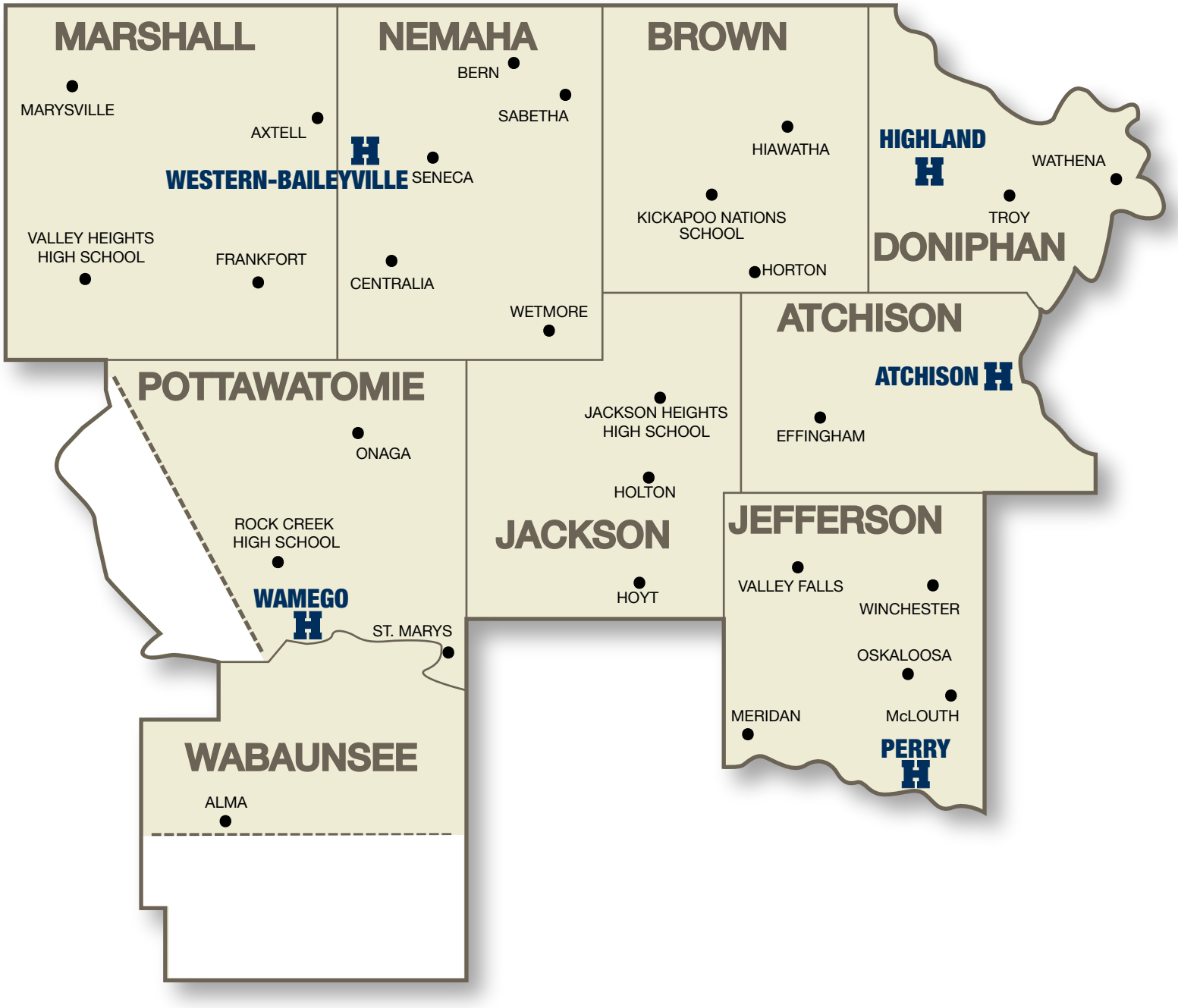
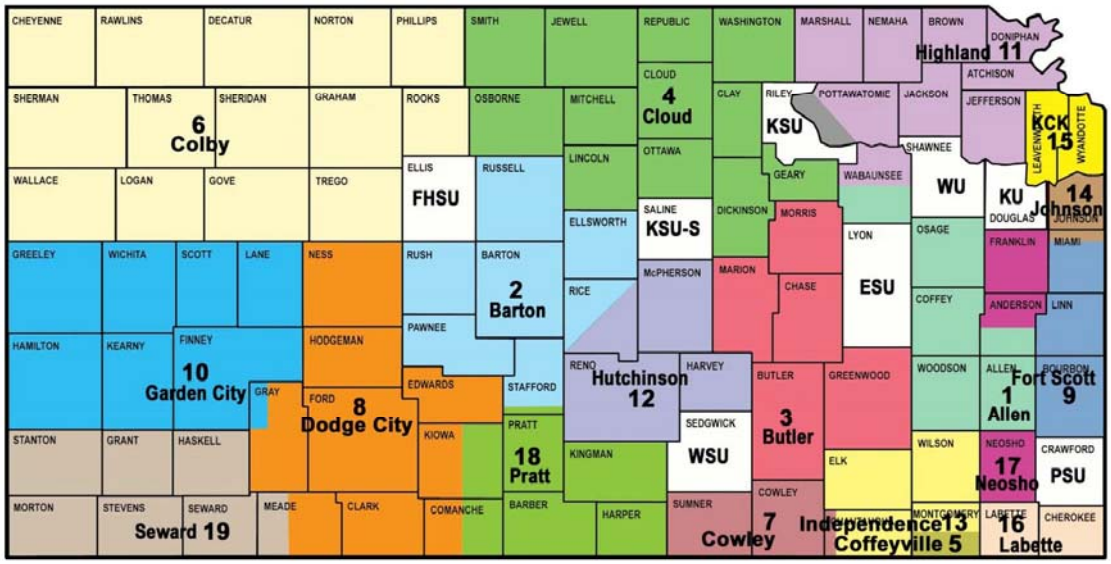
HIGHLAND COMMUNITY COLLEGE | SERVICE AREA MAP



MAP OF SERVICE AREAS FOR KANSAS COMMUNITY COLLEGES



1. Allen County Community College, Iola
2. Barton County Community College, Great Bend
3. Butler County Community College, El Dorado
4. Cloud County Community College, Concordia
5. Coffeyville Community College, Coffeyville
6. Colby Community College, Colby
7. Cowley County Community College, Arkansas City
8. Dodge City Community College, Dodge City
9. Fort Scott Community College, Fort Scott
10. Garden City Community College, Garden City
11. Highland Community College, Highland
12. Hutchinson Community College, Hutchinson
13. Independence Community College, Independence
14. Johnson County Community College, Overland Park
15. Kansas City Kansas Community College, Kansas City
16. Labette Community College, Parsons
17. Neosho County Community College, Chanute
18. Pratt Community College, Pratt
19. Seward County Community College/Area Technical School, Liberal

State Universities/Washburn

Unassigned

HIGHLAND
COMMUNITY COLLEGE

Fall 2019 Perry Center In-Service
August 13, 2019

5:00 p.m.Taco Buffet available		***HCC-Perry Center Commons***
5:30 – 6:00 p.m. Greeting and Keynote Remarks		**Dr. Erin Shaw, VPAA**
6:00 – 6:30 p.m.	Care Center Staff: Douglas, Franklin, and Jefferson Counties	Room 1
6:30 – 7:15 p.m.	HCC Learning Assessment Update Eleanor Hensley, Chair, Academic Standards Committee and Assessment Peer Corps Member and Erin Shaw, VPAA	Room 6
7:15 p.m.	Prize Drawing	Commons
7:45 – 8:00 p.m.	Q&A with Erin and Teri	Commons
8:00 – 8:30 p.m.	Academic Discipline Meetings (arranged by who is in attendance)	

Written and Oral Communication – Room 2

Mathematics – Room 6

Humanities and Fine Arts – Back Commons

Natural and Physical Sciences – Room 5 with Frank Kuhn

Social and Behavioral Sciences – Room 1 with Eleanor Hensley

HIGHLAND
COMMUNITY COLLEGE

Fall 2020 New Faculty Orientation
August 20, 2020
via Ag Building HyFlex Zoom Room Link

1:30 p.m.	**Academic Forms with Irene Covert**
1:45 p.m.	**Paycom with Eileen Gronniger**
2:15 p.m.	**Faculty Evaluation Process with Erin Shaw**
2:30 p.m.	**Emergency Procedures Specific to Teaching Location**
2:45 p.m.	**Email on your phone, Rave alert sign up with Jason Stegman**
3:00 p.m.	**Break**
3:15 p.m.	**Finals Week (or not) and Academic Calendars with Erin Shaw**
3:30 p.m.	**Conceal Carry in Kansas, Maxient, & Classroom Policies with Erin Shaw**
3:55 p.m.	**Budget and Intellilink Training with Stephanie Nordman**

Wrap up by 4:30 p.m. or earlier

HIGHLAND
COMMUNITY COLLEGE

Fall 2020 Highland & Regional Faculty In-Service
August 21, 2020

Click on the corresponding link to join the correct Zoom room for each session.

9:00 a.m.	**Welcome and New Faculty Introductions** (President Fox)
9:20 a.m.	**Academic Affairs Updates** (Erin Shaw)
9:45 a.m.	**The Ideal Canvas Shell** (Sharon Kibbe)
10:45 a.m.	**Canvas FAQs Answered** (Sharon Kibbe)
11:15 a.m.	**Q&A Panel** (Erin Shaw, Eric Ingmire, Randy Willy)
11:45 a.m.	**Assessment Components and Benchmark Assignments** (Erin Shaw)
12:15 p.m. to 1:00 p.m.	**Lunch Break on your own**
1:00 p.m.	**Compressed Fall Courses** (Sharon Kibbe)
2:00 p.m.	**Discipline Breakouts** Written and Oral Communication Mathematics Natural and Physical Sciences Humanities and Fine Arts Social and Behavioral Sciences and Business

HIGHLAND
COMMUNITY COLLEGE

Fall 2020 Technical Faculty In-Service
August 21, 2020

Click on the corresponding link to join the correct Zoom room for each session.

9:00 a.m.	**Welcome and New Faculty Introductions** (President Fox)
9:20 a.m.	**Academic Affairs Updates** (Erin Shaw)
9:45 a.m.	**The Ideal Canvas Shell** (Sharon Kibbe)
10:45 a.m.	**Canvas FAQs Answered** (Sharon Kibbe)
11:15 a.m.	**Canvas Assistance** (Sharon Kibbe)
12:15 p.m. to 1:00 p.m.	**Lunch Break – Remote Lessons Learned**
1:00 p.m.	**Technical Faculty Large Group Discussion Lessons Learned**
1:30 p.m.	**Canvas Peer-to-Peer Work Time** (Sharon available after 2 p.m.)
2:15 p.m.	**Technical Updates**

January 20, 2021

Highland and Regional Faculty Professional Development In-service

8:30-9:10 Welcome back, HCC President, Deb Fox

9:10-9:50 Dr. Dorrell

9:50-10:00 Break

10:00-10:20 Dr. Wesch – Kansas State

10:20-10:30 Q&A

10:30-11:00 Admissions Reps (and Q&A)

11:00-11:30 Faculty Association meeting

11:30-12:15 Lunch

12:15-1:15 Canvas, Zoom, and IDL Discussions – Round Table and with Sharon

1:15-1:45 Assessment Talk

1:45-2:00 Break

2:00-2:30 Assessment Department Breakouts

2:30-? Academic Department Breakouts

Professional Development In-Service

Agenda

Building B Student Union

January 13, 2020

8:30 – 9 a.m. President Fox opening presentation – possibly including conference information/statistics from similar-sized colleges on how they are addressing teaching and student concerns (Q & A).

9 – 9:30 a.m. Lucas Hunziger, HCC Technical Education Director - spring semester schedule/update on Technical Education (Q & A).

9:30 – 9:45 a.m. Amy Dulac/Allison Johnson Admissions/Student Services update discuss future enrollment and scholarships (Q & A). Hannah Stirton, WorkKeys/testing schedule for spring semester.

9:45 – 10 a.m. Break

10 – 11 a.m. Technology Breakout Sessions: Kahoot, Quizzizz, Factile (more to come with Theresa & Carrie brainstorming)

11 – 11:30 a.m. Faculty Association Meeting

11:30 – 12:30 p.m. Lunch provided

12:30 -1 p.m. Erin Technical Assessment

1 – 2 p.m. Sharon Kibbe, Canvas, Zoom, IDL Round Table Discussion • Canvas Question and Answer Session – discuss what worked, surprises, and frustrations during this past semester • Zoom Faculty Discussion Session – share engagement strategies for students attending via Zoom.

2 – 2:15 p.m. Break

2:15 – 2:54 p.m. Departmental Breakout Sessions:

Business Division
Nursing Division
Transportation Division
Construction Division

From:	Sharon Kibbe
To:	Sharon Kibbe
Subject:	Adjunct Invitation to Canvas Learning Management System Training
Date:	Wednesday, April 8, 2020 4:33:45 PM
Attachments:	Canvas Letter_Faculty Rollout letter 2 4.2.2020 WEBINAR.docx

Good afternoon everyone,

(So sorry if you have already received this email as part of the full-time faculty and staff!)

Attached is information about our Canvas learning management system rollout. Canvas will replace Moodle effective with the Summer 2020 academic session. Please take a few moments to read the letter. Questions can be directed to me (***do not "REPLY ALL" as there are many people blind copied on this message***) or to your main contact with Highland Community College.

Links to the Webinars as well as a detailed agenda will be distributed soon.

Thanks so much for all you are doing to support co-workers and students!

Highland Community College offices will have minimal staff through April 6th due to COVID-19. All applications and other requests will be processed as soon as possible.

Students should check their HCC e-mail account often during this time for updates regarding courses, coursework, and office hours.

We thank you for your patience during this challenging time.

Sharon Kibbe, MSM
Director of Instructional Services
Highland Community College
(785) 442-6050
www.highlandcc.edu

From: Denise Peters
Subject: Canvas Training Opportunity April 14 & 15
Date: Monday, April 13, 2020 3:38:42 PM

Hello Instructors!

I wanted to remind you that HCC is offering Canvas Training over the next two days via Zoom connections. Please see the session times and topics, along with the connection link at the bottom of this message.

Attending these trainings in the "live" Zoom environment is encouraged, but remains optional to you as an adjunct. Each session will be recorded and then the video will be available for review by topic in the upcoming days.

You will also receive access to our self-paced Growing with Canvas Instructor Training within the next 10 days. This is a five-part training course built within Canvas that includes hands-on practice. Along with these tools, we can review specific topics through the Canvas Community resources and I'll be available to work with you one-on-one or in a small group to address any specific questions you have before you teach your first course in Canvas. You will also have access to phone and chat support from Instructure/Canvas to assist you in learning how to complete a task and trouble-shoot issues.

I'd encourage you to use your best judgement as to your immediate training needs. I do want to remind you that we will no longer have our Wiley Faculty Support Specialist (aka Julie Lutes) or comparable support person to complete course tasks for you when we move to Canvas. The migrated shells from Moodle to Canvas will need some clean-up and organization work. Gradebooks will have to be completely rebuilt and I also have not seen any rubrics come through correctly. I am finding quizzes and exams to be in working order, but have not pinpointed if they did or did not use questions from a test bank on the Moodle portal.

I anticipate having access to Canvas shells for those teaching an online or hybridwilliam summer class (starts June 3) available by April 27. After summer shells are released, I'll move to working on the July sections. Once we start summer classes, I'll move to the August course needs and begin finalizing shell access and continue working with instructors throughout the summer months to be ready for fall launch.

If you have any questions, please let me know!

