



DIRECTOR FOR INSTRUCTION

June/July Newsletter

You may notice there was not a June newsletter. Those who been here since my arrival, you may recall I said at the beginning I would attempt to leave you alone during June. Last year's June newsletter was sent due to COVID.

Some good news. As we approach July, many of our programs are full with even a long waiting list. Some of the programs with current waitlist Auto Tech (AM/PM), Carpentry (AM), Climate & Energy (AM/PM), Cosmetology (AM), Culinary (AM), Diesel (AM), Electrical (AM/PM), EMT (AM/PM/EVE), Graphics (AM/PM), Foundation of Health (AM/PM), IST (AM/PM), Welding (AM/PM) and Fast Track Welding (AM/PM). Now, all this can change as we get to August.

NEW HIRES (see bio page 6)

- Auto Collison – Jon Graham
- BBA – Nancy Hutzell
- Climate and Energy – Joe Erwin
- Cosmo – Hannah Laspisa
- Diesel – Samuel Swoyer
- Electrical (Evening)
- EMT – Cory Grames
- Lead Instructor @ KJCC – James Herran
- Director of Curriculum, Assessment and Distance Learning – Tara Lindahl
- Fast Track Welding (Evening) - Looking
- Workplace Skills – Looking (Heidi Pitman has announced her retirement)
- OSHA/Craft Skills @ KJCC – Looking
- Cosmo Lab Assistant – Looking

The 3 – R's
**Summer ... time to relax,
reflect and re-energize!**

A master can
tell you what
he expects of
you.

A teacher,
though,
awakens your
own
expectations.
-Patricia Neal

Changes for 2021-22

There are a number of changes heading our way for 2021-22.

- **Gatekeepers** are going away. Instead, the term pre-requisites will take its place. With some changes in other programs using this term will no longer be so confusing. The following is the official description.
 - **Prerequisite Course**
 - A prerequisite is generally a course or other requirement that a student must complete prior to enrolling in the next course within the program. Prerequisites are used at most educational levels to measure a student's comprehension and preparedness in the discipline. The term "Gatekeeper" is sometimes used interchangeably with prerequisites; however, the term is more commonly used when referencing the successful completion of a developmental course prior to enrolling in the first non-developmental course that counts toward the degree program.
 - A student who fails a course prerequisite will need to successfully complete the failed course before progressing to the next course in the program. The student can continue to take courses in the program, only if those courses do not require the prerequisite course the student failed, recommended by the failed course instructor, and approved by the Associate Dean of Technical Instruction.
 - A student who is removed from the program may apply for re-entry in the program or a different program with a written request to the Assistant/Associate Dean & Director of Student Services, a detailed justification for re-entry, and strategies and goals for success.
 - We will discuss this during August in-service.
 - Kansas passed a new law that allows graduating high students to apply for a scholarship that would pay for their education in a two-year or Tech school like Washburn Tech. It's called the Kansas Promise Funds Act. You can find out more by visiting the two links below. For a list of approved programs see page 6.
 - Article
<https://www2.ljworld.com/news/ku/2021/jun/26/a-new-state-program-make-s-it-likely-your-kansas-student-could-go-to-community-college-basically-for-free/>
 - Kansas Regents provides detail information.
https://www.kansasregents.org/students/student_financial_aid/promise-act-scholarship
- **Committee Assignments** last year were assigned. This year, we are changing the name of committees to councils and you will be allowed to rank your choices of committees and every attempt will be made to get you your top choice.
 - **Assessment Council**
 - The Assessment Council is charged with maintaining transparency, compliance, and accountability regarding the mission and values of the institution, including the assessment of student learning; co-curricular practices and procedures; and

academic program reviews. The Council recommends appropriate methods to assess Standard Learning Outcomes (SLOs), Program Level Outcomes (PLOs), and institutional outcomes

