ADC assists students with time management, note taking skills, academic resource development, group study, and test preparation. During academic coaching, academic mentors may also assist students by connecting them with additional support services such as tutoring, advisement, mental health counselling, or financial aid. The ADC also partners with faculty to create supplemental instruction through events like *STEM Fridays!* and *Thursday MathHour!* Additionally, the ADC staff can be available to provide pop-up seminars during scheduled courses or faculty absences. For more information, please email ADC@bartonccc.edu.
16. A complete list of Barton's Policies and Procedures are located on the [Administration](#) pages. The [Forms Center](#) contains all necessary submission forms for requests.

G. Student Conduct

1. Barton is an academic community committed to upholding the highest ideals of integrity and the related values of honesty, trust, cooperation, respect, and responsibility. Information related to Academic Integrity violations and sanctions are located in [Procedure 2502](#).
2. Barton maintains a fair and equitable procedure for addressing student disciplinary matters ensuring the rights of the students, the College community, and the community-at-large are protected. The objectives of the disciplinary process are outlined in [Procedure 2611](#).
3. Students are expected to attend all class meetings so they may fully benefit from the learning experience. Faculty should state their attendance policy in their course syllabus and at the first meeting with students. Weekly attendance records should be maintained to comply with federal financial aid guidelines. Further information on course attendance policies are located under [Procedure 2530](#). Students serving in the military, who are unable to attend or participate in classes due to orders for active duty, are eligible for additional consideration due to their military status. Eligible students may receive a refund by following [Procedure 2620](#).
4. The College is committed to maintaining accurate grade and attendance records. Instructors are responsible for ensuring grades are double checked and validated when submitting final course grades. More information about reporting grades, incomplete grades, and grade appeals are located under [Procedure 2511](#).

5. Barton complies with all federally mandated laws concerning Family Education Rights and Privacy Act (FERPA), which protects the confidentiality of student information. The Registrar is responsible for overseeing, communicating, and administering this Act. For more information on how FERPA applies to students, visit [Procedure 2605](#).
6. The College encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the appropriate college contact. If a student disagrees with established rules of conduct, policies, and practices, or if they feel their rights have been infringed on, they may express their concern through the problem resolution [Procedure 2615](#).
7. Additional information regarding student conduct is located in the [Student Handbook](#). Alternatively, reach out to a member of the [Student Services](#) team for additional information on the resources available.

H. Communication and Timelines

1. While changes to the academic calendars are rare, circumstances occasionally require modification to published calendars. Please bookmark the academic calendar specific to your area rather than individual calendars to ensure you always access the most up-to-date information. Each Barton location maintains information for program/course offerings, hours of operations, campus accessibility and unexpected closures. This information is accessed by visiting the [Barton webpage](#) and selecting the campus of your choice at the bottom of the page. Up-to-date college news is posted to the college website and individual locations. For more information, please refer to the following: [Barton County Campus Calendars](#), [Fort Leavenworth Calendars](#), [Fort Riley Calendars](#), [Grandview Plaza Calendars](#)

I. Education Environment

1. Teaching and learning software is available through Barton's online learning management system. Canvas and ancillary software is available for use in and out of the classroom. BOLT 101/103 offers standard lessons in course development, BOLT 102 offers faculty support related to academic software, and the faculty boot camp offers new faculty with lessons in best teaching practices.
2. Faculty expectations and responsibilities regarding the submission of classroom, course, program, co-curricular, and institutional assessment are found within the [Assessment Process Handbook](#). Along with the handbook, additional education, documentation, and literature is located on [Barton's Assessment](#) page.
3. Barton aspires to provide the highest-quality undergraduate education in the liberal arts and sciences and career technical education areas. The programs offered are listed on the Programs of Study page while individual program curriculum guides provide general information about requirements. For additional information on the curriculum offered at Barton, visit the [Programs of Study](#) page.
4. Barton's Learning Instruction and Curriculum Committee (LICC) focuses on academic and curricular matters. The committee's goal is to ensure instructional integrity and to provide quality learning experiences for all Barton students regardless of venue or modality. Further information on syllabus format, development, archiving, and other requirements are located on the [LICC](#) page.

J. Institutional Technology

The Information Services (IS) Department supports instruction with automated processes and the integration of technology into the learning process. This support comes through the various databases,

software, applications, and learning platforms offered to employees. More information about IS and employee assistance are located on the [Information Services](#) pages.

K. Communications

The Barton Communications Department exists to maintain effective internal and external communications through print and electronic media with emphasis on providing accurate and timely information to the public and to news/media organizations. Visit the [Communications](#) page for more information on the Barton Brand Guide.

L. Learning Resource Center (Library)

Currently enrolled students, faculty, staff, and the general public may physically access print and electronic resources in the Library during regular business hours. Students, faculty, and staff across the College system or off-campus may access resources by logging into their MyBarton portal. Access information is found in the Mobile Access Guide on the Library tile. For any assistance, contact Library staff or visit the [Library webpage](#).

M. Closing

This Faculty Handbook is provided as a resource. Barton reserves the right to add, revise, supplement, or rescind any information included in the handbook; however, it is the institution's practice to operate in a transparent, communicative manner. If you have are in need of additional information, please reach out to your supervisor or refer to the [College's Directories](#).

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.