

**BARTON COUNTY COMMUNITY COLLEGE
ASSOCIATE FACULTY TEACHING RESPONSIBILITIES**

TASK	RESOURCES	CONTACT	DEADLINE
<p style="text-align: center;">CONFIRMATION LETTER</p> <p>Confirmation of teaching assignment, employment contract and other pertinent information.</p>	Detailed information and instructions will be included in letter.	<p style="text-align: center;">Janet Kirmer Coordinator of Outreach 620-792-9214 kirmerj@bartonccc.edu</p>	Review & sign employment contract and complete verification form. Return ASAP.
<p style="text-align: center;">COURSE SYLLABUS</p> <p>Contract between the college, the instructor and the student.</p>	Master syllabus will be emailed with detailed instructions.	<p style="text-align: center;">Jane Howard Director of Instructional Services 620-792-9208 howardj@bartonccc.edu</p>	Submit electronic copy to Jane prior to first class session; distribute to students at first class session.
<p style="text-align: center;">ONLINE CLASS ROSTERS</p> <p>Compare enrolled students to students sitting in class.</p>	Instructions will be emailed.	<p style="text-align: center;">Jane Howard Director of Instructional Services 620-792-9208 Lori Crowther Director of Enrollment Services 620-792-9216</p>	Check online class rosters before class begins and daily for the first week of class.
<p style="text-align: center;">CERTIFICATION ROSTERS</p> <p>KBOR required accounting of students in class.</p>	Roster and instructions will be mailed.	<p style="text-align: center;">Lori Crowther Enrollment Services 620-792-9216</p>	Review & return ASAP
<p style="text-align: center;">MID-TERM GRADES</p> <p>Reporting of student grades before the end of the class - gives students an early heads-up on their performance.</p>	Email will be sent.	<p style="text-align: center;">Lori Crowther Enrollment Services 620-792-9216</p>	Deadline will be given.
<p style="text-align: center;">CLASSROOM ASSESSMENT TECHNIQUES (CAT) REPORT</p> <p>Assessment tool used to determine if learning is occurring in the classroom.</p>	Training is provided; email will be sent.	<p style="text-align: center;">Elaine Simmons Associate Dean of Community Education 620-792-9214 simmonse@bartonccc.edu</p>	Two weeks before course ends.

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STUDENT EVALUATIONS Opportunity for students to provide feedback on the course and instruction.	Evaluations and instructions will be mailed	Kimberly Bender Office Assistant 620-792-9255 benderk@bartonccc.edu	Two weeks before course ends.
COURSE ASSESSMENT RESULTS Data that results from Course Assessment Project.	Course Assessment Coordinators provide detailed instructions.	Stephannie Goerl Associate Dean for Math, English & Essential Skills and Assessment Coordinator 620-792-9261 goerls@bartonccc.edu	Immediately upon completion of course or when required by project guidelines.
FINAL GRADES Final rating of student's class performance.	Rosters and instructions will be mailed.	Lori Crowther Enrollment Services 620-792-9216	Immediately upon completion of course.
GRADES & ATTENDANCE DOCUMENTATION Instructors are required to submit grade and attendance documentation upon conclusion of their course.	Detailed information and instructions will be mailed.	Elaine Simmons Associate Dean of Community Education 620-792-9214	No later than seven days after the completion of the course
PROFESSIONAL DEVELOPMENT Opportunities to enhance professional skills	Detailed information will be emailed. Professional development will be available in mini-seminars and online courses.	Jane Howard Director of Instructional Services 620-792-9208 howardj@bartonccc.edu	Announced with each event and/or activity.

6/12/06 E.S.