Thank you,

Denise

Denise Peters
Director of eLearning | Highland Community College
dpeters@highlandcc.edu | www.highlandcc.edu

Canvas Basics

Tuesday, April 14, 1:00 pm-5:00 pm (CST)

https://instructure.zoom.us/j/92151803359

- Canvas Overview
    - Global Navigation
    - Course Navigation
- Modules
    - Building Modules
    - Leveraging Existing Content
    - Organization
- Rich Content Editor/Accessibility
- Assignments
    - Building Assignments
    - Rubrics for Assessment
- Communication
    - Discussions
    - Announcements
- Turnitin and Canvas
- Grading and Feedback

Canvas Tools to Make Your Life Easier

Wednesday, April 15, 12:30 pm-3:30 pm, CST

https://instructure.zoom.us/j/95264423800

- Speedgrader
    - Annotation of Submissions
    - Scoring with Rubrics
- Assignments
    - Group
    - Peer Review
    - Differentiating Due Dates
    - Rubrics, cont.
- Leveraging Modules
    - Additional Module Content
    - Student Flow
- Student View

Advanced Canvas Tools

Wednesday, April 15, 5:00 pm-7:00 pm, CST

https://instructure.zoom.us/j/94537554202

- Quizzes
- People, Groups, and Collaborations
- Managing Course Content
    - Import/Export
    - Copying Content
    - Sharing

Canvas Training Attendance 4-14-2020

1:00pm Canvas Basics

Alexis Clements	FT faculty
Cindy Davis	staff
Darlene	staff
Denise	staff
D. Gaddis	adjunct
Jeff Hurn	staff
Jennifer Gay	staff
J. Zaccardi	staff
Kevin Bryant	adjunct
Mabel Morton	FT faculty
Mary Bryant	FT faculty
M. Kahl	staff
Michelle Hurn	FT faculty
Pamela Fulbright	FT faculty
Sara Smith	staff
Shane Finley	FT faculty
Shelly Smith	FT faculty
Stacy Freeman	FT faculty
Tia Collins	staff
Theresa Grossman	FT faculty
Tom Martin	staff
Shayna Leahy	FT faculty
Liton Hasan	FT faculty
Laura Young	FT faculty
S. Nichols	adjunct
Sam Smith	FT faculty
Rebecca	staff
Neel Patel	IT
V.L. Grantham	adjunct
Denise Peters	staff
Jason Stegman	IT
Sharon Kibbe	staff
Erin Shaw	staff
Crystal	adjunct
Alan Matthews	adjunct
Cara Baker	staff
Carol White	FT faculty
C. Miller	FT faculty
Elizabeth Brey	staff
D. Hershaw	adjunct
Erin Carlson	staff
Gilbert Imafidon	adjunct
Henri Manager	adjunct

Eric Ketchum	FT faculty
L. Langland	adjunct
Matt McElroy	FT faculty
M. Hime	adjunct
M. Illingsworth	FT faculty
Tara	staff
A. Fowler	FT faculty
A. Brooks	staff
Kim Garber	adjunct
L. Bellamy	staff
Mike Kelley	FT faculty
T. Lauts	FT faculty
Kim Houtz	adjunct

Canvas Training Day 2: 4.15.2020

12:30 - 3:30p	Canvas Tools to Make your Life Easier	
	Erin Shaw	staff
	Jason Stegman	IT
	Denise Peters	staff
	Sharon Kibbe	staff
	Burkholder	adjunct
	Darlene	staff
	G. Imafidon	adjunct
	Jeff Hurn	staff
	Pamela Fulbright	FT faculty
	Shelley Smith	FT faculty
	Alexis Clements	FT faculty
	Rebecca Thill	adjunct
	Shane Finley	FT faculty
	Jane Zaccardi	staff
	Michelle Hurn	FT faculty
	Carol White	FT faculty
	Shayna Leahy	FT faculty
	Tara Glanton	adjunct
	V. Lawrence Grantham	adjunct
	T. Lauts	FT faculty
	Eric Ketchum	FT faculty
	Cindy Davis	staff
	Kim Garber	adjunct
	Neel Patel	IT
	Lisa Bellamy	staff
	Frank Kuhn	FT faculty
	Tom Martin	staff
	Elizabeth Brey	staff
	Stacy Freeman	FT faculty
	Scott Nichols	adjunct
	Sara Smith	staff
	Sam Smith	FT faculty
	Matt McElroy	FT faculty
	Laura Young	FT faculty
	D. Harshaw	adjunct
	Anna Fowler	FT faculty
	Tia Collins	staff
	Mary Bryant	FT faculty
	Carrie	FT faculty
	Abigail Brouks	staff

5:00p - 7:00p	Advanced Canvas Tools	
	Erin Shaw	staff
	Jason Stegman	IT
	Denise Peters	staff
	Sharon Kibbe	staff
	Anna Fowler	FT faculty
	Carol White	FT faculty
	Cindy Davis	staff
	Crystal	adjunct
	Frank Kuhn	FT faculty
	Henri Mengar	adjunct
	Jeff Hurn	staff
	Laura Young	FT faculty
	Michelle Hurn	FT faculty
	Pamela Fulbright	FT faculty
	P. Purkholder	adjunct
	Tara Glanton	adjunct
	Tom Martin	staff
	Mike Kelley	FT faculty
	Marijo Swendson	adjunct
	Sara Smith	staff
	Shane Finley	FT faculty
	Sam Smith	FT faculty

Center Director, Wamego, Kansas

Job Details

Level
Experienced
Job Location
Wamego - Wamego, KS
Position Type
Full Time
Education Level
4 Year Degree
Salary Range
$48,000.00 - $53,000.00 Salary/year

Description/ Duties and Responsibilities

SUMMARY
This position is responsible for organization, facilitation, supervision, and delivery of all academic courses/programs and student services to the current and/or potential student at the HCC Center in Wamego, Kansas.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
As a member of the Regional Instruction Team, the Director will:
- Develop a comprehensive regional schedule and implement a marketing plan and calendar of recruiting/registration events for the Wamego Center in conjunction with the HCC marketing and student services plans;
- Within the overall campus plan for assessing student learning outcomes, implement assessment activities for the Wamego Center;
- Work with the Academic Affairs office to plan and implement a calendar of faculty/staff development, training, and recognition events, and assist in presenting information sessions for the purpose of updating faculty and staff on policy changes and new program initiatives.

As a coordinator of individual regional instruction and services, the Director will:
- Submit proposals for new programs, courses, and instructional sites based upon identified needs within his/her region and suggest changes or deletions as appropriate;
- Coordinate registration events at each instructional site or for combined sites as appropriate, and ensure that all rosters, reports, forms, and payments are submitted according to HCC policies and deadlines;
- In coordination with the HCC Bookstore staff, manage textbook distribution for assigned sites.

Other related duties:
- Serve as liaison among students, faculty, community members, local Center staff, and regional staff; maintain positive, service-oriented relationships with area businesses, industry, schools, government agencies, and community groups;
- Offer scheduled and walk-in opportunities for placement, interest inventory, and aptitude testing for current and prospective students and advise students in selecting courses that apply to their degrees or career goals;
- Assist in the recruitment and selection of qualified adjunct faculty members within guidelines as established by the Human Resource Department; submit appropriate documents for faculty and staff payroll and reimbursements;
- In cooperation with local building personnel, ensure that the facilities where HCC classes are held are maintained in a clean and safe manner.
- Assist instructors with conduct violations in coordination with the Student Conduct and Compliance Officer.

SUPERVISORY RESPONSIBILITIES
Directly supervise office personnel, Academic Advisors, Adjunct Instructors, and any other employees assigned to the Wamego Center. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and hiring according to guidelines set forth by the HCC Human Resource Manager; training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel. The employee must frequently talk or hear. The employee may occasionally be required to lift and/or move up to 50 pounds (books, instructional materials, etc.)

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

Qualifications

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Bachelor's required; Master's preferred. Teaching or administrative experience at the community college level preferred. Computer literacy required.

Language Skills
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Must be able to communicate well both orally and in writing with students and other constituents of the College. Ability to effectively present information and respond to questions from groups of students, employees, and the general public. Must participate as an integral part of the institution as a committee member, activity sponsor, or an institutional representative to promote the welfare of the college.

Mathematical Skills
Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must have excellent organizing and coordinating ability. Must have good decision making abilities.

Other
Must be able to operate with a minimum of supervision. There is some flexibility in the work schedule, to be coordinated with the supervisor. Must be able to drive or otherwise travel frequently throughout the area. Must be service oriented and have a positive attitude toward students, faculty, administration and community people who interact with the College. Ability to retain composure under pressure. Must have a valid driver's license with no major infractions in the last five years.

HIGHLAND COMMUNITY COLLEGE

Job Description

Job Title: Perry Center Director, Part-time
Department: Student Services
Job Site: Perry, Kansas
Reports To: VP for Student Services
Job Status: Part-time, Administrative
FLSA Status: Exempt
Prepared By: HCC Human Resources
Prepared Date: 08/02/2017
Approved By: President
Approved Date: 08/03/2017

SUMMARY

This position will assist in the organization, facilitation, supervision, and delivery of all academic courses/programs and related student services to the current and/or potential student at the HCC Center in Perry, Kansas, and the surrounding area assigned to the Perry Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

As a member of the Regional Instruction Team, the Director will:

Develop a comprehensive regional schedule and implement a marketing plan and calendar of recruiting/registration events for the Perry Center in conjunction with the HCC marketing and student services teams;

Within the overall campus plan for assessing student learning outcomes, implement assessment activities for the Perry Center;

Work with the Academic & Student Services offices to plan and implement a calendar of faculty/staff development, training, and recognition events, and assist in presenting information sessions for the purpose of updating faculty and staff on policy changes and new program initiatives.

As a Director of the Perry Center instruction and services, the Director will:

Submit proposals for new programs, courses, and instructional sites based upon identified needs within his/her region and suggest changes or deletions as appropriate;

Coordinate registration events at each instructional site or for combined sites as appropriate, and ensure that all rosters, reports, forms, and payments are submitted according to HCC policies and deadlines;

In coordination with the HCC Bookstore staff, manage textbook distribution for assigned sites;

Offer workshops and other continuing education opportunities for the community served by the Perry Center to promote HCC in that area.

Other related duties:

Serve as liaison among students, faculty, community members, local Center staff, and regional staff; maintain positive, service-oriented relationships with area businesses, industry, schools, government agencies, and community groups;

Offer scheduled and walk-in opportunities for placement, interest inventory, and aptitude testing for current and prospective students and advise students in selecting courses that apply to their degrees or career goals;

Assist in the recruitment and selection of qualified adjunct faculty members within guidelines as established by the Human Resource Department; submit appropriate documents for faculty and staff payroll and reimbursements;

In cooperation with local building personnel, ensure that the facilities where HCC classes are held are maintained in a clean and safe manner.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Bachelor's degree required; Master's preferred. Teaching or administrative experience at the community college level preferred. Computer literacy required.

Language Skills
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Must be able to communicate well both orally and in writing with students and other constituents of the College. Ability to effectively present information and respond to questions from groups of students, employees, and the general public. Must participate as an integral part of the institution as a committee member, activity sponsor, or an institutional representative to promote the welfare of the college.

Mathematical Skills
Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must have excellent organizing and coordinating ability. Must have good decision making abilities.

Other
Must be able to operate with a minimum of supervision. There is some flexibility in the work schedule, to be coordinated with the supervisor. Must be able to drive or otherwise travel frequently throughout the area. Must be service orientated and have a positive attitude toward students, faculty, administration and community people who interact with the College. Ability to retain composure under pressure.

SUPERVISORY RESPONSIBILITIES

Assist in the supervision of office personel, Academic Advisors, Adjunct Instructors, and any other employees assigned to the Perry Center. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and hiring according to guidelines set forth by the HCC Human Resource Manager; training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel. The employee must frequently talk or hear. The employee may occasionally be required to lift and/or move up to 50 pounds (books, instructional materials, etc.)

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Staff at Add'l Locations	Title	Location
Alexander, Jerry	Diesel Lab Tech	Atchison
Dulac, Amy	Admissions/Student Services Rep	Atchison
Ernzen, John	Auto Collision Lab Tech	Atchison
Fowler, Anna	Director of Nursing	Atchison
Green, John	Grounds, Tech Center	Atchison
Housh, Marla	Tech Center Office Assistant	Atchison
Housh, Timothy	Technical Center Maintenance Supervisor	Atchison
Hunziger, Lucas	Director of Technical Education	Atchison
Johanning, Mary	Adult Education Program Director	Atchison
Johnson, Allison	Student Resource/Financial Aid Representative	Atchison
Lee, Darlene	Allied Health Coordinator	Atchison
Reynolds, Lynnette	Technical Center Office Manager	Atchison
Servaes, Lois	Custodian, Tech Center	Atchison
Shisler	Computer Support Tech Lab Assistant	Atchison
Stirton, Hannah	Test Proctor/Tech Center Office Assistant	Atchison
Walker, Dustin	IT Level 2 Support Engineer	Atchison
Coppinger, Teri	Perry Office Assistant	Perry
Gay, Jennifer	Perry Center Coordinator, half-time	Perry
Fitch-Deitz, Candice	Vineyard Manager/Viticulture Instructor	Wamego
Kohl, Scott	Director of Viticulture & Enology	Wamego
Lunetta, Trudee	Office Assistant	Wamego
Milburn, Lindsey	Student Services Coordinator	Wamego
Stegman, Jason	IT Applications Analyst	Wamego
Vacant	Wamego Center Director	Wamego
Baker, Cara	Western Center Director	Western Center
Engelken, Robert	Maintenance, Western Center	Western Center
Moeller, Shannon	Welding Lab Technician	Western Center
Schultejans, Glenda	Western Center Office Assistant	Western Center
Sutton, Angela	Student Services Coordinator	Western Center

Faculty

Adams, Ronald	Physics	Highland
Bryant, Mary	English	Highland
Finley, Shane	Criminal Justice	Highland
Foley, Amy	Health Sciences	Highland
Fulbright, Pamela	Reading/English	Highland
Graham, Adam	Chemistry	Highland
Grossman, Theresa	Speech	Highland
Hasan, Liton	Mathematics	Highland
Heddens, Margaret	Mathematics	Highland
Hurn, Michelle	Mathematics	Highland
Kelley, Michael	English	Highland
Ketchum, Eric	Psychology	Highland
Leahy, Shayna	Vocal Music	Highland
McElroy, Matt	Biological Science	Highland
Meier, Todd	Art	Highland
Moeller, Harry	Biological Science	Highland
Moore, Gaywyn	English	Highland
Perkins, Sam	Graphics Design	Highland
Smith, Samuel	Theatre Instructor/Theater Director	Highland
Smith, Shelley	Mathematics	Highland
Woodruff, Kristin	Sociology	Highland
Young, Laura	Business	Highland

Staff

Allen, Kristen	SSS Office Assistant (50% grant)	Highland
Allen, Tessa	Student Services Specialist for Concurrent/Online	Highland
Arnold, Kristi	Custodian	Highland
Bechtold, Kimberly	Title IV SSS Transfer Advisor	Highland
Bingesser, Jon	Head Volleyball Coach	Highland
Blevins, Kristi	Financial Aid Assistant	Highland
Blevins, Rick	Director of Maintenance Operations	Highland
Brey, Elizabeth	Medical Coding Director/Instructor	Highland
Brown, Gavin	Director of Residential Life	Highland
Burleson, Kevin	Maintenance	Highland
Chavez, Vanessa	Campus Counselor	Highland
Clark, Alexy	Director of Advising/Student Success Center	Highland
Clark, Michael	Student Conduct and Compliance Officer	Highland
Clary, Joshua	Director of Student Life	Highland
Cole, Jerre	Head Men's Basketball Coach	Highland
Collings, Tara	Assistant Athletic Trainer	Highland
Collins, Tia	Head Athletic Trainer	Highland
Collins, Trey	Accounts Receivable	Highland
Counts, Ben	Admissions Rep/Head Esports Coach	Highland
Covert, Irene	Admin Asst to VPAA	Highland
Daffin, E.J.	Asst. Track/Cross Country Coach	Highland
Davies, James Steven	Maintenance	Highland
Davis, Cindy	Director of the Library	Highland