- o **Policies Council**
 - The Policies Council is charged with the oversight of instructional and student support policies that govern student and academic success. Council is responsible for the annual review of all handbooks (Instructor, Student, Assessment, etc.). Council recommendations are referred to the Associate Dean of Technical Education & Assistant Dean & Director of Student Services for further review
 - o **Student Support Council**
 - The Student Support Council is charged with planning, developing, and assessing of student support initiatives through established guidelines to meet current student's academic and workforce goals. The Council includes two ad-hoc committees (Care Closet and Car Show).
 - o **Curriculum Council**
 - The Curriculum Council is charged with reviewing and approving curriculum revisions, additions and deletions. Council curriculum recommendations are referred to the Associate Dean of Technical Education for further review and consideration.
 - o **Safety Council**
 - The Safety Council is charged with reviewing safety processes, procedures, and reported concern areas to ensure student, staff, and external stakeholders' safety is at the highest priority at all Washburn Institute of Technology (WIT) locations. Council will develop and conduct a safety audit of academic and student spaces in collaboration with Facilities Services, and will utilize this data to address/prioritize any safety concerns. Council recommendations are referred to the Associate Dean of Technical Education for instructional items or Assistant Dean & Director of Students Services for student services items or the Dean for all other items for further review. The Council Chair or council designee will also serve on the Washburn University Safety Council as a representative for WIT.
 - o **Professional Learning Council**
 - The Professional Learning Council will provide strategic leadership for professional development and instructional activities both on and off campus that address the needs of Washburn Institute of Technology staff (instructional and non-instructional). Council recommendations are referred to the Director of Instruction and Staff Development for further review and consideration.
- **Evaluations** last year involved everyone. This year we will set up a three-year rotation. If your new, you will continue to be evaluated the first three years. See page 8 of the newsletter for the evaluation schedule.
 - **Program Syllabus** will no longer be required. More in August.
 - **Syllabi** will have a few changes. We will work through this during August Inservice.

- **My office has moved** to the north side of Mike's office.
- **Pam Masters office** has move to Alan's old office.
- **Tara Lindahl** (Director of Curriculum, Assessment and Distance Learning) will be located in Pam Masters old office.
- **Marie Hall** new office will be a cross from Alan Beam's old office in the admin area.
- **Few more surprises will be announced in August.**

Upcoming Training

New Instructors – report to AE 156 on August 2nd at 7:30.

- August 2nd, 3rd & 4th 7:30 a.m. to 4 p.m. both breakfast and lunch will be served.
- August 5th and 6th will be a work day with a checklist of items to complete. Breakfast and lunch will be on your own.
- August 9th & 10th 8 a.m. to 4 p.m. both breakfast and lunch will be served.

All Instructors – report to Conference room on August 11th at 8:00 a.m.

- Breakfast will be served 7:30 a.m. to 8 a.m.
- August 11th & 12th 8 a.m. to 4 p.m. both breakfast and lunch will be served.
- August 13th will be a work day. Meals on your own.

Highlight Topics for All Instructor Staff Development Days. (agenda will be emailed late July)

- State of Washburn Tech by Gary Bayens
- Student Accountability by Alan Beam
- Student Services covering various topics
- Discussion of changes
- Time for Syllabi development
- Possible breakout sessions

Calendar for next school year

WASHBURN TECH

Academic Calendar

2021 - 2022

Morning Classes 8:00am - 11:10am

Lunch 11:10am - 11:45am

Afternoon Classes 11:45am - 2:55pm

August 2021

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

August

- 9-10 New Instructor Orientation
- 11-13 Specialized staff development training
- 16 Beginning of Fall Semester - ALL Students

September

- 3 Payment Deadline/Last Day to Set-up Pymt Plan
- 6 Holiday - Building Closed
- 20 Professional Development

October

- 15 Mid-Semester
- 25 Professional Development
- 5 Last day to withdraw for Fall semester
- 24 Building Open - No Instructors/Students

- 25-26 Holiday - Building Closed

December

- 16 Graduation at Lee Arena
- 17 End of Fall Semester
- 20 Instructor Work Day
- 21-24 Building Open - No Instructors/Students
- 27-31 Winter Holiday - Building Closed

