

# CONNECTIONS

Barton County Community College Associate Faculty Newsletter

Spring 2008 Issue



The Barton County Community College Foundation wants to share the many exciting and innovative funding opportunities that have been made possible through the generosity of individuals and businesses by supporting our non-profit organization. Our mission statement makes the commitment that we exist to raise private sector funds by providing leadership and to prudently manage gifts to benefit educational opportunities and initiatives of the College.

As Dean Simmons has shared with you, the Community Education Department has gone through some major changes and because of that, beginning July 1, 2007, we assumed the management of the Silver Cougar Club (SCC) membership and all of their academic and social endeavors. At this time we have 535 active members enjoying a diversified agenda of education, fun and frolic.

This summer the Foundation offices moved to the Student Union and we've seen many advantages for our own staff as well as our scholarship students, donors, and SCC members.

Within the past few years the Foundation has taken on a new role for the College. Most of the funds raised were being used for student scholarships, but with all of the state educational budget cuts the Foundation board and staff realized that to help the College we had to become more involved with funding student projects and programs. We needed to "step up to the plate" and offer assistance in other areas of the College so Barton could continue to be a premier post-educational institution. We hope you see that we have, and will continue to make a difference for our students by offering financial assistance to diversified projects and fund raising efforts.

***Foundation Update Continues on Page 2***



## *BARTON'S FOUNDATION UPDATE CONTINUES*

We are so thrilled to announce several big projects and advantages that we have been able to give to our Barton students. We would be happy to personally visit and explain anyone of these enhancements, so please contact us if you have questions or interest in a specific program or project.

- ◆Our investments exceeded five million dollars
- ◆Awarded 289 academic scholarships for the 2007/08 year totaling \$134,788.79
- ◆Honored a national Benefactor of the Year recipient (out of 190 nominations)
- ◆Created a new quarterly Foundation newsletter
- ◆Hired Megan Benitz as the new Director of the Shafer Art Gallery
- ◆Hosted a year long Gus Shafer retrospective exhibit
- ◆Constructed a kitchen facility for Shafer Gallery exhibit receptions
- ◆Dedicated the Cohen Center for Kansas History housed in the campus Library
- ◆Hosted our third annual Donor Appreciation Dinner
- ◆An endowment funded an ADA renovation to the Fine Arts Building
- ◆Established a one year full-ride scholarship to Greensburg High School seniors affected by the tornado
- ◆Established four new annually funded scholarships and three endowments
- ◆Funded new security cameras for the Shafer Art Gallery and storage room
- ◆Raised \$44,000 at our annual Big Benefit Auction and \$41,000 in our Academic Enrichment Campaign
- ◆Funded seed money to the Automotive Department and the Networking program for class projects
- ◆Have raised over \$500,000 in private funds for the Library renovation
- ◆Implementing a new fundraiser event-April 20th Clay Shoot competition (proceeds to be used for mini grants for faculty)

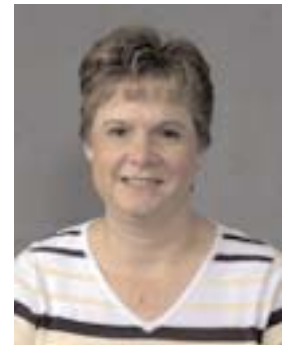
We are very enthusiastic about the changes we can make for our students and the College and thank each of you for your time and effort to do the same. If you want to contact us, please call 620-792-9367.



**Darnell Holopirek**  
Executive Director  
of Institution  
Advancement



**Colleen Cape**  
Coordinator of Fund  
Raising and Special  
Events



**Michelle Fryberger**  
Administrative  
Assistant

*"The mind is not a vessel to be filled but a fire to be kindled."*

-Plutarch

## DEAN'S COMMENTS



**Elaine Simmons**  
Dean of Workforce Training  
& Community Education

Changes in the College's tuition scholarship policy went into effect January 14th, 2008. Associate faculty members and Outreach Site Coordinators should take note of the following changes:

First, the policy was renamed to "Employee Scholarships." The other key change to the policy was the value of the scholarship for employees. The policy in its revised (and approved) narrative specific to the scholarship value states:

The scholarship covers the tuition portion (\$49 per credit hour) of the charges for classes up to nine credit hours per term for those in the Regular Part-time Staff/Faculty, Qualifying Retired Employees, and Associate Faculty/Outreach Site Coordinators categories and unlimited tuition for those in the Full-time Faculty/Staff, Dependents of Qualifying Deceased Employees and Qualifying Board of Trustees categories.