Davis, Ross	Assistant Baseball Coach	Highland
Dorrel, Bryan	Athletic Director	Highland
Eberly, Angie	Wellness Center Director	Highland
Elliott, Matthew	IT Level 2 Tech Support Engineer	Highland
Forney, Betty	Library/Bookstore Assistant	Highland
Fox, Deborah	President	Highland
Fuhrman, Heather	Admin Asst to Pres/HR/Marketing	Highland
Gronniger, Denise	Custodian	Highland
Gronniger, Eileen	Director of Human Resources	Highland
Gronniger, Frieda	Custodian	Highland
Hamilton, Alice	Registrar	Highland
Hancock, Jeff	Head Football Coach	Highland
Harvey, Lydia	Assistant Women's Basketball Coach	Highland
Hay, Landon	Head Baseball Coach	Highland
Hearld, Hannah	Athletics Academic Advisor	Highland
Hurn, Jeffrey	Director of Institutional Research	Highland
Ingmire, Eric	VP for Student Services	Highland
Jaloma, Keith	Executive Director of HCC Foundation	Highland
Jean, Marc	Co-Director of IT	Highland
Jordan, Heidi	Head Softball Coach	Highland
Jordan, Scott	Associate Head Softball Coach	Highland
Kibbe, Sharon	Director of Instructional Services	Highland
Koch, Lindsey	Klinefelter Farm Projects Manager	Highland
Landoll, Bekkah	SSS Retention/Tutoring Coordinator	Highland
Landoll, Jake	Assistant Football Coach	Highland
Loftin, Chris	Sports Information/Athletic Marketing Specialist	Highland
Magana, Kiko	Head Women's Soccer Coach	Highland
Markt, Sydney	Assistant Athletic Trainer	Highland
Marriott, Taylor	Admissions Representative	Highland
Martin, Thomas	Wellness Center Assistant Director	Highland
McNemee, Darlene	Payroll/Insurance Clerk	Highland
Meeks. Karen	Business Office Manager	Highland
Moran, Sandra	Head Men's/Women's Track/X-Country Coach	Highland
Nordman, Stephanie	Grants/Staff Accountant	Highland
North, Joshua	Financial Aid Director	Highland
O'Brien, Jordan	Head Women's Basketball Coach	Highland
Oh, Bradley	Assistant Football Coach	Highland
Oler, Jon	Assistant Men's Basketball Coach	Highland
Parsons, Lisa	SSS Director	Highland
Patel, Neel	Co-Director of IT	Highland
Peterson, Stephanie	Director of Admissions	Highland
Rhodd, Ashley	Custodian	Highland
Rose, Melanie	Head Spirit Squads Coach	Highland
Scott, Jeffrey	Maintenance	Highland
Scott, Michel	Assistant Registrar	Highland
Shaw, Erin	VP for Academic Affairs	Highland
Simmer, Stacy	Director of Marketing	Highland

Simmons, Barry	Groundskeeper/Assistant Buildings & Grounds Supervisor	Highland
Simmons, Sarah	Security Officer	Highland
Simon, Shelby	Media Production Manager	Highland
Smith, Enoch	Assistant Football Coach	Highland
Smith, Rachel	Wellness Center Office Assistant	Highland
Smithhisler, John	IT Coordinator	Highland
Stewart, Diane	Accounts Payable	Highland
Sweezey, Tyler	Maintenance	Highland
Terry, Jaime	Advancement Coord for Foundation/Alumni	Highland
Tilton, Kim	Custodian	Highland
Twombly, Kelly	Director of Alumni Services	Highland
Veach, Ashton	Student Services Office Assistant	Highland
White, Courtney	Athletic Compliance Coordinator	Highland
White, Gilbert	Assistant Football Coach	Highland
Wiedmer, Shannon	Bookstore Coordinator	Highland
Wiedner, Pam	Custodian	Highland
Willy, Randy	VP for Finance/Operations	Highland
Young, Scott	Security Officer	Highland

Faculty and Instructional Staff at Additional Locations

Atchison, 1501 W Riley, Atchison, Kansas (Technical Center in Atchison)

Gen Ed Full-time Faculty (teach part of their course load at this location and then it is delivered via IDL to the Perry, Wamego, and Western Centers based on student enrollments.)

Bryant, Mary	English	A.A. B.A. in English M.S. in Elementary Education Ed.S. in C & I, Ed Management	Pensacola Junior College University of West Florida Pensacola Christian College University of West Florida
McElroy, Matthew	Biology	B.S. in Kinesiology M.S. in Kinesiology	Kansas State University Kansas State University

Technical Program Full-time Faculty

Culbertson, Randy	Auto Collision & Refinishing Technology	Diploma in Auto Collision Repair Certifications: ASE Master; P.P.G. Gold Level in Delfeet, Global and Waterborne Paint; Chief Easylinger Frame Machine & Computerized Measuring Systems; EPA Area Source Rule	NE Kansas Technical College
Lindstrom, Michael	Automotive Technology	Auto Technology Certificate Certifications: ASE Automotive; ASE Master Automobile Technician	NE Kansas Technical College
Miller, Carrie	Business Technology	Certificate in Medical Office Assistant	NE Kansas Technical College
Wurzbacher, Theresa	Computer Support Specialist	A.A.S. A.A. B.S. in Technology Management	Highland Community College Highland Community College Kansas State University
Handke, Phil	Diesel Technology	Certificate in Diesel Technology	Northeast Kansas Technical Center
Swendson, Dale	Diesel Technology	Certifications: CAT Engines; Volvo Electrical Volvo Heavy Truck Chassis Rebuild; Mercedes-Benz Truck Chassis Overhaul; GM Specialized Electronics	

(Early Childhood position currently open – applications are being reviewed)

Lauts, Timothy	Engineering Graphics & Technologies	B.A. in Education - Industrial Technology Continuing Ed: Graphic Arts; Digital Electronics; Electronics; Robotics; 3-D Modeling/Sculpture	University of Nebraska - Kearney
Davis, Kassie	LPN to RN Completion	LPN Associate of Science in Nursing	Highland Community College Park University

		BSN	University of Central Missouri
		MSN	University of Central Missouri
Marlatt, Sarah	LPN to RN Completion	LPN	Highland Community College
		BSN	Benedictine College
Prudden, Christina	Medical Assistant	LPN	NE Kansas Technical College
Hall, Amy	Practical Nursing	BSN	Missouri Western State University
Penning, Jenna	Practical Nursing	BS in Family Studies & Human Services	Kansas State University
		BSN	Washburn University

(Precision Agriculture position currently open – applications are being reviewed)

HCC - Auto Technology at Leavenworth High School, 2012 10th Avenue, Leavenworth, Kansas

Bergen, Christopher *Leavenworth*	Auto Technology	Certificate in Automotive Technology	Clinton Area Vo-Tech School
		Associate's in Automotive Technology	Longview Community College
		AAS	Metropolitan Community College
		BS in Career and Technical Education	Pittsburg State University
		Master of Science in Career and Technical Education	Pittsburg State University

HCC - Construction Trades Building, 2603 Industrial Road, Atchison, Kansas

Cummins, Victor *Atchison*	Construction Technology	Registered Roofing Contractor Certificate	State of Kansas
		Laborer/Supervisor in construction businesses	
		Owner/Operator of Construction Company	
Sowers, Daniel *Atchison*	HVAC	Certification-Refrigerant Transition Recovery I & II	Ferris State University
		Owner/Operator Sowers Heating & Cooling	
Smith, Nathan *Atchison*	Welding	School of Heavy Equipment Operations	United States Navy
		Certificate in Welding	Highland Community College

HCC - Electrical Building, 17349 Country Club Road, Atchison, Kansas

Coder, Duane	Electrical Technology	Diploma in Electrical Technology	North Central KS Tech College
		A.S.	Cloud Co. Community College
		Block & Associates Journeyman License	
Hager, Kevin	Electrical Technology	Certificate in Electrical Technology	Highland Community College

HCC Western Center, 313 Nemaha, Baileyville, Kansas

Volker, Evan	Construction Technology	Certificate in Construction Framing & Finishing	Live Oaks Vocational School

Lierz, Philip	Diesel Technology	BA in Automotive Technology	Pittsburg State Universisty
Russell, Derrik	Diesel Technology	Diesel Mechanic	Community College of the Air Force

(Early Childhood position currently open – applications are being reviewed)

Moeller, Jessie	Medical Assistant (1/4)	Diploma in Business & Computer Technology	Manhattan Area Technical College
Schell, Dee	Medical Assistant (3/4)	AA in Business Associates Degree in Nursing	AXIA College of University of Phoenix Manhattan Area Technical College
Wright, Eric	Precision Agriculture	AAS	Manhattan Area Technical College
Schwarz, David	Welding	Diploma in Welding	Beloit Vo-Tech

Perry, 203 W. Bridge Street, Perry, Kansas

Kuhn, Frank *Perry*	Biology	B.S. in Microbiology/Biology M.S. in Biology	Kansas State University Emporia State University

Wamego, 500 Miller Drive, Wamego, Kansas

Allen, Rebekah	English/Speech	B.A. in English B.A. in Social Science M.A. in English	Emporia State University Emporia State University Emporia State University
Illingworth, Melissa **also teaches for Perry/Western Center*	Chemistry	BA in Molecular Biology MS in Biochemistry Ph.D. in Biochemistry	Ball State University Indiana University Indiana University
Larkins, Kenneth	Biology	B.S. in Wildlife Biology M.A. in Biological Sciences	Kansas State University University of Northern Colorado
White, Carol *Wamego*	Mathematics	B.S. in Nuclear Engineering M.A. in Mathematics	Kansas State University University of Kansas

Wamego Technical Instructional Staff

Fitch-Dietz, Candice	Viticulture	B.S. in Soil and Plant Science
Open Position	Enology	

Discipline	First	Last	Location	Qualifying degree
Anthropology	Deborah	Williams	Perry	MA in Indigenous Studies from KU
History	Sean	Carter	Perry	MA in History
Math	David	Cobb	Perry	Bachelor's in Architectural Engineering including Calc I, II, and III and Diff Eq. - approved for developmental courses only
Psychology	V. Lawrence	Grantham	Perry	Master's in Education with 18+ grad hours in Psychology
Math	Lisa	Langland	Perry & Wamego	Master of Education in Secondary Ed with 18+ grad hours in Math
Dev English and English	Jonathan	Lantz	Perry	Ph.D. in English
Philosophy	Amy	McGonigle	Perry	Master of Liberal Arts in Social Science w/ 18 grad hours related to Philosophy as part of interdisciplinary degree
Sociology	Amy	McGonigle	Perry	Master of Liberal Arts in Social Science w/ 18 grad hours related to Sociology as part of interdisciplinary degree
Psychology	Thomas	Parish	Perry	Ph.D. in Developmental Psychology/Human Development
Speech	David	Ruis	Perry	MA in Theatre, ABD in Doctorate in Theatre
Criminal Justice	Timothy	Bacon	Wamego	MS in Criminal Justice Leadership & Executive Management
Sociology	Joan	Cahoj	Wamego	MS in Family Studies and Human Services (approved for SOC102 Marriage in the Family and SOC105 Death, Loss, and Grief)
English	Gary	Clift	Wamego	MA in English
History	Keith	Croze	Wamego	MA in History
Sociology	Matthew	Dance	Wamego	MA in Education, Curriculum & Instruction and ABD for Ph.D. in Sociology w/ 42+ grad hours in Sociology
Dev Math	Rhonda	Felderhoff	Wamego	BS in Mathematics (approved for developmental math only)
Dev Math	Adrienne	Haney	Wamego	BA in Mathematics with Licensure in Secondary Math (approved for developmental math only)
Psychology	Dana	Kiesling	Wamego	MA in Psychology
Political Science	Kolloh	Nimley	Wamego	MA in Interdisciplinary Programs

Music	Jonathan	Ray	Wamego	Master of Music Performance and Doctor of Music - Vocal Performance
Theatre	David	Ruis	Wamego	MA in Theatre, ABD in Doctorate in Theatre
Statistics	Walter	Schumm	Wamego	Ph.D. in Child Development and Family Studies with 18+ grad hours in Statistics courses
Music	Gwyneth	Sigmon	Wamego	Master of Music
Physics	Keita	Todoroki	Wamego	MS in Astronomy and Ph.D. in Physics
Astronomy	Sandra	Wahl	Wamego	MS in Curriculum and Instruction w/ 18+ graduate hours in Astronomy
Math	Ashley	Wege	Wamego	MS in Mathematics
Speech	Christa	Ziegler	Wamego	MA in Communication Studies
Math	Jessica	Stallbaumer	Western	Master's in Mathematics
Speech	Lisa	Broxterman	Western	MS in Secondary Education w/ 18 hours in Speech
Psychology	Serena	Huerter	Western	MS in Instructional Design/Tech with 40+ Psychology graduate hours

Adjunct Instructor

Job Details

Level
Undisclosed
Job Location
Highland - Highland, KS
Remote Type
N/A
Position Type
Undisclosed
Education Level
Undisclosed
Salary Range
Undisclosed
Travel Percentage
Undisclosed
Job Shift
Undisclosed
Job Category
Undisclosed

Description

Current Adjunct Needs (These lists will be updated periodically with other courses/disciplines that are needed at that time. Please check back frequently for updates.)

ONLINE INSTRUCTION: ***Please note that we are currently set up for employment in the following states ONLY:***
Arizona, California, Florida, Indiana, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, Oklahoma, Oregon, Texas, and Washington.
If you do not live within one of the above named states, we will not be able to consider your application at this time.
HCC is not currently accepting applications for Online Adjunct Instructors.

ON-SITE INSTRUCTION: Highland Community College is currently accepting applications for Adjunct Instructors to teach the following courses at these specific Kansas locations:
Atchison Center - Chemistry (evenings), Microbiology (evenings), Personal Finance (evenings), State and Local Government, Technical Composition.
Highland Campus - English (day), Agriculture (day), Spanish (day), Geography (day), Accounting (day)
Perry Center - Art History, Art Appreciation
Wamego Center - Accounting I & II, American Sign Language, Art Appreciation, Art History, Calculus I, II & III, Certified Nurses Aide (CNA), College Algebra, Emergency Medical Technician (EMT), Financial Accounting, Macroeconomics, Managerial Accounting, Microeconomics, Nutrition, Physics I & II, Spanish, Statistics
Western Center (Baileyville, KS) - College Biology, Human Anatomy, Human Physiology, Certified Nurses Aide (CNA) for daytime class; Engineering Graphics and Technologies (formerly called Computer Aided Design)

Qualifications

Masters Degree w/18 hours in subject area required for most disciplines; however, certain technical courses may be taught with a bachelors/technical degree/certifications or specific training.

Early Childhood Instructor, Baileyville, Kansas

Job Details

Level
Experienced
Job Location
Western Center - Baileyville, KS
Position Type
Full Time

Description/ Duties and Responsibilities

SUMMARY
The Early Childhood Instructor will teach all assigned courses and associated activities as related to the subject area. The Instructor is the primary individual responsible for program development, instruction, recruiting, and placement of students at their teaching location. The Instructor will maintain accurate student records, keep current in the teaching field, recommend pertinent library materials for acquisition, and sponsor student and support activities as applicable. Related service activities include: Actively serving on college committees, attending faculty meetings, cooperating with and assisting Student Services with regard to recruiting events and current student support, and attending commencement ceremonies.
The Instructor will conduct classes following the Technical Instruction schedule to high school and postsecondary students. Classes may be on-ground or using a hybrid format, e.g. combined on-ground/interactive distance learning (IDL), or on-ground/online during the daytime.
The successful candidate's primary office will be located either at the HCC Technical Center in Atchison, KS, or the Western Technical Center in Baileyville, KS. Occasional travel between these locations may be required. Coordination of observation sites across the College's service area may require weekly travel between sites.
ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
1. Prepare course syllabi, first day handouts, gradebook, class outlines, Learning Management System (LMS) course shell, and any additional information needed for students before the first day of class.
2. Maintain student records and observe confidential and ethical practices (i.e. attendance, grades, and other reports).
3. Complete requested documents and follow assessment procedures as needed by the Vice President for Academic Affairs, Director of Institutional Research, and academic committees involved with assessment.
4. Meet all classes and associated activities as scheduled and maintain order and discipline. Associated activities include but are not limited to: Field trips, Observations, Daycare Facilities, etc.
5. Post and maintain office hours to advise and counsel students who request assistance. Refer students who need additional assistance to the appropriate college support service area for tutoring/counseling.
6. Prepare and submit annual professional/educational development plan.
7. Maintain a learning environment in the classroom using generally accepted teaching methods.
8. Conduct periodic self and formal (per Master Contract) evaluation of instruction.
9. Prepare and submit reports, plans of action, program review, state reports, survey results, student placement reports, leave requests, travel requests, etc., on a timely basis as required.
10. Attend in-service, department, and faculty meetings as called.
11. Schedule, conduct, and document advisory committee activities as appropriate.
12. Submit textbook requests when needed.
13. Be familiar and comply with the College policies, procedures, and announcements.
14. Maintain up-to-date instructional program materials and equipment inventory.
15. Communicate with colleagues in Highland as well as in HCC's regional and online locations and with other community colleges and universities.
16. Provide subject area leadership in the development of new major courses, support courses, and/or

program
offerings.
17. Consistently strive to improve the quality of service provided to the community.
18. Provide leadership in the community.
19. Seek the most effective ways to facilitate learning to stimulate critical thinking, to develop skills, and to broaden
and enrich student interest.
20. Attend commencement ceremonies.
21. Serve on committee(s) as required.
22. Assist with student recruitment, advising, enrollment, and retention.
23. Ensure moral, ethical, and integrity values.