January

- 3-5 Building Open - No Instructors/Students
- 6-7 Professional Development - No Students
- 10 Beginning of Spring Semester - ALL Students
- 17 Holiday - Building Closed
- 28 Payment Deadline/Last Day to Set-up Pymt Plan

February

- 14 Professional Development
- 11 Mid-Semester

- 14-18 Spring Break - Building Open

April

- 1 Building Open - No Instructors/Students
- 8 Last day to withdraw for Spring semester

May

- 12 Graduation at Lee Arena
- 13 End of Spring Semester
- 16 Instructor Work Day
- 30 Holiday - Building Closed

January 2022

M	T	W	T	F
1	2	3	4	5
11	12	13	14	15
18	19	20	21	22
24	25	26	27	28
31				

February 2022

M	T	W	T	F
1	2	3	4	5
7	8	9	10	11
15	16	17	18	19
21	22	23	24	25
28				

March 2022

M	T	W	T	F
1	2	3	4	5
7	8	9	10	11
15	16	17	18	19
21	22	23	24	25
28	29	30	31	

April 2022

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2022

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
31				

LEGEND

	Building Open - No Instructors/Students		New Instructor Orientation
	First Day of Semester - All Students		Instructor Work Days
	Mid-Semester/End of Semester		No School - Building Closed
	Graduation		Professional Development All Day - No Students
	Last day to withdraw from classes		Last Day to set-up a payment plan

Fall Graduation: December 16, 2021

Spring Graduation: May 12, 2022

Rev. Jan 2021

WASHBURN TECH

Academic Calendar



SUMMER 2022

Morning Classes 8:00am - 11:10am

Lunch 11:10am - 11:45am

Afternoon Classes 11:45am - 2:55pm

May 2022

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
 30	 31			

May

30 Memorial Day Holiday - Building Closed

31 Beginning of Full Session (10 weeks)

June

6 Last day to set-up a payment plan

July


4 Independence Day Holiday - Building Closed

8 Payment Deadline


August

5 End of Summer Session

July 2022

M	T	W	T	F
 4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2022

M	T	W	T	F
		1	2	 3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

July


4 Independence Day Holiday - Building Closed

8 Payment Deadline


August


5 End of Summer Session


August 2022


M	T	W	T	F
1	2	3	4	
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

LEGEND

 First Day of Semester/Session

 End of Summer Semester

 No School - Building Closed

 Last Day to set-up a payment plan

New Staff Bio

- Jon Graham (Auto Collision) has a number of years in the Auto Body world. His worked as a painter in the industry at Hendrick Automotive Group, Quality Collision Repair, Perfection Auto Body, All Angles Collision Repair and Laird Noller Collision. He retired from the industry and has been driving a truck for Cla-Mar Incorporated.
- Nancy Hutzell (BBA) – many of you may know Nancy since she’s been subbing here at Tech for a number of years. Nancy retired from Education where she served as a curriculum & testing coordinator at Highland Park High School until 2012 when she went to work for the Ks. Association of School Boards. She taught here at Tech (Kaw Area Tech) from 1982 – 1993 as the Medical Secretarial Instructor
- Joe Erwin (Climate & Energy) is coming from the industry after retiring. He comes from Piping Contractors of Ks where he served as the Senior Project Manager. His worked for Batis Development, H.T. Paul Company, McElroy’s and Rochester Supply Company to name a few. Joe brings a wealth of knowledge from the field with a strong background on the commercial side of Climate & Energy.
- Hannah Laspisa (Cosmetology) served as a cosmetology instructor several years ago and has spent the last few years working in a Salon.
- Samuel Swoyer (Diesel) has found his way to Tech from the English high school classroom. Sam grew up on the farm and has worked on Diesels all of his life. Over the past three years he taught English at Junction City High School. He started his teaching career at Maur Hill Prep in Atchison.
- Cory Grames (EMT) has served both as a teacher at an At-Risk school here in Topeka, a EMT instructor as well as a EMT in Osage County.
- Electrical (Evening)
- Fast Track Welding (Evening)
- Workplace Skills
- Tara Lindahl (Director of Curriculum, Assessment and Distance Learning) comes directly from USD 500 KCK school district where she served as the College and Career Facilitator. Her experience includes working at Metropolitan Community College as Graduation and

Academic Advisor, University of St. Mary as Director of Student Success, and several other colleges. She began her career as a teacher in Dodge City.