This change eliminates the awarding of the tuition scholarship to associate faculty based on the number of credit hours that they teach. All associate faculty will receive the same benefit - nine credit hours per semester - a total of 27 credit hours per calendar year. Site Coordinators will shift from their current 2.0 credit hours per semester and will also be eligible for nine credit hours per semester.

For more information on the Employee Scholarships benefit please go to [www.bartonccc.edu/financialaid/typesoffederalaid.htm#bartonscholarships](http://www.bartonccc.edu/financialaid/typesoffederalaid.htm#bartonscholarships). Once you click the link, scroll down until you see the Employee Tuition Scholarship information.

### **A few reminders....**

To apply for tuition credit, individuals should go to [www.bartonccc.edu/forms](http://www.bartonccc.edu/forms). Once at that site, "click" Financial Aid and then "click" the Tuition Voucher link. The electronic form is simple to complete and once it is submitted, the tuition credit will be applied to the eligible student account. It is important to note the following:

1. The associate faculty member's assigned class must meet minimum enrollment guidelines in order for tuition credit to be awarded.
2. An online Tuition Voucher must be completed and submitted in order for tuition credit to be applied.
3. Tuition credit may be applied to student accounts including the associate faculty member, the associate faculty's children (included on the faculty member's tax statement) and the associate faculty's spouse.

Barton appreciates its associate faculty and Outreach Site Coordinators and all they accomplish on behalf of students and the institution. Tuition credit is a benefit and I encourage its use as appropriate to the enhancement of professional development and learning. *If you have questions about utilizing tuition credit, please contact Myrna Perkins, Assistant Dean of Student Services at 620-792-9201 or [perkinsm@bartonccc.edu](mailto:perkinsm@bartonccc.edu).*



Elaine Simmons  
Dean of Workforce Training & Community Education  
[simmonse@bartonccc.edu](mailto:simmonse@bartonccc.edu)  
620-792-9214

## NEW FEATURE

# BARTONS' WORKFORCE TRAINING SPOTLIGHTS

As an effort to raise awareness of the various career and technical education programs that Barton offers, we are adding a column to the Connections newsletter that will spotlight the various programs. This publication includes information on Barton's MLT and Agriculture programs.

### **MEDICAL LABORATORY TECHNICIAN**

#### **What is an MLT?**

Medical Laboratory Technology is a profession which combines the challenges and rewards of both medicine and science. A medical laboratory technician performs a wide range of laboratory tests including microscopic examination of blood, identification of bacteria and viruses and other laboratory testing that can lead to the diagnosis of diseases such as AIDS, diabetes, and cancer.

#### **Skills/Training needed to become a MLT:**

We combine course work in general education, life sciences and the specific medical laboratory sciences, with clinical practicums. This mix, along with classes in written and verbal communication, gives you a solid, broad-based education, one that prepares you to enter the field.

#### **Degree options for MLT:**

Associate in Applied Science in Medical Laboratory Technician

#### **Occupational outlook for careers in MLT:**

The job market for MLTs remains strong, and Barton graduates maintain an excellent placement record. With salaries starting at around \$32,000, your education at Barton makes you an integral part of the health care team, a detective that searches for the clues to the causes of illness and injury.

#### **Why choose Barton's MLT Program?**

Barton's MLT Program combines the value of tradition with the enhancements of innovation. Barton's MLT Program graduates are well respected in the field. Clinical partners provide internships, giving students hands-on experience and access to state-of-the-art equipment.

#### **FOR MORE INFORMATION, CONTACT:**

**Leonard Bunselmeyer**  
**Executive Director of Healthcare & Public**  
**Safety Education**  
**bunselmeyerl@bartonccc.edu**  
**(620) 792-9393**

### **AGRICULTURE**

#### **Why Barton?**

Agriculture at Barton gives you a well-rounded education, one deeply rooted in tradition, yet focused on the future. Barton faculty is committed to your learning and ensures your academic success through faculty experience, exposure to the latest technology, and networking opportunities with Ag professionals.

These qualities coupled with the excellence of the program have led to an outstanding placement record for Barton graduates. Students from this program are currently employed as crop consultants, veterinarians, cattle accountants, agriculture producers, grain elevator managers and employed in feed yard management.

Barton's Agriculture Program provides an opportunity to meet others with similar interests and take field trips to catch a glimpse into the real world of agriculture. In addition, the Agriculture Program provides internship opportunities and work-related experience in production agriculture, crop protection application and agri-business.