SUPERVISORY RESPONSIBILITIES

Responsible for supervision of students in class setting. May supervise Work Study or Work Arrangement students. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Preferred - Master's degree in Early Childhood, Family and Consumer Sciences, or Human Services with an Early Childhood emphasis or a Master's degree in any field with a minimum of 18 graduate hours in Early Childhood. Minimum - Bachelor's degree in Early Childhood, Family and Consumer Sciences, or Human Services with an Early Childhood emphasis or a related field. College teaching experience preferred in the field of Early Childhood Education. Experience teaching online via interactive distance learning (IDL)/teleprescence, or hybrid format preferred.

Required Knowledge, Skills, and Abilities

The instructor will possess:

-Knowledge of subject area;
-Skill and ability to convey the knowledge to students in an effective manner and as required by the Board of Trustees;
-The ability to organize and direct all instructional activities in compliance with safe and standard practices;
-Knowledge of Statewide Initiatives in Early Childhood Education and especially in Core Competencies;
-The ability to work with and assist students in academic planning;
-The ability to communicate effectively with others to facilitate consensus;
-The ability to represent and promote the welfare of the College as required;
-The ability to communicate effectively with all constituents of the community college environment including the public.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Precision Agriculture Instructor

Job Details

Level
Experienced
Job Location
Atchison - Atchison, KS
Position Type
Full Time

Description/ Duties and Responsibilities

This full-time position w/benefits will begin with the Fall, 2021, semester. The successful candidate's primary office will be located in Atchison, Kansas, at the Highland Community College Technical Center.

SUMMARY

The instructor will conduct class on-ground or using a hybrid format, e.g. combined on-ground /telepresence or on-ground/online during days, evenings, or weekends. The Instructor will prepare all instructional materials for the various learning activities associated with the major subject area to include lab set up and take down, maintain accurate student records, keep current in the teaching discipline, sponsor student and support activities. Related service activities include actively serving on college committees, attending faculty meetings, recommending pertinent library materials for acquisition to the Library, cooperating and assisting Student Services with regard to student needs, and attending commencement ceremonies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Prepare course syllabi, First Day Handouts, gradebook, class outlines, Learning Management System (LMS) course shell, and any additional information needed for students on or before the first day of class.
2. Maintain student records and observe confidential and ethical practices (i.e. attendance, grades, state reimbursement, etc.).
3. Complete requested documents and follow assessment procedures as needed by the Vice President for Academic Affairs, Director of Institutional Research, and academic committees involved with assessment.
4. Meet all classes and associated activities as scheduled and maintain order and discipline. Associated activities include but are not limited to: Laboratory, Studio, Field trips, Rehearsals, Performances, Special Productions, Independent Study, athletic events, cultural and social events, etc.
5. Post and maintain office hours to advise and counsel students who request assistance. Refer students who need additional assistance to the appropriate college support service area for tutoring/counseling.
6. Prepare and submit annual professional/educational development plan.
7. Maintain a learning environment in the classroom using generally accepted teaching methods.
8. Maintain listing of Library resources for students interested in further readings in subject area.
9. Conduct periodic self and formal (per Master Contract) evaluation of instruction.
10. Prepare and submit reports, plans of action, program review, state reports, survey results, student placement reports, leave requests, travel requests, etc., on a timely basis as required.
11. Attend in-service, department, and faculty meetings as called.
12. Schedule, conduct, and document advisory committee activities as appropriate.
13. Submit textbook requests when needed.
14. Be familiar and comply with the College policies, procedures, and announcements.
15. Maintain up-to-date instructional program materials and equipment inventory.
16. Communicate with colleagues at all HCC locations and online and with other community colleges and universities.
17. Represent Highland at the annual Core Outcomes Group meetings whenever a Precision Agriculture course is being reviewed.

18 Update Master Course Outline each time course content is changed and communicate any changes to all Precision Ag adjunct instructors.

19. Provide subject area leadership in the development of new major courses, support courses, and/or program offerings.
20. Consistently strive to improve the quality of service provided to the community.
21. Provide leadership in the community
22. Seek the most effective ways to facilitate learning to stimulate critical thinking, to develop skills, and to broaden and enrich student interest.
23. Attend commencement ceremonies.
24. Serve on committee(s) as required.
25. Assist with student recruitment, advising, enrollment, and retention.
26. Ensure moral, ethical, and integrity values.

SUPERVISORY RESPONSIBILITIES
Responsible for supervision of students in class setting. May supervise Work Study or Work Arrangement students. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle or feel and to reach with hands and arms. The employee may occasionally lift and/or move up to 50 pounds and to climb or crawl.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is frequently exposed to varying outside weather conditions. The employee may occasionally be exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is moderate to loud.

Qualifications

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Relevant education/training/experience. Teaching experience helpful. Must have valid driver's license and a clean driving record with no major infractions for the past five years.

Required Knowledge, Skills, and Abilities
The instructor will possess:
- -Knowledge of subject area;
- -Skill and ability to convey the knowledge to students in an effective manner and as required by the Board of Trustees;
- -The ability to organize and direct all instructional activities in compliance with safe and standard practices;
- -The ability to work with and assist students in academic planning;
- -The ability to communicate effectively with others to facilitate consensus;
- -The ability to represent and promote the welfare of the College as required;
- -The ability to communicate effectively with all constituents of the community college environment including the public.

Mathematics Instructor

Job Details

Level
Experienced
Job Location
Highland - Highland, KS
Position Type
Full Time
Education Level
Graduate Degree

Description/ Duties and Responsibilities

SUMMARY

This full-time position w/benefits will begin with the Fall, 2021, semester. The successful candidate's primary office will be located on the Highland Community College campus in Highland, Kansas. The instructor will teach via on-ground, hybrid, interactive distance learning (IDL) or Zoom, and HyFlex formats as assigned. Students may be attending courses face-to-face or remotely via instructional technology such as Zoom video conferencing.

The Mathematics Instructor will teach all assigned courses and associated activities as related to major subject area. Courses include but are not limited to: Developmental Math courses in an Accelerated Learning Program (ALP) co-requisite format, College Algebra, Trigonometry, Contemporary Math, Statistics, and possibly Calculus I, II, and III. The instructor will prepare all instructional materials for the various learning activities associated with their major subject area, maintain accurate student records, and serve actively on college committees. Related responsibilities include recruiting interested students, keeping current in the discipline, recommending pertinent library materials for acquisition to the HCC Library, participating in faculty meetings, cooperating and assisting Student Services with regard to student needs, and attending commencement ceremonies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Prepare course syllabi, first-day handouts, and Learning Management System (LMS) course shells, and provide the appropriate information therein to students on or before the first day of class.
2. Maintain student records and observe confidential ethical practices (i.e. attendance, grades, and other reports).
3. Complete requested documents and follow assessment procedures as needed by the Vice President for Academic Affairs, Director of Institutional Research, and academic committees involved with assessment. Prepare and maintain meaningful assessment methods to include administering any benchmark assignments.
4. Meet all classes and associated activities as scheduled and practice appropriate classroom management. Associated activities include but are not limited to: Field trips, Theatre performances, Cultural and social events, etc.
5. Post and maintain office hours to advise and counsel students who request assistance. Refer students who need additional assistance to the appropriate college support service area for tutoring/counsel.
6. Prepare and submit annual professional/educational development plan.
7. Maintain a learning environment in the classroom using teaching methods rooted in innovation and the latest cognitive science.
8. Recommend pertinent materials to the Director of the Library for students who may be interested in further readings in subject area.
9. Conduct periodic self and formal (per Master Contract) evaluation of instruction.
10. Prepare and submit reports, plans of action, program review, state reports, survey results, student placement reports, leave requests, travel requests, etc., on a timely basis as required.
11. Attend in-services, Mathematics Division meetings, and faculty meetings as called.
12. Be familiar and comply with the College policies, procedures, and announcements.
13. Submit textbook requests when needed and as per College procedures and maintain up-to-date instructional program materials and equipment inventory.
14. Communicate with on campus and regional colleagues, adjunct instructors, and other community colleges and universities.
15. Provide subject area leadership in the development of new major courses, support courses, and/or

program offerings.
16. Consistently strive to improve the quality of service provided to the community.
17. Provide subject area leadership in the development of new major courses, support courses, and/or program offerings.
18. Seek the most effective ways to facilitate learning to stimulate critical thinking, to develop skills, and to broaden and enrich student interest.
19. Attend commencement ceremonies.
20. Serve on committee(s) as required.
21. Actively participate in the recruitment, advising, enrollment and retention of students in the program.
22. Ensure moral, ethical, and integrity values.

Qualifications

Education and Experience

Master's degree in Math or Master's degree in any field with a minimum of 18 graduate hours in mathematics required.

Community college teaching, curriculum development, teaching online, remote, or hybrid preferred.

Experience with active learning techniques and Accelerated Learning Programs strongly preferred.

Required Knowledge, Skills, and Abilities

The instructor will possess:

-Knowledge of subject area;

-Skill and ability to convey the knowledge to students in an effective manner and as required by the Board of Trustees;

-Ability to organize and direct all instructional activities in compliance with safe and standard practices;

-Ability to work with and assist students in academic planning;

-Ability to communicate effectively with others to facilitate consensus;

-Ability to represent and promote the welfare of the College as required;

-Ability to communicate effectively with all constituents of the community college environment including the public.

EMPLOYEE CHECKLIST

Employee Name: _____Hire Date: _____

Supervisor: _____Dept.: _____

To Do:	Personnel in Charge:	Timeframe for Completion:	Date Completed:
Send welcome email including: ☐ **HCC login information** ☐ **Paycom login information & information on training** ☐ **Identification/provision of any missing forms for employee file** ☐ **Instructions on accessing HCC Intranet** ☐ **Links for employee and/or student handbook** ☐ **Advise new employee of email coming from Paycom regarding benefit selection**	HR	Prior to 1st day of employment	___/___/___
Send welcome email including: ☐ **Important information for the employee's first day** ▪ **Dress code** ▪ **Where to go on first day** ▪ **Day start & end time** ☐ **Job specific training information** ☐ **Link to personnel policies on the Intranet** ☐ **Link to survey on initial hiring process**	Supervisor	Prior to 1st day of employment	___/___/___
Set-up/confirm set-up of office/workspace with needed supplies: ☐ **Order name plate (order form)** ☐ **Order name tag (order form)** ☐ **Order business cards (order form)** ☐ **Basic office supplies**	Supervisor	Prior to 1st day of employment	___/___/___
Complete technology set-up per form submitted by supervisor: ☐ **Computer** ☐ **Phone** ☐ **Copier** ☐ **Printer** ☐ **Computer mapped to all needed drives**	IT/Supervisor	Prior to 1st day of employment	___/___/___

Send HCC All Faculty & Staff email introducing new employee: ☐ **Include location** ☐ **Include department** ☐ **Include start date** ☐ **Include brief bio (after employee approval)**	HR	Prior to 1st day of employment	___/___/___
Paycom paperwork follow-up: ☐ **Answer questions** ☐ **Refer employee to assigned training** ☐ **Employee annual training (IMA broker)** ☐ **Confirm employee has selected benefits as appropriate**	HR	First day of employment	___/___/___
Provide keys to office and/or buildings as appropriate.	Supervisor	First day of employment	___/___/___
Campus tour: ☐ **At the following stops inform the employee about items that can/should be completed after the tour:** ▪ **Wellness Center - get ID & parking pass** ▪ **Library – set-up account** ▪ **Business office – lunch card; bring driver's license to sign consent form for driving college vehicle** ▪ **Bookstore – how to order supplies/mail packages** ▪ **Mailbox – check key**	Supervisor	First day of employment	___/___/___
Technology check-in: ☐ **Provide Wifi password (Boone1858)** ☐ **Paycom** ☐ **How to look up balances for vacation & sick time** ☐ **How to submit vacation & sick time** ☐ **Intranet** ☐ **Personnel policies** ☐ **Forms** ☐ **Highlight important areas** ☐ **Set-up e-mail signature** ☐ **MyHCC - Review apps. Determine any changes needed** ☐ **Phone – how to access voicemail, use the directory, call out, and call within the college**	Supervisor	First day of employment	___/___/___

Meet with employee to review: ☐ **Duties & expectations** ☐ **Job specific training** ☐ **How to scan documents** ☐ **Train on IDL/Zoom room (if appropriate)** ☐ Student handbook ☐ **Short-term goals** ☐ **Review of colleagues on campus** ☐ **Purchase requisition training** ☐ **Tax Exempt form copy provided** ☐ **Purchase Card** ▪ **Visa Intellilink training**	Supervisor	First week of employment	___/___/___
Obtain feedback from employee on first 2 weeks of employee Review Emergency Procedures	Supervisor	Second week of employment	___/___/___
Get picture taken for website	Employee/ Marketing	Second week of employment	___/___/___
Obtain feedback from employee on first 90 days. Provide additional training as needed.	Supervisor	First 90 days	___/___/___
Annual review	Supervisor	1st year	___/___/___

Signature indicates all training has been completed.

Employee Signature _____ Supervisor Signature _____

*Upon completion of this checklist, please send a copy to HR.

4 Elements of an Effective Educator's Evaluation Tool

Faculty Evaluation Formal Evaluation/Observation

Location:	Atchison - Technical Center	**Instructor:**	NA
Course/Section:	NA	**Evaluator:**	Erin Shaw
Date:	8/20/2020		
Time In:	10:27 AM	**Time Out:**	11:12 AM
Type	Formal Evaluation/Observation		

Instructions:	The evaluating administrator shall complete this part of the Educator evaluation based on the 4 Elements of Effective Evaluation. Space may be adjusted as needed. This evaluation is based on the following written observations and/or other data.
Lesson Objective:	NA
Description:	NA

Element 1: Instructional Practices: Instructional Practices

Standard 1.1: Student Engagement: The Instructor engages students.