PROMISE SCHOLARSHIP APPROVED PROGRAMS

Advanced Manufacturing and Building Trades	
Career Technical Education Programs	
<i>15.0613</i>	<i>Certified Production Technician</i>
<i>15.1302</i>	<i>Technical Drafting</i>
<i>46.0201</i>	<i>Carpentry</i>
<i>46.0302</i>	<i>Electrical Technology</i>
<i>46.0401</i>	<i>Building Technology</i>
<i>47.0201</i>	<i>HVAC</i>
<i>47.0302</i>	<i>Heavy Diesel Construction Technology</i>
<i>47.0303</i>	<i>Industrial Machine Mechanic</i>
<i>48.0501</i>	<i>Machine Technology</i>
<i>48.0508</i>	<i>Welding</i>
<i>48.0703</i>	<i>Cabinet/Millwork</i>
<i>49.0202</i>	<i>Commercial and Heavy Construction</i>

Early Childhood Education and Development	
Career Technical Education Programs	
<i>19.0709</i>	<i>Early Childhood Professional</i>

Healthcare (physical and mental)	
Career Technical Education Programs	
<i>51.0716</i>	<i>Medical Office Specialist</i>
<i>51.0904</i>	<i>Emergency Medical Technician</i>
<i>51.0909</i>	<i>Surgical Technology</i>
<i>51.1009</i>	<i>Phlebotomy</i>
<i>51.2602</i>	<i>Home Health Aide (HHA)</i>
<i>51.2603</i>	<i>Medication Aide (CMA)</i>
<i>51.3901</i>	<i>Practical Nursing</i>
<i>51.3902</i>	<i>Nurse Aide (CNA)</i>

Information Technology and Security	
Career Technical Education Programs	
<i>11.0901</i>	<i>Information Systems Technology</i>

YOU BE THE BOSS (little activity)

Here's a little exercise for you over the summer break. Just take a moment to answer the following questions. Try to answer them in the order they are listed.

Now, pretend you're the boss, yes, the boss. How would you answer the following?

1. How would you rank yourself in the classroom last year on a scale 1 – 10?
2. Would you rehire yourself or fire yourself?
3. Would you give yourself a raise? If so, how much? Why?
4. What type of evaluation would you write for yourself?

These questions may have been difficult for some of you, while others may have breezed through them. Take a moment and look at your answers and reflect on what they tell you. Then ask yourself, how did I go about determining those answers? What I'm asking is, "What were the guidelines, benchmarks or standards you were basing your answers on?"

The standards/guidelines/benchmarks may be as important as the answers themselves. Take a moment and look at what you used to determine how good of a teacher you were. Were your answers based on your performance or the student performance? What data was used? (Student surveys, test, student grades, etc.) You might want to write down your answers to the standards/guidelines/benchmarks. We may use them later this year.