#### **Barton Experience**

With day, night, and online courses available, you create your own schedule! Plus, several scholarships and departmental awards are provided for Agriculture majors. Our central location makes us convenient to a variety of educational sites, workplace experiences, and cities in Kansas.

#### **Program and Career Choices**

Certificate, two-year technical and transfer programs are available. Certificate training provides opportunities for employment upon completion. A two-year degree can lead to careers in crop protection application, agri-business or production agriculture. In addition, you can easily make the transfer to a four-year college for careers as a crop consultant, teacher, veterinarian, extension agent, agricultural chemist or agri-chemical sales. Barton maintains excellent working relationships with universities in Kansas and in other states, making the transition easier. Other career paths include food science, animal science, pre-veterinary medicine, park management and conservation, agri-technology management, agricultural finance, horticulture and agricultural journalism.

#### **FOR MORE INFORMATION, CONTACT:**

**Steve Pottorff**  
**Instructor/Coordinator**  
**pottorffs@bartonccc.edu**  
**(620) 792-9207**

# INSTRUCTIONAL TIPS & IDEAS

## Learning Styles

### *Strategies for Developing Curriculum in an Age of Standards*

Even in this age where standardized testing has become law, we mustn't lose site of the vital, front-line role teachers play in designing engaging curriculum that has real-world relevance to our students. The following are four strategies suitable to assist you in managing scripted curriculum.



**Jane Howard**  
Executive Director of  
Business, Technical &  
Community Education

1. Start with the standards.
  - a. The key is to identify the educational value in the activities you plan and to align them with existing standards.
  - b. Always link what you do with standards that articulate a purpose related to student learning.
2. Think outside the "Teachers Edition."
  - a. Put your teacher and content knowledge at the forefront of planning.
  - b. Think beyond the marginal notes and textbook generated questions; consider your own students.
3. Use descriptive rubrics as often as possible.
  - a. Rubrics require us to establish clear and critical links between what we ask students to do and how we will evaluate their performance.
  - b. Rubrics, in effect, establish a tangible set of expectations and remove much of the subjectivity often associated with assessment.
4. Seek out best practices and alternative ways of teaching.
  - a. Use unconventional means to capture students' attention, but once you have accomplished that pivotal task, help them learn to do almost anything.

We need not be boxed in and limited by what others, who do not know our students and do not live in our communities, have written for us. We can meet the standards, and we can exceed the standards, but to do so we must call forth the best in us. Employ your best resources - time, energy, caring, commitment, knowledge of students, knowledge of content, creative thinking and innovative strategies!

Excerpt from: *Countering the Voices of Scripted Curriculum: Strategies for Developing English Language Arts Curriculum in an Age of Standards* by Linda J. Rice Ohio University

This entire article is available at: <http://www.ncte.org/about/issues/slate/115817.htm>

*“Education is the most powerful weapon which you can use to change the world.”*

*-Nelson Mandela*

## MEET YOUR COLLEAGUES...



**Clay Manes** is from Kanopolis, Kansas. He is an English Instructor as well as the football and wrestling coach for USD 327, Ellsworth. In addition, Clay serves as an associate faculty member and specifically teaches for the Building Academic Skills in Correctional Settings (BASICS) program at Ellsworth Correctional Facility.

Clay received his English degree from Fort Hays State University and is completing his Masters degree in English also at Fort Hays State University this summer. Before coming to Ellsworth, he taught in Abilene and Victoria. Mr. Manes is serving his 19th year with Ellsworth.

Clay was interested in expanding his teaching repertoire because when one does, he believes they always learn. Teaching a college-level composition course has forced him to learn more about writing pedagogy and this has been profitable to him personally and also for his students. He truly enjoys teaching courses at Ellsworth Correctional Facility. Clay believes that he has never taught a more focused and dedicated group of students.

Mr. Manes believes that teaching composition is much like coaching. First, a writing teacher, like a coach, must determine the skill level of his students. The level among students within a class often varies greatly. You have to bring each student along from that point. Secondly, teaching writing requires a great deal of interaction between teacher and student. The most important tip Clay has for his fellow educators; do not fear failure.

**Pat Reinhardt** is from Otis and has been the Hoisington Middle School Principal for two years. She has a Bachelors of Science in Business Education and a Masters of Science in Education Administration. Pat taught business classes for 13 years as well as community education courses for Barton and Colby Community Colleges.



While Pat was in the classroom, she found that the curriculum at the community college allowed her to enhance her high school curriculum and increase her knowledge. The students at the community college level challenge her and are always eager to learn. Pat has found that the members of the Business and Outreach Departments at Barton have been very supportive and easy to work with.