Needs Improvement	**Meets Expectations**	**Exceeds Expectations**	**Special Notes**
[ ] Students are rarely attentive, responsive, and focused on learning.	[ ] Students are attentive, responsive, and focused on learning.	[ ] Students are consistently attentive, responsive, and focused on learning.	[ ]
[ ] Instructor rarely uses activities, projects, and assignments that engage students.	[ ] Instructor uses activities, projects, and assignments that engage students.	[ ] Instructor consistently uses activities, projects, and assignments that engage students.	[ ]
[ ] Rarely are Instructor expectations for student behavior and engagement conveyed and reinforced.	[ ] Instructor expectations for student behavior and engagement are clearly conveyed and reinforced.	[ ] On a consistent basis, Instructor expectations for student behavior and engagement are clearly conveyed and reinforced.	[ ]

What is Demonstrated	Possible Sources of Evidence
Student engagement	
Clear expectations	
Student facilitated learning	
Other	
Comments	

Standard 1.2: Effective Teaching Practices: The Instructor implements a variety of effective teaching practices, including, but not limited to, differentiated instruction and attention to various learning styles			
Needs Improvement	**Meets Expectations**	**Exceeds Expectations**	**Special Notes**
[ ] The instructor rarely differentiates the instruction to meet a variety of student needs.	[ ] The instructor differentiates the instruction to meet a variety of student needs.	[ ] The instructor consistently differentiates the instruction to meet a variety of student needs.	[ ]
[ ] The Instructor rarely communicates the learning objectives.	[ ] The Instructor communicates the learning objectives.	[ ] The Instructor consistently communicates the learning objectives.	[ ]
[ ] The Instructor rarely maintains focus on the objectives throughout the entire lesson.	[ ] The Instructor maintains focus on the objectives throughout the entire lesson.	[ ] The Instructor consistently maintains focus on the objectives throughout the entire lesson.	[ ]
[ ] The Instructor rarely accesses prior learning while introducing new content.	[ ] The Instructor accesses prior learning while introducing new content.	[ ] The Instructor consistently accesses prior learning while introducing new content.	[ ]
[ ] The Instructor rarely asks specific questions randomly from non-volunteers and adjusts instruction based on the feedback.	[ ] The Instructor asks specific questions randomly from non-volunteers and adjusts instruction based on the feedback.	[ ] The Instructor consistently asks specific questions randomly from non-volunteers and adjusts instruction based on the feedback.	[ ]
[ ] The Instructor rarely stimulates critical thinking and creativity.	[ ] The Instructor stimulates critical thinking and creativity.	[ ] The Instructor consistently stimulates critical thinking and creativity.	[ ]
[ ] The Instructor rarely incorporates cooperative learning.	[ ] The Instructor incorporates cooperative learning.	[ ] The Instructor consistently incorporates cooperative learning.	[ ]
[ ] The Instructor rarely supervises students during initial practice or application of learning.	[ ] The Instructor supervises students during initial practice or application of learning.	[ ] The Instructor consistently supervises students during initial practice or application of learning.	[ ]

[ ] The Instructor rarely assigns or requires independent practice or application of learning.	[ ] The Instructor assigns or requires independent practice or application of learning.	[ ] The Instructor consistently assigns or requires independent practice or application of learning.	[ ]
[ ] The Instructor rarely presents the content in ways that address various learning styles.	[ ] The Instructor presents the content in ways that address various learning styles.	[ ] The Instructor consistently presents the content in ways that address various learning styles.	[ ]

What is Demonstrated	Possible Sources of Evidence
Variety of Instructional Practices	
Differentiated learning	
Informal Assessment	
Other	
Comments	

Element 1: Instructional Practices - Summary			
Needs Improvement	**Meets Expectations**	**Exceeds Expectations**	**Special Notes**
[ ]	[ ]	[ ]	[ ]

Element 2: Learning Environment: Learning Environment			
Standard 2.1: Health & Safety: The Instructor creates a safe climate conducive to learning. (Note: Maintenance of a physically and emotionally safe environment for students is top priority. Take immediate action and notify appropriate administrators/authorities, if necessary.)			
Needs Improvement	**Meets Expectations**	**Exceeds Expectations**	**Special Notes**
[ ] The Instructor rarely monitors behavior in order to provide a physically safe environment.	[ ] The Instructor monitors behavior in order to provide a physically safe environment.	[ ] The Instructor consistently monitors behavior in order to provide a physically safe environment.	[ ]
[ ] The Instructor rarely monitors behavior in order to provide an emotionally safe environment.	[ ] The Instructor monitors behavior in order to provide an emotionally safe environment.	[ ] The Instructor consistently monitors behavior in order to provide an emotionally safe environment.	[ ]
[ ] The Instructor rarely monitors the classroom facilities and equipment to ensure safe operating condition and to foster learning.	[ ] The Instructor monitors the classroom facilities and equipment to ensure safe operating condition and to foster learning.	[ ] The Instructor consistently monitors the classroom facilities and equipment to ensure safe operating condition and to foster learning.	[ ]

What is Demonstrated	Possible Sources of Evidence
Physically and emotionally safe environment	
Classroom/facilities and equipment safe and operating	
Other	
Comments	

Standard 2.2: Resources & Technology: The Instructor utilizes technology and resources to create an environment conducive to learning.

Needs Improvement	Meets Expectations	Exceeds Expectations	Special Notes
[ ] The Instructor rarely improves student learning through the application of technology to support instruction.	[ ] The Instructor improves student learning through the application of technology to support instruction.	[ ] The Instructor consistently improves student learning through the application of technology to support instruction.	[ ]
[ ] The Instructor rarely utilizes resources provided by the institution.	[ ] The Instructor utilizes resources provided by the institution.	[ ] The Instructor consistently utilizes resources provided by the institution and supplements with additional resources.	[ ]

What is Demonstrated	Possible Sources of Evidence
Regularly utilizes resources provided	
Application of technology to support instruction	
Other	
Comments	

Element 2: Learning Environment - Summary

Needs Improvement	Meets Expectations	Exceeds Expectations	Special Notes
[ ]	[ ]	[ ]	[ ]

Element 3: Academic Planning and Alignment: Academic Planning and Alignment

Standard 3.1: Content Knowledge: The Instructor demonstrates content knowledge in instructional planning and delivery.

Needs Improvement	Meets Expectations	Exceeds Expectations	Special Notes
[ ] The Instructor displays limited knowledge of content and rarely corrects misconceptions of students.	[ ] The Instructor displays knowledge of content and corrects misconceptions of students.	[ ] The Instructor consistently displays knowledge of content, corrects misconceptions of students, and demonstrates relationship of content to real world issues.	[ ]

[ ] The Instructor rarely requires students to reflect, demonstrate learning, and/or connect to prior knowledge.	[ ] The Instructor requires students to reflect, demonstrate learning, and/or connect to prior knowledge.	[ ] The Instructor consistently requires students to reflect, demonstrate learning, and/or connect to prior knowledge.	[ ]
What is Demonstrated		Possible Sources of Evidence	
Self-evaluation			
Student learning			
Preparation			
Other			
Comments			

Standard 3.2: Standardized Syllabus: The Instructor implements the standardized syllabus.

Needs Improvement	**Meets Expectations**	**Exceeds Expectations**	**Special Notes**
[ ] The Instructor omits content from the standardized course syllabus and/or rarely utilizes the required textbook.	[ ] The Instructor implements content from the standardized course syllabus and utilizes the required textbook.	[ ] The Instructor consistently implements content from the standardized course syllabus and utilizes the required textbook.	[ ]
[ ] The Instructor rarely makes connections with the standardized course syllabus objectives and the assessment measures.	[ ] The Instructor makes connections with the standardized course syllabus and the assessment measures.	[ ] The Instructor consistently makes connections with the standardized course syllabus and the assessment measures.	[ ]
[ ] The Instructor rarely appears to be prepared with aligned materials and assignments for class.	[ ] The Instructor appears to be prepared with aligned materials and assignments for class.	[ ] The Instructor consistently has aligned materials and assignments prepared for class.	[ ]
What is Demonstrated		Possible Sources of Evidence	
Syllabus Alignment			
Class preparation			
Other			
Comments			

Standard 3.3: Assessment: The Instructor uses assessment to improve student learning and student success.

Needs Improvement	**Meets Expectations**	**Exceeds Expectations**	**Special Notes**
[ ] Course objectives and assessments are rarely connected logically by the Instructor.	[ ] Course objectives and assessments are logically connected by the Instructor.	[ ] Course objectives and assessments are consistently connected logically by the Instructor.	[ ]

[ ] The Instructor rarely provides clear and constructive feedback to students about their performance.	[ ] The Instructor provides clear and constructive feedback to students about their performance.	[ ] The Instructor consistently provides clear and constructive feedback to students about their performance.	[ ]
[ ] The Instructor rarely plans, modifies, adapts, and assesses learning in order to continuously improve instruction.	[ ] The Instructor plans, modifies, adapts, and assesses learning in order to continuously improve instruction.	[ ] The Instructor consistently plans, modifies, adapts, and assesses learning in order to continuously improve instruction.	[ ]
What is Demonstrated		Possible Sources of Evidence	
Student Assessment			
Other			
Comments			

Standard 3.4: Outcomes Alignment: The Instructor explicitly connects the HCC Mission, Strategic Plan, and Shared Performance Expectations to the course and/or lessons.

Needs Improvement	**Meets Expectations**	**Exceeds Expectations**	**Special Notes**
[ ] The Instructor rarely makes connections between the course/lessons and the Mission and Strategic Plan.	[ ] The Instructor makes connections between the course/lessons and the Mission and Strategic Plan.	[ ] The Instructor consistently makes connections between the course/lessons and the Mission and Strategic Plan.	[ ]
[ ] The Instructor rarely shares models, rubrics, and evaluation processes w/ students that clearly set forth standards and expectations for competence.	[ ] The Instructor shares models, rubrics, and evaluation processes w/ students that clearly set forth standards and expectations for competence.	[ ] The Instructor consistently shares models, rubrics, and evaluation processes w/ students that clearly set forth standards and expectations for competence.	[ ]
[ ] The Instructor rarely models and coaches students to improve both creation and interpretation of oral, written, and visual communication.	[ ] The Instructor models and coaches students to improve both creation and interpretation of oral, written, and visual communication.	[ ] The Instructor consistently models and coaches students to improve both creation and interpretation of oral, written, and visual communication.	[ ]
[ ] The Instructor rarely fosters respect and courtesy along with openness to other perspectives.	[ ] The Instructor fosters respect and courtesy along with openness to other perspectives.	[ ] The Instructor consistently fosters respect and courtesy along with openness to other perspectives.	[ ]

[ ] The Instructor rarely prompts students to use critical thinking and make good decisions based on evidence.	[ ] The Instructor prompts students to use critical thinking and make good decisions based on evidence.	[ ] The Instructor consistently prompts students to use critical thinking and make good decisions based on evidence.	[ ]
[ ] The Instructor rarely encourages responsible behavior.	[ ] The Instructor encourages responsible behavior.	[ ] The Instructor consistently encourages responsible behavior.	[ ]
[ ] The Instructor rarely encourages productive teamwork.	[ ] The Instructor encourages productive teamwork.	[ ] The Instructor consistently encourages productive teamwork.	[ ]
What is Demonstrated		Possible Sources of Evidence	
Connection to mission			
Clear rubrics			
Displays courtesy			
Decision making			
Promotes teamwork			
Other			
Comments			
Element 3: Academic Planning and Alignment - Summary			
Needs Improvement	**Meets Expectations**	**Exceeds Expectations**	**Special Notes**
[ ]	[ ]	[ ]	[ ]

Element 4: Instructor Interactions: Instructor Interactions			
Standard 4.1: Instructor Relationships: The Instructor demonstrates respect for, and has rapport with, students.			
Needs Improvement	**Meets Expectations**	**Exceeds Expectations**	**Special Notes**
[ ] The Instructor rarely greets students and seems aloof or distant.	[ ] The Instructor greets students by name and refers to them by name during the class; returns their greetings.	[ ] The Instructor consistently greets students by name and refers to them by name during the class; appears sincerely enthusiastic with students.	[ ]
[ ] The Instructor rarely creates effective relationships with students.	[ ] The Instructor establishes functional relationships with most students.	[ ] The Instructor establishes positive reciprocal relationships with nearly all students.	[ ]

[ ] The Instructor rarely responds to student inquiries and requests for assistance in a timely manner.	[ ] The Instructor responds to student inquiries and requests for assistance in a timely manner.	[ ] The Instructor consistently responds to student inquiries and requests for assistance in a timely manner.	[ ]
What is Demonstrated		Possible Sources of Evidence	
Respect & rapport			
Availability			
Other			
Comments			

Standard 4.2: Classroom Management: The Instructor demonstrates effective classroom and behavior management.

Needs Improvement	Meets Expectations	Exceeds Expectations	Special Notes
[ ] The Instructor rarely responds to off-task or disruptive behavior.	[ ] The Instructor notices and responds appropriately to off-task or disruptive behavior.	[ ] The Instructor consistently responds effectively to off-task or disruptive behavior in ways that do not escalate behavior or increase the level of disruption.	[ ]
[ ] The Instructor rarely uses a variety of techniques and skills including proximity, recognition, and reinforcement during instruction.	[ ] The Instructor uses a variety of techniques and skills including proximity, and reinforcement to create and sustain an environment that promotes learning.	[ ] The Instructor consistently uses a variety of techniques and skills including proximity, recognition, and reinforcement to create and sustain and environment of enthusiastic and increased learning.	[ ]
What is Demonstrated		Possible Sources of Evidence	
Classroom management			
Behavior management			
Other			
Comments			

Standard 4.3: Instructor Behavior: The Instructor demonstrates professional and legal behavior.

Needs Improvement	Meets Expectations	Exceeds Expectations	Special Notes
[ ] The Instructor allows confidential information to "slip" and/or exhibits lack of sensitivity to, or understanding of, student privacy issues.	[ ] The Instructor protects confidentiality of student/class records and exhibits awareness/sensitivity of student privacy issues.	[ ] The Instructor consistently maintain strict confidentiality of student/class records and conversations; consistently exhibits	[ ]

		respect for student privacy issues, and protects student emotional well-being.	
[ ] The Instructor rarely exhibits professional behavior with students, colleagues, and stakeholders.	[ ] The Instructor exhibits professional behavior with students, colleagues, and stakeholders.	[ ] The Instructor consistently exhibits professional behavior with students, colleagues, and stakeholders.	[ ]
What is Demonstrated		Possible Sources of Evidence	
Other			
Comments			

Standard 4.4: Administrative Actions: Administrative Actions – The Instructor performs administrative responsibilities in delivering classes and participates in, and applies, professional learning.

Needs Improvement	**Meets Expectations**	**Exceeds Expectations**	**Special Notes**
[ ] The Instructor cancels classes and/or dismisses classes early without justification and/or proper notification.	[ ] The Instructor seldom cancels or dismisses classes early.	[ ] The Instructor almost never cancels classes and/or dismisses classes early.	[ ]
[ ] The Instructor does not file reports (e.g., grades and attendance) and/or rarely responds to communication in a timely manner.	[ ] The Instructor files reports (e.g., grades and attendance) and responds to communication in a timely manner.	[ ] The Instructor consistently files reports (e.g., grades and attendance) and consistently responds to communication in a timely manner.	[ ]
[ ] The Instructor rarely engages and/or reluctantly engages in professional learning opportunities; misses provided opportunities.	[ ] The Instructor attends and participates in provided professional learning opportunities; applies learning to teaching.	[ ] The Instructor seeks out additional professional learning opportunities; assists with providing professional learning; shares learning with others; and applies learning to teaching.	[ ]
What is Demonstrated		Possible Sources of Evidence	
Attendance			
History of Moodle usage			
Professional learning			
Other			
Comments			

Element 4: Instructor Interactions - Summary			
Needs Improvement	**Meets Expectations**	**Exceeds Expectations**	**Special Notes**
[ ]	[ ]	[ ]	[ ]

Educator Signature: _____	Evaluator Signature: _____
Date:	Date:

Highland Community College

eWalkThrough

Welcome Erin Shaw

The elapsed time is now: 00:00:00

Location	Concurrent ▼	Date	2 ▼ 28 ▼ 2019 ▼
Department	▼	Time In	11 ▼ 07 ▼ AM ▼
Instructor	▼	Time Out	11 ▼ 12 ▼ AM ▼
# of students:	1 ▼ Semester Spring Semester ▼	Topic	
Observer	Shaw, Erin ▼	Period	○ Beginning ○ Middle ○ End ○ Online
Students engaged in			

College

Instructor Classification

○ Adjunct ○ Full-Time

Instructional Practices

- [ ] Student Engagement (popupHelp/0/5032)
  - ○ All of the Students
  - ○ Most of the Students
  - ○ A Few of the Students
  - ○ None of the Students
- [ ] Differentiated Instruction (popupHelp/0/5034)

Effective Teaching Practices

- [ ] Clearly Communicated Learning Objectives (popupHelp/0/5037)
- [ ] Focused Instruction (popupHelp/0/5038)
- [ ] Checks for Understanding (popupHelp/0/5039)
- [ ] Provides Feedback (popupHelp/0/7774)
- [ ] Stimulates Critical Thinking and/or Creativity (popupHelp/0/5040)
- [ ] Project/Problem-Based Instruction (popupHelp/0/5041)
- [ ] Cooperative Learning (popupHelp/0/5042)
- [ ] Guided Practice (popupHelp/0/5043)
- [ ] Independent Practice (popupHelp/0/5044)
- [ ] Instructor Presence (Online Only) (popupHelp/0/7775)

Learning Styles Addressed

- [ ] Digital (Writing & Reading)
- [ ] Auditory (Listening & Speaking)
- [ ] Visual (Images Other Than Words)
- [ ] Kinesthetic (Movement & Tactile) (popupHelp/0/5050)

Learning Environment

Resources and Technology

- [ ] Equipment is not working properly.
- [ ] IT resources were available and used to support effective instruction
- [ ] IT resources were not available. Instruction would be enhanced with
- [ ] IT resources were available but not used. Instruction would be enhanced with
- [ ] IT resources were not relevant.