Non-Health Instructors											
21-22	Year	22-23	Year	23-24	Year	24-25	Year	25-26	Year	26-27	Year
Jon Graham	1	Jon Graham	2	Jon Graham	3	Matt Flink	4	Jaime Chapman	4	Nicholas Hunter	4
Joe Erwin	1	Joe Erwin	2	Joe Erwin	3	Chris Mullins	4	Marty DeVader	4	Teresa Huttenmier	4
Nancy Hutzell	1	Nancy Hutzell	2	Nancy Hutzell	3	JW Patterson	4	Fred Harom	KJCC	Aaron Karnes	4
Hannah Lispisa	1	Hannah Lispisa	2	Hannah Lispisa	3	John Rassumen	4	Jim Herron	KJCC	Paul Mallory	4
Sam Sowyer	1	Sam Sowyer	2	Sam Sowyer	3	Jordan Rossich	4	Cody Scott	4	Pam Manning	4
Jaime Chapman	2	Jaime Chapman	3	Nicholas Hunter	4	David Tenpenny	4	Kyle Wieder	KJCC -4	Chris Mullins	4
Marty DeVader	2	Marty DeVader	3	Teresa Huttenmier	4	Judith Chenoweth	4	Kirk Miller	KJCC -4	Larry Newell	4
Cody Scott	2	Cody Scott	3	Aaron Karnes	4	Jordan Rossich	4	Christy Spena	4	Scott Nickels	4
Christy Spena	2	Christy Spena	3	Paul Mallory	4	David Tenpenny	4	James Robbins	4	Bob Oswald	4
James Robbins	2	James Robbins	3	Pam Manning	4	Fred Harom	KJCC-4	Richard Anderson	4	Heidi Pitman	4
Lindsay Cabbage	2	Lindsay Cabbage	3	Chris Mullins	4			Cody Beauclair	4	David Praiswater	4
Matt Flink	3	Richard Anderson	4	Larry Newell	4			Michael Clouser	4	Jonathan Rossich	4
Chris Mullins	3	Cody Beauclair	4	Scott Nickels	4			Darrin Dillingham	4	Tammy Schrickel	4
JW Patterson	3	Michael Clouser	4	Bob Oswald	4			Michael Evenson	4	Ali Setayesh	4
John Rassumen	3	Darrin Dillingham	4	Heidi Pitman	4			Judith Chenoweth	4	Eric Showater	4
David Tenpenny	3	Michael Evenson	4	David Praiswater	4			Lindsay Cabbage	4	Aaron Starnes	4
Judith Chenoweth	3	Steve Greene	4	Jonathan Rossich	4			Steve Greene	4	New Auto Collision	4
Jordan Rossich	3+	John Lemon	4	Tammy Schrickel	4			John Lemon	4	New Climate & Eng	4
Kyle Wieder	KJCC -2	Jim Herron	KJCC	Ali Setayesh	4					New BBA	4
Kirk Miller	KJCC -2	Kyle Wieder	KJCC -3	Eric Showater	4					New Cosmo	4
Fred Harom	KJCC-4	Kirk Miller	KJCC -3	Aaron Starnes	4					New Diesel	4
New OSHA	KJCC 1	New OSHA	KJCC2	New OSHA	KJCC3						
New Workplace	1	New Workplace	2	New Workplace	3						
Health Instructors											
21-22 Health	Year	22-23 Health	Year	23-24 Health	Year	24-25 Health	Year	25-26 Health	Year	26-27 Health	Year
EMT Replacement	1	EMT Replacement	2	EMT Replacement	3	Kelly Winkel	4	Ronda Haverkamp	4	EMT Replacement	3
Megan Staab	2	Megan Staab	3	Megan Staab	3	Mark Green	4	Kim Young	4	Peggy Snook	4
Laura Keighley	2	Laura Keighley	3	Peggy Snook	4	Kelly Winkel	4	Nicole Wade	4	Megan Staab	3
Mark Green	3	Ronda Haverkamp	4	Ashley Tyler	4	Dodie Greenfeld	4	Laura Keighley	4	Ashley Tyler	4
Kelly Winkel	3	Nicole Wade	4	stephanie Selk	4	Kim Young	4			stephanie Selk	4
Dodie Greenfeld	4										
Kim Young	4										
ADJUNCTS											
Electrical evening	1	Electrical evening	2	Electrical evening	3	Stephanie Gregory	KJCC	Wade Hoover	4	Electrical evening	4
Stephanie Gregory	KJCC	Fast Track Welding	2	Fast Track Welding	3	Mara Phelps	4	Jace Thompson	4	Fast Track Welding	4
Fast Track Welding	1	Wade Hoover	4								
Mara Phelps	4	Jace Thompson	4								
HEALTH ADJUNCTS											
Jennifer Smith				Jennifer Smith				Jennifer Smith			
jasimine Hernandez				jasimine Hernandez				jasimine Hernandez			