Pat's educational philosophy is "believing in what you do." She states that you should be morally and ethically sound and believe in your students. Pat encourages others to strive toward gaining and giving respect and the rest will follow. She believes that you need to be excited about what you do, be prepared, be able to accept change, and be able to accept the fact that you may not always have the best answer.

*"Man's mind, once stretched by a new idea, never regains its original dimensions."*

-Wendell Holmes, Jr.

## WHAT'S NEW IN WORKFORCE TRAINING & COMMUNITY EDUCATION?

- ◆ Pharmacy Technician Online Certificate Program
- ◆ Corrections Associate Degree Program
- ◆ Breaking Traditions - Career Exploration Opportunities Camp (June 10-12)
  - Target Audience - 2008-2009 Freshmen, Sophomores & Juniors
  - Sessions for Guys & Girls
  - Career Exploration in Early Childhood, Medical Laboratory Technician, Agriculture, Automotive, Computer/Networking, Graphic Design, EMT/Paramedic and National Gas Transmission & Distribution
  - Contact Lana Besthorn, 620-792-9266 or email Lana at besthornl@bartonccc.edu if you would like a brochure.
- ◆ Mike Baugh - Instructor/Coordinator for Natural Gas Program
- ◆ Agriculture Seminar at 3i Show - May 8th
  - Target Audience - High School Students
  - For more information, contact Steve Pottorff at 620-792-9207 or email Steve at pottorffs@bartoncc.edu.

## TEACHING OPPORTUNITIES...

**Seeking Associate Faculty for Barton's College Advantage and Outreach programs.** Teaching assignments are in the disciplines of *English, Math, Sociology, Speech, Business and Science*. Classes are held during the day and evening. Some classes are taught via ITV. Master's degree with a minimum of 18 credit hours in the teaching discipline is preferred. Individuals with a Bachelors degree with a minimum of 24 credit hours in the assigned course content or applicants working towards their graduate degree may be considered. Please contact Janet Kirmer, Coordinator of Outreach, at 620-792-9294 or via email at kirmerj@bartonccc.edu for more information.

**Seeking Associate Faculty for Barton's Certified Nurse Aide and Certified Medication Aide Adult Health Care Program.** Applicants must be a registered nurse with a minimum of two years of experience in long term care. For more information, contact Leonard Bunselmeyer, Executive Director of Healthcare & Public Safety at 620-792-9393 or at bunselmeyerl@bartonccc.edu

**Seeking trainers for Barton's Midwest Utility & Pipeline Training Center.** Applicants with job experience in the oil & gas industry and previous training experience are encouraged to contact Julie Kramp, Executive Director of Workforce Training & Economic Development to visit about the possibilities! Julie may be reached at 620-792-9278 or at krampj@bartonccc.edu.



**OFFICE HOURS:** Monday – Friday; 7:30am – 4:30pm  
**LOCATION:** Science & Math Bldg (south end)  
**PHONE NUMBER:** 620-792-9266 or 1-800-732-6842  
**FAX NUMBER:** 620-792-3052  
**EMAIL:** besthornl@bartonccc.edu  
**WEBSITE:** www.bartonccc.edu/communityeducation

# PROCEDURES, PROCESSES & EXPECTATIONS

## Academic Assessment & Placement

Students planning to take English, math, physical science, A&P, or chemistry must participate in assessment. Placement scores from ACT/SAT, ASSET, or Acuplacer may serve to qualify students for placement into the course of their choice. Assessment must be completed prior to enrollment.

**Special Note:** Mandatory placement for English Composition I requires both writing and reading placement scores. High school students involved in concurrent coursework may be subject to additional reading placement requirements.

## Attendance Policy

Associate faculty are expected to comply with the College's attendance policy and should reference it in their course syllabus. The policy may be found on Community Education's website ([www.bartonccc.edu/communityeducation](http://www.bartonccc.edu/communityeducation)) in the Faculty Corner section, under Instructional Policies & Procedures. The attendance policy does not need to be attached to the syllabus.

## Class Coverage Forms

If you need to miss a class, please complete a class coverage form and return it prior to your absence. Please indicate on the form if the class session will be made up or if you will be assigning make-up work. Class Coverage Forms are located on Community Education's website ([www.bartonccc.edu/communityeducation](http://www.bartonccc.edu/communityeducation)) under "Faculty Corner."