Health and Safety (popupHelp/0/5065)

- [x] Physically & Emotionally Safe Environment
- [ ] Temperature & Lighting Conducive to Learning
- [ ] Adequate Seating & Work Space Available

Online

- [ ] Introductory Section (popupHelp/0/7777)
- [ ] News Forum
- [ ] Calendar
- [ ] Module Content
- [ ] Objectives
- [ ] Discussion Board
- [ ] Learning Resources (popupHelp/0/7783)
- [ ] Supplemental Resources (popupHelp/0/7784)
- [ ] Assessments (popupHelp/0/7785)

Academic Planning and Alignment

- ☐ Instructor Exhibits Content Knowledge
- ☐ Connects to Standardized Syllabus/Master Course Outline (popupHelp/0/5071)
- ☐ Course Objectives Tied to Course Assessment and Testing
- ☐ Aligns with HCC Mission and Strategic Plan (popupHelp/0/5073)

Connects to Shared Performance Expectations

- ☐ Be Competent At Your Work
- ☐ Communicate Effectively
- ☐ Respect Others
- ☐ Make Good Decisions
- ☐ Act Responsibly
- ☐ Work Effectively On Teams

Student and Instructor Interaction

- ☐ Addresses Students By Name
- ☐ Demonstrates Respect & Rapport
- ☐ Reinforces Effort/Provides Recognition
- ☐ Manages Classroom Behavior
- ☐ Effectively Uses Teacher Proximity (popupHelp/0/5086)

Comments / Probing Questions

>> ADD COMMENTS FROM LIST <<

☐ Email entire walk-thru to Instructor?

☐ Email entire walk-thru and comments to other User?

Allen,Rebekah
Andrushchenko,Halee
Baker,Cara
Covert,Irene

SUBMIT	SAVE

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ALLIED HEALTH

Enrich your life in the healthcare field where you are in high demand. Gain personal fulfillment from knowing you care for the well-being of others. Discover your potential with Allied Health! Highland Community College offers Allied Health courses in Certified Nurse Aide (CNA), Certified Medication Aide (CMA) and Emergency Medical Technician (EMT). The Allied Health courses prepare students for the Kansas State Exam.

CNA: The majority of the day-to-day care provided in nursing homes, assisted living communities and other long-term care facilities are performed by a Certified Nurse Aide (CNA), while working under the supervision of licensed nurses. The role you play in the residents' healthcare puts you in the best position to get to know them and keep a close watch on their condition.

CMA: It's a fact of life, the more we age, the more medications we need to take. That's why senior communities spread across the nation are being staffed with Certified Medication Aides (CMA), who can safely administer each resident's prescription drug regimen.

EMT: Emergencies of all types occur frequently. Highland Community College's Emergency Medical Technician (EMT) course is designed for individuals interested in providing emergency care to an individual via an ambulance or another form of emergency vehicle.

WANT TO LEARN MORE:

Scan the QR code to be directed to our Allied Health Program web page.

Contact the Allied Health Department

(785) 442-6180 • alliedhealth@highlandcc.edu

highlandcc.edu | HCC 2-2021

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Highland Community College is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the US Department of Education. Highland Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, genetic information, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the college's compliance with its nondiscrimination policies may be referred to the Vice President for Student Services or Human Resources Manager.

ALLIED HEALTH
Certificate Requirements

CERTIFIED NURSE AIDE- CNA

- **TRADITIONAL & HYBRID COURSES**
  (Hybrid courses are online lecture/face-to-face clinical)
- **MUST BE 16 YEARS OF AGE**
  by completion date of the class

Total Credits for Certificate = 6

CERTIFIED MEDICATION AIDE- CMA

- **CURRENT CNA CERTIFICATION REQUIRED**
- **MUST BE 18 YEARS OF AGE**
  by completion date of the class
- **READING PLACEMENT TESTING REQUIRED**

Total Credits for Certificate = 5

EMERGENCY MEDICAL TECHNICIAN- EMT

- **MUST BE 17 YEARS OF AGE**
  by completion date of the class
- **READING PLACEMENT TESTING REQUIRED**

Total Credits for Certificate = 12

STATE OF KANSAS ALLIED HEALTH EXAMS PROCTOR SITES:
Atchison, Western Center & Wamego

HCC PERRY CENTER
203 W Bridge Street
Perry, KS 66073

785-442-6400

perry@highlandcc.edu

HCC TECHNICAL CENTER
1501 W Riley
Atchison, KS 66002

785-442-6180

hcctc@highlandcc.edu

HCC WAMEGO CENTER
500 Miller Drive
Wamego, KS 66547

785-442-6280

wamego@highlandcc.edu

HCC WESTERN CENTER
313 Nemaha
Baileyville, KS 66404

785-442-6240

western@highlandcc.edu

FOLLOW US ON:

ALL REGIONAL LOCATIONS
@HCCPerryCenter @highlandtechcenter
@hccwamego @HCCWesternCenter

WESTERN CENTER
@hcc_wc

HCC YOUTUBE
@YouHCCTube

HIGHLAND COMMUNITY COLLEGE

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LPN TO RN COMPLETION PROGRAM

The LPN to RN Completion program at Highland Community College is designed to provide the next step in the educational ladder of the nursing profession. The qualified LPN can complete the nursing requirements for the Associate in Applied Science Degree in Nursing (ADN) and be eligible to take the national licensing examination (NCLEX-RN).

The LPN to RN Completion program is approved by the Kansas State Board of Nursing (KSBN) and accredited by the Accreditation Commission for Education of Nursing (ACEN).

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326
404-975-5000 • www.acenursing.org

WANT TO LEARN MORE:

Scan the QR code to be directed to our LPN to RN Completion Program web page.

Contact the Highland Nursing Department
(785) 442-6211 • nursing@highlandcc.edu

highlandcc.edu | HCC 2-2021

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LPN TO RN COMPLETION
PROGRAM Certificate Requirements

FIRST SEMESTER

NUR 220	LPN to RN Transition	1
NUR 225	Health Assessment & Adv. Nursing Skills	4
NUR 230	Adv. Medical Surgical Nursing	6
NUR 235	Adv. Mental Health Nursing	3

Total for First Semester = 14

SECOND SEMESTER

NUR 240	Nurse as Leader of Care	2
NUR 245	High Risk Maternal-Child Nursing	2
NUR 250	Professional Nursing Practicum	4

Total for Second Semester = 8

Total Program Credits = 22

PREREQUISITES

- **PSY 205** Human Growth & Development 3
- **ANATOMY & PHYSIOLOGY**
  (Minimum Of 5 Credits) 7 Year Expiration Date
  - **BS 104** Human Anatomy w/ lab 4
  - **BS 105** Human Physiology w/ lab 4
- **PSY 101** General Psychology 3
- **MICROBIOLOGY W/ LAB**
  (Minimum Of 4 Credits) 7 Year Expiration Date
  - **BS 203** Microbiology w/ lab 5
- **ENG 101** Composition I 3
- **ENG 102** OR **ENG 103** OR **SP 101** OR **SP 106** 3
- **COMPUTER LITERACY ELECTIVE** 1
- **HUMANITIES & FINE ARTS COURSE** 3
- **MUST BE A LICENSED PRACTICAL NURSE (LPN)**
- **PN PROGRAM CREDITS** 12-16
- **ATI TEAS TEST**
- **IV THERAPY (OPTIONAL)**

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MEDICAL ASSISTANT

If you have a desire for personal growth and to help people in a medical setting, consider a career in the fast growing profession of Medical Assisting. The Medical Assisting profession is expected to grow faster than the average for all occupations according to the The Occupational Information Network (O*NET)! Clinics and health care facilities will need support personnel, particularly medical assistants, trained in both administrative and clinical duties.

Highland Community College is poised to meet this growing need by offering a Medical Assistant training program that teaches clinical and administrative skills including the following: obtaining patient histories and vital signs, performing phlebotomy and EKG's, administering injections, applying bandages, records management, and insurance processing and billing.

The Medical Assistant program is a 9-month certificate program. Successful completion of the program prepares graduates to take the Registered Medical Assistant (RMA) exam. Because of the competitive workforce, passing the RMA exam will give you the edge you need for a rewarding job in the medical field.

WANT TO LEARN MORE:

Scan the QR code to be directed to our Medical Assistant Program web page.

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MEDICAL ASSISTANT
Certificate Requirements

FIRST SEMESTER

MOA 109	Emergency Preparedness	1
MOA 110	Medical Administrative Aspects	4
MOA 114	Patient Care I	4
MOA 123	Insurance Billing and Coding	3
MOA 125	Medical Terminology	3
MOA 128	Body Structures & Functions	3
MOA 137	Professional Issues	2

Total for First Semester = 20

SECOND SEMESTER

MOA 113	Clinical Externship I	2
MOA 121	Principles of Pharmacology	3
MOA 133	Medical Administrative Aspects II	3
MOA 134	Patient Care II	3
MOA 135	Clinical Externship II	2
MOA 136	Clinical Laboratory Procedures	4

Total for Second Semester = 17

Total Credits for Certificate = 37

ELECTIVE

MOA 295 Occupational Work Experience

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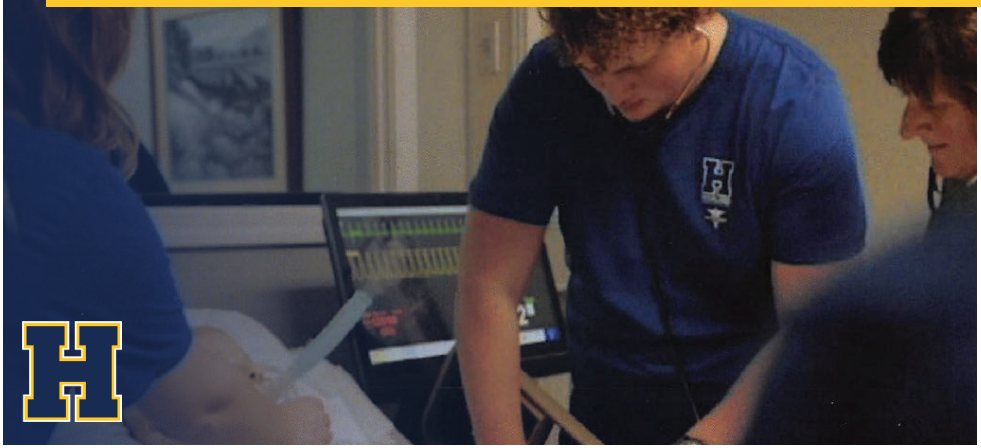
PRACTICAL NURSING



Make the most of your future with a career in nursing! Nursing offers career growth in the expanding healthcare field, services to communities, and self satisfaction from being part of a service profession.

The Practical Nursing program at Highland Community College Technical Center prepares students for this exciting and challenging career. Training is a combination of lecture and hands-on clinical and lab time. HCCTC Nursing Programs have a Simulation Center designed to create "real life" medical experiences using high tech simulators. Sim View™ is an innovative debriefing system with rotating cameras and microphones used to capture the simulation scenario.

This 9-month certificate program unlocks employment opportunities in hospitals, long term care agencies, clinics, and home care agencies. Graduates will gain the knowledge, skills, and attitude necessary to succeed in passing the National Licensing examination (NCLEX-PN) and practice as Licensed Practical Nurses.

WANT TO LEARN MORE:

Scan the QR code to be directed to our Practical Nursing Program web page.

Contact the Highland Nursing Department

(785) 442-6211 • nursing@highlandcc.edu

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PRACTICAL NURSING
Certificate Requirements

FIRST SEMESTER

NUR 103	PN Success	1
NUR 106	KSPN Foundations of Nursing	4
NUR 109	KSPN Fundamentals of Pharmacy & Safe Medication Administration	2
NUR 122	KSPN Nursing Care of the Adult I	5
NUR 126	KSPN Foundations of Nursing Clinical	2
NUR 127	Nursing Care of the Adult I Clinical	2

Total for First Semester = 16

SECOND SEMESTER

NUR 150	KSPN Care of the Aging Adult	2
NUR 156	KSPN Mental Health Nursing	2
NUR 157	KSPN Materal Child Nursing	2
NUR 159	KSPN Nursing Care of the Adult II	5
NUR 163	KSPN Leadership, Roles, & Issues	2
NUR 168	KSPN Maternal Child Nursing Clinical	1
NUR 170	Nursing Care of the Adult II Clinical	2

Total for Second Semester = 16

Total Program Credits = 32

PREREQUISITES

- **ACTIVE CNA CERTIFICATION**
- **ANATOMY & PHYSIOLOGY**
  - **BS 104** Human Anatomy w/ lab 4
  - **BS 105** Human Physiology w/ lab 4
  - **ENG 101** Composition I 3
  - **PSY 205** Human Growth & Development .. 3
- **ATI TEAS TEST**
- **WORKKEYS TEST**

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BUSINESS TECHNOLOGY

The Business Technology program is designed for students who wish to enter the office workforce or update existing skills. Students in the program work towards Microsoft Office Certifications. These certifications include: Word, PowerPoint, Excel, Access, and Outlook. Student can also work towards Expert Certification in Microsoft Word and Excel. In addition, students learn basic accounting, photo editing, project management, and to compose/format correspondence.

The Business Technology program at Highland Technical Center is a 9-month certificate program that gives students the skills needed to work in any office setting. After competing this program, students will have an extensive knowledge of software applications and skills necessary to enter a competitive workforce.

WANT TO LEARN MORE:

Scan the QR code to be directed to our Business Technology Program web page.

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BUSINESS TECHNOLOGY
Certificate Requirements

FIRST SEMESTER

ADM 116	Office Simulations I	3
ADM 115	Administrative Procedures I	3
ADM 121	Proofreading & Editing	3
ADM 131	Microcomputer Applications I	3
	or **BUS** Word, PowerPoint & Publisher	
ADM 135	Business Finance	3
ADM 138	Project Management	2

Total for First Semester = 17

SECOND SEMESTER

ADM 182	Project Management II	2
ADM 141	Applied Media Technology	3
ADM 152	Office Simulations II	3
ADM 161	Administrative Procedures II	3
ADM 171	Microcomputer Applications II	3
	or **BUS** Excel, Access, Outlook	
ADM 180	Accounting I	3

Total for Second Semester = 17

Total Program Credits = 34

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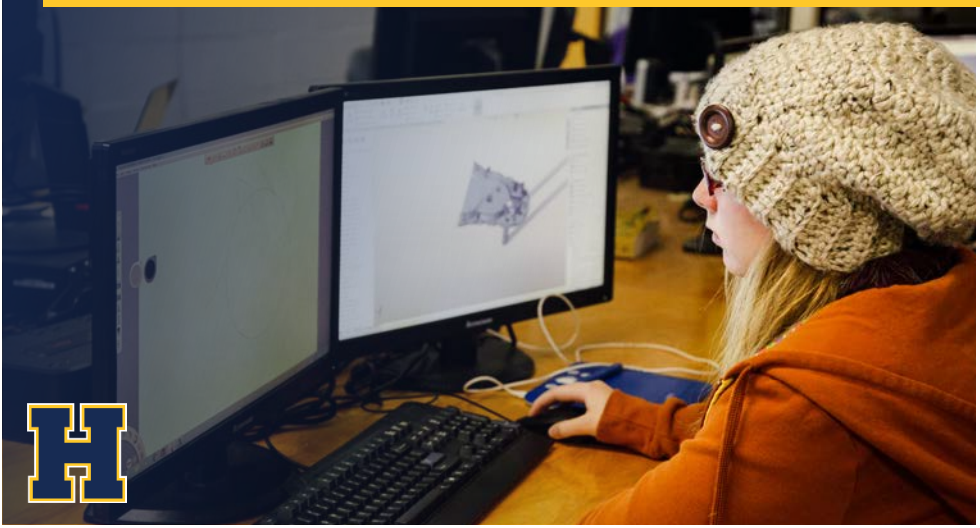
EGT

Engineering Graphics & Technologies



The Engineeering Graphics and Technologies program at Highland Community College offers several areas that may interest you. HCC offers EGT students over a dozen CAD software programs and a variety of equipment to utilize. Students will be exposed to architecture drawing, 3-D modeling, mechanical/CNC drafting, digital drafting and design, 3-D animations, and much more.

The Engineeering Graphics and Technologies program will give you the knowledge, skills, and attitude necessary to succeed in the drafting field. Highland students may choose to pursue either an 18-month certificate or an Associate in Applied Science degree. The Associate in Applied Science degree is for those individuals who seek additional academic preparation for advancement into management, engineering, or other related areas. Both choices include extensive course work and hands-on experience in all phases of the EGT field.