## Classroom Assessment Techniques (CAT's)

Associate faculty members are required to conduct Classroom Assessment Techniques (CAT's) in their classrooms. CAT's provide instructors an opportunity to determine if students are learning AND if there are ways that instructors can enhance the learning experience. Instructors are required to submit a report on their use of CAT's to their Department Chair. Training is available for new associate faculty members.

## Class Rosters

Do you wonder who is enrolled in your class prior to it starting? Would you like to know if students have dropped your course? If so, the simplest thing to do is check your class rosters online via the Faculty Web (self-service on-line resource for instructors) found on Barton's website ([www.bartonccc.edu](http://www.bartonccc.edu)). If you have questions about this process, contact Lori Crowther, Director of Enrollment Services, at 620-792-9216 or [crowtherl@bartonccc.edu](mailto:crowtherl@bartonccc.edu)

## Course Syllabus

A course syllabus is required for all credit classes. Associate faculty are required to submit an electronic copy of their course syllabus to their Coordinator or Executive Director, prior to their first class. Faculty members are also required to distribute a course syllabus to students at the first class session. Non-compliance could jeopardize future teaching assignments.

## Grade & Attendance Reporting

Barton has a policy on grade and attendance reporting. The policy and procedure may be found in its entirety on the Barton website ([www.bartonccc.edu](http://www.bartonccc.edu)). All faculty (full-time and associate) are required to submit the following documents at the conclusion of their assigned course:

- ✓Final student grades
- ✓Daily (per class session) attendance records
- ✓Grades for every project, assignment, quiz, test, etc. that was completed in the class
- ✓Incomplete grade contracts forms, and
- ✓Alternate grades given if different than grading scale for the course

Instructors will be sent a letter reminding them to submit the documentation prior to the completion of their class. Compliance will be monitored and instructors who do not submit the required documentation may face the loss of future teaching assignments.. For more information, contact your Executive Director.

## Grade Rosters

Faculty members are **required** to submit final grades via the Internet! Instructors should go to Barton's website ([www.bartonccc.edu](http://www.bartonccc.edu)), click on "Quick Picks" choose "Employee Online Services" and click "PAWS." For assistance, contact the Enrollment Services Office at 1-800-748-7594 or locally at (620) 792-9252.

## Instructor Attendance

All instructors are expected to arrive no later than 15 minutes prior to the start time of class. Prompt arrival to the classroom ensures that the instructor and the classroom environment are ready to greet students and start class on time.

## Learning Contracts

If a student does not attend a first class session and wants to enroll late, they must first receive approval from their instructor and then complete a learning contract. The contract requires the instructor and student's signature. An enrollment form and payment must accompany the learning contract.

## PROCEDURES, PROCESSES & EXPECTATIONS CONTINUES

### Mid-term Grade Reporting

Midterm grade reports are an essential component of the process of identifying students who need academic help. Faculty are encouraged to submit midterm grades and are required to report all student grades - not just unsatisfactory student grades

### Mileage Reimbursement

Associate faculty who travel a minimum of 20 miles one-way from a home or work site that is different than the teaching site are eligible for a mileage reimbursement. Mileage reimbursement forms are available on the Community Education's website ([www.bartonccc.edu/communityeducation](http://www.bartonccc.edu/communityeducation)) in the Faculty Corner Section. Instructors are asked to submit the completed form within two weeks of the completion of the class.

The College's insurance carrier requires that all employees receiving mileage reimbursement submit a driver's license information form via the College's website ([employee.bartonccc.edu](http://employee.bartonccc.edu)). Once you are at this screen, "Click" Drivers License Information Form and print the form. Completed forms may be mailed or faxed to the number provided on the form. The information will be recorded, a Motor Vehicle Report (MVR) will be run and if approved, faculty members will be eligible for mileage reimbursement per the college's guidelines. Mileage reimbursements will not be issued without this information.

### Pre-Verification Rosters & Certification Rosters

Instructors who teach credit courses are responsible for certification rosters. Faculty have the opportunity to "pre-verify" their certification rosters prior to the distribution of the official Certification Roster. Pre-verification ensures that all students in the class have completed the enrollment process; thus reducing problems at the time of the official Certification Roster. The process is quick and simple! Contact Jane Howard and/or Enrollment Services for assistance.

Certification rosters are sent by Enrollment Services shortly after a class begins. Please review the roster, verify student attendance, sign the document, and return the roster by the noted deadline. If a student has attended a class at least once, do not mark them off the roster!

### Student Evaluations

Barton requires that instructors administer student evaluations. Evaluations are sent to instructors prior to the completion of their course with a detailed instruction sheet and return deadline. Instructors will receive a summary of their student evaluations.