WANT TO LEARN MORE:

Scan the QR code to be directed to our Engineering Graphics & Technologies Program web page.

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EGT Certificate Requirements

FIRST SEMESTER

CAD 101	Technical Drawing I	4
MFT 110	Blueprint Reading/Geometric	3
TCH 100	OSHA 10	1
MFT 120	Precision Measurements	2
CAD 131	Computer Graphics I	5

Total for First Semester = 15

SECOND SEMESTER

CAD 151	Technical Drawing II	4
EGT 106	Computer Numeric Control Concepts	3
EGT 186	Engineering Graphics Applications	2
CAD 182	Computer Graphics II	5

Total for Second Semester = 14

Total for FIRST YEAR = 29

THIRD SEMESTER

CAD 201	Techical Drawing III	4
CAD 232	Computer Graphics III	2
EGT 226	Computer CAD/CAM Operation	4
EGT 206	Machining Processes	3

Total for Third Semester = 13

FOURTH SEMESTER

MFT 240	Precision Measurements II	2
CAD 251	Technical Drawing IV	4
BUS 130	Computer Applications	3
CAD 282	Computer Graphics IV	5

Total for Fourth Semester = 14

Total for SECOND YEAR = 27

Total Credits for Certificate = 56

ELECTIVE

CAD 295 Occupational Work Experience

ASSOCIATE DEGREE
Applied Science (AAS) Requirements

English/Speech		6
	Composition I	
	Composition II	
	Public Speaking	
	Technical Writing	
Humanities/Fine Art		3
Social/Behavioral Science		3

Additional Credits for Degree = 12

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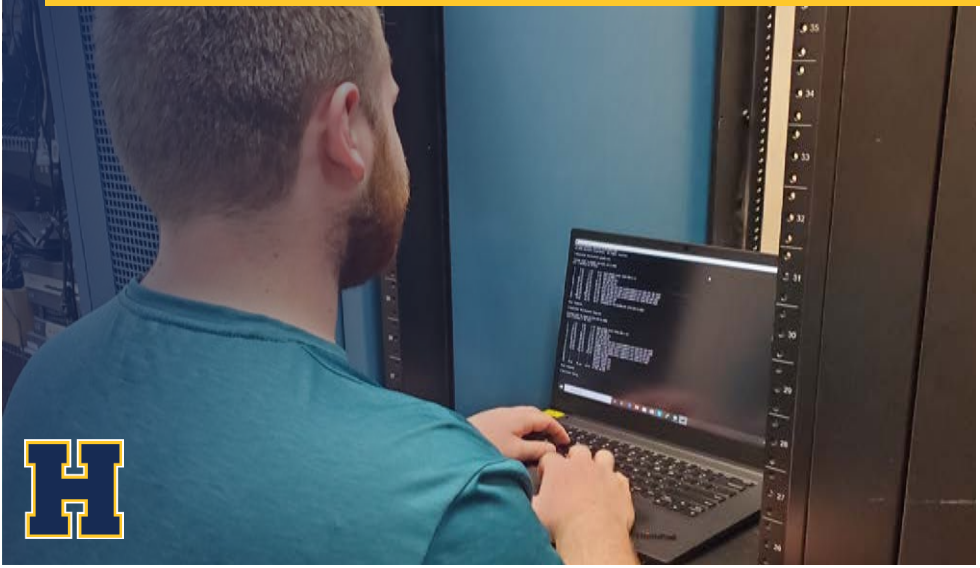
COMPUTER SUPPORT SPECIALIST



In this highly technical age, there's always a demand for great computer technicians! By joining the Computer Support Specialist program at Highland Community College Technical Center you will gain the skills necessary to compete in the ever growing field of computer technology. Your training involves networking, repair, server setup and configuration, and workstation setup and configuration.

Highland Technical Center students may choose to pursue an 18-month technical certificate or an Associate in Applied Science degree (AAS). Both choices include extensive course work and hands-on experience in networking and repair technology. Because of the competitive workforce, training includes the opportunity to become CompTIA A+, Network +, Security +, as well as CISCO CCNA certified. These certifications will give you the edge you need for successful employment.

WANT TO LEARN MORE:

Scan the QR code to be directed to our Computer Support Specialist Program web page.

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COMPUTER SUPPORT SPECIALIST Certificate Requirements

FIRST SEMESTER

CST 107	Intro to Computers & Applications	3
CST 115	PC Troubleshooting Lab	1
CST 124	PC Troubleshooting Essentials	2
CST 106	Networking Fundamentals CCNA 1	3
CST 103	Operating Systems	2

Total for First Semester = 11

SECOND SEMESTER

CST 159	Routers & Routing: CCNA2 **or** Linux Essentials (2) & Web Design (2)	4
CST 154	CompTIA A+ Essentials	3
CST 158	CompTIA A+ Practical Applications	3
CRT 190	Certification Training Lab	1

Total for Second Semester = 11

Total Credits for FIRST Year: 22

THIRD SEMESTER

CST 212	LAN Switching & Wireless: CCNA3 **or** **CST 201** Adv. Operating Systems (3)	3
CST 218	Linux	2
CST 219	Server Operating Systems & Visualization	3
CST 206	Programming	2
NET 125	Introduction to Net+	3

Total for First Semester = 13

FOURTH SEMESTER

CST 207	Technical Support Lab I **or** **CST 225** Web Development (3)	2
CST 223	Server Administration	3
CST 224	Computer & Networking Security	3
NET 196	Certification Training Lab - Net +	1

Total for Fourth Semester = 9

Total Credits for SECOND Year: 22

Total Credits for Certificate = 44

ASSOCIATE DEGREE

Applied Science (AAS) Requirements

English/Speech	6
Composition I	
Composition II	
Public Speaking	
Technical Writing	
Humanities/Fine Art	3
Social/Behavioral Science	3
Math/Science	3

Additional for Credits for Degree = 15

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CONSTRUCTION TECHNOLOGY

The Construction Technology program at Highland Community College will prepare you for immediate and successful employment in the construction field. As a student in the Construction Technology program, you will be exposed to blueprint reading; foundation work; framing of walls, roofs, and stairs; and exterior and interior finish work. And the best part is, you learn all these things through hands-on, "real-life" experience! Instructors at HCC know the importance of hands-on work, so you will spend about 85% of your time working in the field.

The Construction Technology program is a 9-month certificate program. Graduates will be given the knowledge, skills, and attitudes necessary to succeed in the construction field.

WANT TO LEARN MORE:

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CONSTRUCTION TECH
Certificate Requirements

FIRST SEMESTER

BTT 105	Safety & Orientation (OSHA 10)	1
BTT 106	Introductory Craft Skills	3
BTT 109	Carpentry Basics	4
BTT 111	Roof Framing	3
BTT 119	Floors, Walls, & Ceiling Framing	4
BTT 121	Residential Concrete Construction	2

Total for First Semester = 17

SECOND SEMESTER

BTT 155	Residential Interior Finish Carpentry	5
BTT 159	Windows, Doors, & Stairs	3
BTT 170	Painting, Finishing, & Decorating	4
CST 105	Industrial Computer Applications	2

Total for Second Semester = 14

Total Credits for Certificiate = 31

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HVAC

Heating, Ventilation & Air Conditioning

Heating, Ventilation, & Air Conditioning (HVAC) is all about installation, maintenance and repair. If you enjoy problem solving and working with your hands, the HVAC program at Highland Community College Technical Center may be a great career choice for you. The program gives you the mechanical and electrical knowledge necessary to work on motors, compressors, and thermostats. You will be given hands-on experience installing, diagnosing, and repairing HVAC problems.

The HVAC program is a 9-month certificate program designed to prepare you for successful employment as a HVAC technician. Because of the competitive workforce, your training includes the opportunity to become EPA certified. EPA certification will give you the edge you need for immediate employment in the HVAC field.

WANT TO LEARN MORE:

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HVAC
Certificate Requirements

FIRST SEMESTER

HVA 102	Blueprint Reading & Sketching	2
HVA 103	Hand & Power Tools	1
HVA 104	Occupational Safety	1
HVA 106	Technical Math	2
HVA 112	EPA 608	1
HVA 122	HVAC Fundamentals	4
HVA 126	Plumbing I	2
HVA 145	Sheet Metal	3
HVA 175	Commercial Refrigeration	3

Total for First Semester = 19

SECOND SEMESTER

HVA 118	Electrical Fundamentals	4
HVA 121	Domestic Refrigeration	3
HVA 136	Electric Circuits & Controls	3
HVA 158	Heating System Fundamentals	3
HVA 170	Air Conditioning Control Systems	3
HVA 181	Plumbing II	2
HVA 140	Workplace Skills	1
CST 105	Computer Applications	2

Total for Second Semester = 21

Total Credits for Certificate = 40

ELECTIVE

HVA 195 Occupational Work Experience

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ENOLOGY

Enology is a program for students who want to work in the wine-making industry. The program includes the scientific principles and production practices of winemaking and winery operation. Career opportunities include specialized work in various aspects or stages of the winemaking process as well as winery management, marketing, or ownership.

NOTE: students must be at least 21 years old and carry an age verification document at all times while in the program.

WANT TO LEARN MORE:

Scan the QR code to be directed to our Enology Program web page.

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ENOLOGY
Certificate Requirements

ENO 116	Introduction to Enology	3
ENO 130	Intermediate Enology	3
ENO 148	Winery Sanitation	3
ENO 160	Winery Equipment Operations	2
ENO 210	Microorganisms	2
ENO 257	Fall Wine Production	3
ENO 259	Cellar Opperations Technology	2
ENO 266	Sensory Evaluation	3
ENO 268	Wine & Must Analysis	3

Total Credits for Certificate = 24

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VITICULTURE

Viticulture is for students who want to work in the grape growing industry. The program includes the technological principles and production practices of grape growing and vineyard management. Career opportunities include specialized work in various aspects or stages of the grape growing process as well as vineyard management, marketing, or ownership.

The Viticulture certificate is designed to prepare individuals to better confront the many challenges facing Kansas and Midwestern winegrape growers. The curriculum leading to this certificate covers the most pivotal and most controversial issues that pertain to someone considering a future in Kansas Viticulture.

WANT TO LEARN MORE:

Scan the QR code to be directed to our Viticulture Program web page.

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VITICULTURE

Certificate Requirements

VIN 111	Introduction to Viticulture	3
VIN 212	Winter Viticulture Technology	2
VIN 214	Spring Viticulture Technology	2
VIN 215	Summer/Fall Viticulture Technology	2
VIN 211	Integrated Pest Management	2
VIN 213	Regional Vineyard Management	2
VIN 293	Soils for Viticulture	3
BS 202	General Botany	5

Total Credits for Certificate = 21

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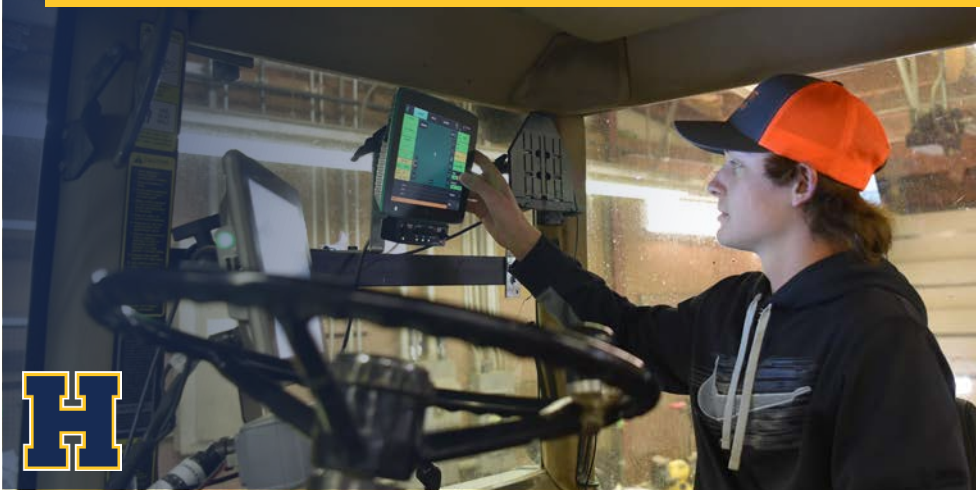
PRECISION AGRICULTURE



The demand for farmers to continuously produce more food, fiber, fuel and pharmaceuticals has made it increasingly necessary to become more efficient. The need for efficiency has spurred the adoption of various forms of precision agriculture technologies. The technology that precision agriculture offers collects immense amounts of data that assists in making field management decisions. The variability in Kansas soil and other Midwest plains states demands that fields be managed as small areas and treated differently according to their individual characteristics.

Agriculture careers are in high demand. Highland Community College offers an Associate in Applied Science in Precision Agriculture. The Precision Agriculture program offers core classes to include both theoretical and practical applications with extensive lab and hands-on training, as well as general education requirements. Graduates are employed as precision technicians at implement dealerships, agronomy centers, and independent precision service providers. Other options include: Agronomy firms, crop consultants, and individual and family farm operations.

STUDENTS WILL LEARN SKILLS IN:

• General Agronomy • Crop Production • Soils & Soil Fertility • GPS • GIS

WANT TO LEARN MORE:

Scan the QR code to be directed to our Precision Agriculture Program web page.

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PRECISION AGRICULTURE
Certificate Requirements

FIRST SEMESTER

AB 114	Agriculture Orientation	2
AB 130	Precision Farming Systems	3
AB 118	Agricultural GIS	3
AB 138	Remote Sensing	3
AB 148	Positioning Systems Management	3
AB 116	Applied Agronomy for Precision Ag	3

Total for First Semester = 17

SECOND SEMESTER

AB 128	Agriculture Electronic Devices & Systems	3
AB 132	Agricultural Data Management Systems	3
AB 134	Precision Farming Hardware	3
AB 142	Field Mapping for Decision Making	3
AB 146	Aerial Systems Management	2
AB 244	Precision Agriculture Capstone	3

Total for Second Semester = 17

Total Credits for Certificate = 34

ASSOCIATE DEGREE
Applied Science (AAS) Requirements

ELECTIVE	**AB 126** Principles of Agronomy	3
	AB 224 Range Management	
	AB 202 Ag. Economics	
AB 203	Soils & Soil Lab	4
AB 227	Agriculture Microcomputer	3
	OR BUS 130 Microcomputer Applications I	
ENGLISH/ SPEECH	Composition I	6
	Composition II	
	Public Speaking	
	Technical Writing	
PS 107	General Chemistry w/ Lab	5
HUMANITIES &FINE ARTS	ANY course listed on degree sheet	3
SOCIAL & BEHAVIORAL SCIENCE	ANY course listed on degree sheet	3

Additional Credits for Degree = 27

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WELDING TECHNOLOGY

Ever thought of a career in welding? The Welding Technology program at Highland Community College offers several areas that may interest you! HCC offers welding students hands-on experience in all major arc welding processes. You will be exposed to metal arc welding (stick), gas shielded arc welding (wire), gas tungsten arc welding (tig), oxy-acetylene welding (gas), plasma and carbon arc cutting, blueprint reading, and pipe welding.

This 9-month certificate program will have you in the shop within the first week of classes. You will begin the year with structural and plate welding. By the end of the program, you will learn pipe welding and fabrication. Students in the Welding Technology program spend over 80% of their time in the welding shop. At the completion of the program you should have the knowledge, skills, and attitude necessary to succeed in the welding field.

WANT TO LEARN MORE:

Scan the QR code to be directed to our Welding Technology Program web page.

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WELDING TECHNOLOGY
Certificate Requirements

FIRST SEMESTER

IWT 105	Welding Safety	1
IWT 115	Cutting Processes	3
IWT 125	Shield Metal Arc Welding (SMAW)	3
IWT 135	Gas Metal Arc Welding (GMAW)	3
IWT 145	Gas Tungsten Arc Welding (GTAW)	3
IWT 162	Blueprint Reading	4

Total for First Semester = 17

SECOND SEMESTER

IWT 175	Shield Metal Arc Welding II (SMAW II)	5
IWT 180	Gas Metal Arc Welding II (GMAW II)	5
IWT 185	Gas Tungsten Arc Welding II (GTAW II)	5
IWT 190	Blueprint Reading II	3

Total for Second Semester = 18

Total Credits for Certificate = 35

ELECTIVE COURSES

IWT 202	Gas Tungsten Arc Welding (Pipe)	6
IWT 212	Combination Pipe Welding	6
IWT 195	Occupational Work Experience	

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ELECTRICAL TECHNOLOGY

Brighten your future by joining the Electrical Technology program at Highland Community College Technical Center. The program includes training in AC and DC fundamentals, residential construction wiring, blueprint reading, commercial and industrial wiring, National Electrical Code (NEC), motor controls, and programmable logic controllers (PLC's). The combination of theory and hands-on training prepares graduates for a successful career in the electrical field.

The Electrical program offers students the choice between an 18-month technical certificate or an Associate in Applied Science degree. The Associate of Applied Science degree is for those individuals seeking electrical training and additional academic preparation for advancement into management and other related areas. Either choice includes hands-on experience in the field.

WANT TO LEARN MORE:

Scan the QR code to be directed to our Electrical Technology Program web page.

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ELECTRICAL TECHNOLOGY
Certificate Requirements

FIRST SEMESTER

ELE 102	Safety (OSHA 10)	1
ELE 112	AC/DC Circuits I	4
ELE 125	Generators & Transformers	3
ELE 122	Residential Wiring I	4

Total for First Semester = 12

SECOND SEMESTER

ELE 115	Print Reading	2
ELE 132	Commercial Wiring I	4
ELE 135	Troubleshooting Techniques	4
ELE 142	National Electrical Code I	4

Total for Second Semester = 14

Total for FIRST YEAR = 26

THIRD SEMESTER

ELE 152	Industrial Wiring & Design	4
ELE 162	Elec. Motor Operations & Control	5
ELE 165	Blueprints & Schematics	3

Total for Third Semester = 12

FOURTH SEMESTER

ELE 163	Elec. Motor Operations & Control II	5
ELE 172	Fundamentals of PLC's	2
ELE 175	Troubleshooting Techniques II	4
ELE 182	National Electrical Code II	4

Total for Fourth Semester = 15

Total for SECOND YEAR = 27

Total Credits for Certificate = 53

ELECTIVE

ELE 195 Occupational Work Experience

ASSOCIATE DEGREE
Applied Science (AAS) Requirements

English/Speech 6
- Composition I
- Composition II
- Public Speaking
- Technical Writing

Humanities/Fine Art 3

Social/Behavioral Science 3

Additional Credits for Degree = 12

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AUTO COLLISION & REFINISHING TECHNOLOGY

Every day people get into accidents and whether they are minor parking lot dents or structural damage, someone needs to do the repairs, so it might as well be you! The Auto Collision & Refinishing program at Highland Community College Technical Center will teach you what you need to know to be a successful Auto Collision technician. Within the first few weeks of class, you will begin a hands-on training. Once you have the basics down, you will begin working on customer vehicles.

The Auto Collision & Refinishing program offers students a choice between an 18-month technical certificate or an Associate in Applied Science degree. The Associate in Applied Science degree is for those individuals who seek auto collision repair training and additional academic preparation for advancement into management, sales, or other related areas. Either choice includes hands-on experience in the Auto Collision field.

WANT TO LEARN MORE:

Scan the QR code to be directed to our Auto Collision & RefinishingTechnology Program web page.

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AUTO COLLISION & REFINISHING TECHNOLOGY
Certificate Requirements

FIRST SEMESTER
ACR 105 Paint & Refinishing I 3
ACR 115 Non-Structural A & D Repair I 4
ACR 125 Structural A & D Repair I 2
ACR 135 Airbrush, Fiberglass and Pinstriping 3

Total for First Semester = 12

SECOND SEMESTER
ACR 155 Paint & Refinishing II 3
ACR 165 Non-Structural A&D Repair II 4
ACR 175 Structural A&D Repair II 2
ACR 185 Panel Fabrication 3

Total for Second Semester = 12

Total for FIRST YEAR = 24

THIRD SEMESTER
ACR 205 Paint & Refinishing III 3
ACR 215 Non-Structural A & D Repair III 4
ACR 220 Introduction to Estimating 3
ACR 235 Fleet and Commercial Vehicles 3

Total for Third Semester = 13

FOURTH SEMESTER
ACR 255 Paint & Refinishing IV 4
ACR 265 Non-Structural A & D Repair IV 5
ACR 270 Advanced Estimating & Blueprinting 3
ACR 285 Mechanical Electrical 3

Total for Fourth Semester = 15

Total for SECOND YEAR = 28

Total Credits for Certificate = 52

ELECTIVE
ACR 295 Occupational Work Experience

ASSOCIATE DEGREE
Applied Science (AAS) Requirements

English/Speech 6
- Composition I
- Composition II
- Public Speaking
- Technical Writing

Humanities/Fine Art 3
Social/Behavioral Science 3
Math/Science 3

Additional Credits for Degree = 15

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AUTOMOTIVE TECHNOLOGY

Thinking of a career as an Automotive Technician? Attending the Highland Community College Automotive Technology program will give you the training you need to start earning a nice paycheck. HCC offers a hands-on, real-world experience in diagnosing, repairing, and servicing the mechanical, electrical, and electronics systems in cars and light trucks. The Automotive Technology program is accredited by the National Institute for Automotive Service Excellence (ASE).

The Auto Technology program offers students a choice between an 18-month Technical Certificate or an Associate in Applied Science degree. The Associate in Applied Science degree is for those individuals who seek auto technology training and additional academic preparation for advancement into management, sales, or other related areas. By the end of the program, students should have the knowledge, skills, and attitude necessary to succeed in the automotive field.

WANT TO LEARN MORE:

Scan the QR code to be directed to our Automotive Technology Program web page.

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AUTOMOTIVE TECHNOLOGY
Certificate Requirements

FIRST SEMESTER

AUT 101	Electrical I	3
AUT 121	Auto Electricity & Electronics	2
AUT 122	Brakes I	3
AUT 142	Automotive Technology Lab I	5

Total for First Semester = 13

SECOND SEMESTER

AUT 132	Engine Performance I	3
AUT 151	Heating & Air Conditioning	2
AUT 161	Steering & Suspension I	3
AUT 192	Automotive Technology Lab II	5

Total for Second Semester = 13

Total for FIRST YEAR = 26

THIRD SEMESTER

AUT 193	Hybrid & Fuel Cell Vehicles	1
AUT 201	Manual Drive Trains & Axles	2
AUT 211	Auto Transmissions/Transaxles I	2
AUT 221	Engine Performance/Driveability II	2
AUT 242	Automotive Technology III	7

Total for Third Semester = 14

FOURTH SEMESTER

AUT 251	Engine Repair	2
AUT 255	Auto Transmissions/Transaxles II	1
AUT 261	Auto Service Management	2
AUT 281	Automotive Technology Lab IV	7
AUT 291	Service Management Practicum	1

Total for Fourth Semester = 13

Total for SECOND YEAR = 27

Total Credits for Certificate = 53

ELECTIVE

AUT 295 Occupational Work Experience

ASSOCIATE DEGREE
Applied Science (AAS) Requirements

English/Speech	6
Composition I	
Composition II	
Public Speaking	
Technical Writing	
Humanities/Fine Art	3
Social/Behavioral Science	3
Math/Science	3

Additional Credits for Degree = 15

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DIESEL TECHNOLOGY

Detroit, Cummins, John Deere, Caterpillar, and Mack are just a few of the engines you will be exposed to in the Diesel Technology program at Highland Community College. Students in the Diesel Technology program begin working in the shop within the first few weeks of classes. Since the Diesel program is a live shop, one day you could be diagnosing and repairing an electrical problem, and the next, getting your hands dirty with an engine overhaul.

Students will complete the ASE entry-level certification for Medium/Heavy Truck. ASE entry-level certification is the first step in building career credentials as a service professional. The Associate in Applied Science degree program is for those individuals who seek diesel technology training and additional academic preparation for advancement into management, sales, or other related areas. With either option, students get intensive hands-on experience in repairing and servicing trucks, agriculture equipment, and trailers.

WANT TO LEARN MORE:

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DIESEL TECHNOLOGY
Certificate Requirements

FIRST SEMESTER

DSL 102	OSHA 10	1
DSL 111	Fundamentals/Operating Principles	4
DSL 133	Diesel Engine I	5
DSL 141	Welding and Fabrication Lab	1
DSL 172	Brakes	3

Total for First Semester = 14

SECOND SEMESTER

DSL 152	Fuel System Diagnosis/Repair	4
DSL 162	Electrical/Electronic Systems	5
DSL 182	Introduction to Hydraulics	3
DSL 192	Advanced Engine Maintenance	2

Total for Second Semester = 14

Total for FIRST YEAR = 28

THIRD SEMESTER

DSL 212	Advanced Engine Overhaul	3
DSL 222	Adv. Electrical/Electronic Systems	5
DSL 232	Hydraulic Diagnosis/Repair	3
DSL 261	Air Conditioning Diagnosis/Repair	2

Total for Third Semester = 13

FOURTH SEMESTER

DSL 272	Suspension and Steering	3
DSL 275	Diesel Management	3
DSL 281	Transmission Overhaul/Diagnosis	3
DSL 291	Advanced Clutch & Power Train	3

Total for Fourth Semester = 12

Total for SECOND YEAR = 25

Total Credits for Certificate = 53

ELECTIVE

DSL 295 Occupational Work Experience

ASSOCIATE DEGREE
Applied Science (AAS) Requirements

English/Speech	6
Composition I	
Composition II	
Public Speaking	
Technical Writing	
Humanities/Fine Art	3
Social/Behavioral Science	3
Math/Science	3

Additional Credits for Degree = 15

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EARLY CHILDHOOD

The path to leadership begins early in life and early childhood educators lay the foundation of future learning for young children. Through hands-on experience, internships, and classroom work, you will be prepared for a career working with young children.

HCC's Early Childhood certificate provides academic study and hands-on experience that encourage a reflective approach to early childhood responsibilities. This program provides a good foundation in developing appropriate curriculum, creating classroom environments that meet children's developmental needs, and working effectively with parents and families.

WANT TO LEARN MORE:

Scan the QR code to be directed to our Early Childhood Program web page.

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EARLY CHILDHOOD
Certificate Requirements

ECH 100	Early Childhood Fundamentals (CDA Class)	3
ECH 101	Recognizing Child Abuse, Neglect, & Head Trauma	1
ECH 150	Creative Experiences w/ Young Children	3
ECH 110	ECH Credential Portfolio I (CDA Class)	3
ECH 115	ECH Credential Portfolio II (CDA Class)	3
ECH 160	Observing & Interacting w/ Young Children	3
ECH 180	Early Childhood Literacy & Language Development	3
ECH 200	Program Planning & Development	3
ECH 210	Family Involvement In Early Childhood	3
ECH 220	Principles of Inclusion	3
ECH 250	Early Childhood Practicum	3

Total Credits for Certificate = 31

JOB/EMPLOYMENT
Opportunities

JOBS INCLUDE:
- Child Care Provider
- Child Care Assistant
- Au Pair/Nanny
- Paraprofessional Educator
- Child Care Center Assistant Director

EMPLOYMENT:
- Child Care Centers
- Schools
- Government Agencies
- In-Home Nanny/Daycare

HCC TECHNICAL CENTER
1501 W Riley
Atchison, KS 66002

785-442-6180

hcctc@highlandcc.edu

HCC WESTERN CENTER
313 Nemaha
Baileyville, KS 66404

785-442-6240

western@highlandcc.edu

FOLLOW US ON:

TECHNICAL CENTER
@highlandtechcenter

WESTERN CENTER
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@YouHCCTube

HIGHLAND COMMUNITY COLLEGE

ESTABLISHED IN 1858 | HIGHLAND, KS | WWW.HIGHLANDCC.EDU | (785) 442-6000
Highland Community College is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the US Department of Education. Highland Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, genetic information, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the college's compliance with its nondiscrimination policies may be referred to the Vice President for Student Services or Human Resources Manager.

TECH VISIT DAY

COME SEE WHAT TECHNICAL EDUCATION CAN DO FOR YOU!

- ✓ PROFESSIONAL CERTIFICATION
- ✓ CONSTRUCTION TRADES
- ✓ TRANSPORTATION
- ✓ HEALTH SCIENCE
- ✓ BUSINESS AND COMPUTERS

Stop by **BUILDING B** to visit with admissions representatives, get financial aid information, and enjoy a hotdog.

No appointment necessary, Come and go at your leisure.

TECH VISIT DAY

November 13, 2019

April 15, 2020

1-7 PM

1501 W. RILEY, ATCHISON, KS

WWW.HIGHLANDCC.EDU

HIGHLAND COMMUNITY COLLEGE TECHNICAL & ATCHISON CENTER

HCCTECHCENTER

HIGHLAND COMMUNITY COLLEGE TECHNICAL CENTER

PROGRAM LOCATIONS

Building A
Business Technology
Engineering Graphics & Technologies

Building C
Auto Collision Repair

Building D
Auto Technology
Diesel Technology

Building F
Computer Support
Practical Nursing
LPN to RN Completion (ADN)
Medical Office Assistant

Construction Trades Campus
2603 Industrial Rd., Atchison, KS
Construction Technology
HVAC & Plumbing
Industrial Welding

Electrical Campus
17349 Country Club Rd., Atchison, KS
Electrical Technology

HIGHLAND COMMUNITY COLLEGE
WESTERN CENTER

Important Points from Sophomore Visit Day – February 16 and 23, 2021

Excel in Career and Technical Education – formerly called Senate Bill 155

- Free college tuition for technical programs and/or classes for high school juniors and seniors.
- Start taking classes the summer prior to junior year and ends when you graduate in May.
- Includes:
    - Technical Programs
    - Select Individual classes – face-to-face, online, and concurrent
    - Allied Health – CNA, CMA, and EMT

Technical Programs through the Western Center – offer morning session from 8:00 a.m. to 11:07 a.m. or afternoon session from 12:00 (noon) to 3:07 p.m.

- Construction Technology – one year program
- Diesel Technology – two year program
- Engineering Graphics & Technologies – two year program – NEW!
- Industrial Welding – one year program
- Medical Office Assistant – one year program
- Precision Agriculture – one or two year program

* NOTE: high school students attend the program at a part time status, so a one year program will take two years to complete.
* Technical programs will require a WorkKeys assessment score for admission. Test has applied math and reading sections, each cost $15, total of $30 for the testing. *(See WorkKeys flyer.)*

The Western Center also provides access to a wide variety of general education classes that are offered during the day and evening, for the summer, fall and spring semesters.

Apply for admission at highlandcc.edu → Getting Started → Apply Now → Click on Application for Admission and then select "High School Application for Admission"
E-mail questions to us at: western@highlandcc.edu

Contact Us:
Cara Baker, Director, cbaker@highlandcc.edu, 785-442-6240
Angela Sutton, Student Services, asutton@highlandcc.edu, 785-442-6240

Schedule an individual visit to the Western Center!

HIGHLAND COMMUNITY COLLEGE
WESTERN CENTER

Frequently Asked Questions

Does it cost to apply to HCC?

No. It is free to apply to Highland Community College. Apply at: highlandcc.edu → Getting Started → Apply Now → Click on Application for Admission and then select "High School Application for Admission"

What if I don't finish a technical program while in high school?

- You can return to the Western Center as a part-time or full-time college student. You will be eligible for Federal Financial Aid and Scholarships.
- You can finish the program at our HCC Technical Center at the Atchison location and live in Highland on the main campus – eligible for a technical scholarship!
- We can help you look at your transfer options.

Do I have to buy tools?

High school students do not have to purchase tools. However, the program may require work boots, safety glasses, scrubs, etc.

Where can I take the WorkKeys test?

We offer the WorkKeys test at the Western Center. Or if you have already taken it at your high school, the scores can be sent to us.

When can I take the WorkKeys test?

Tuesday, March 23rd
8:15 a.m. OR 12:15 p.m.
Tuesday, April 13th
8:15 a.m. OR 12:15 p.m.
Tuesday, April 27th
8:15 a.m. OR 12:15 p.m.

- OR by appointment. Please call 785-442-6240 to schedule your test.
- Space is limited to 10 per session.

What if I don't get the score needed for my program of study?

You may *retest*. It will cost $15 per test again. Ask Angela, in Student Services, for practice test websites.