GARDEN CITY PUBLIC SCHOOLS

Regular Board of Education Meeting
Garden City Public Schools USD 457

Monday, May 5, 2025 - 6:00 PM

Board Meeting Room, Educational Support Center, 1205 Fleming Street, Garden City, KS 67846

Board of Education Members:
Andy Fahrmeier; Jackie Gigot; John Wiese; Mark Hinde; Nathan Haeck; Randy Ralston; Robin Bergkamp

A. **PLEDGE - Led by students from Gertrude Walker Elementary School.**

B. **SILENT REFLECTION**

C. **MEETINGS OF NOTE**

- **Senior Awards Night, May 7, 2025 at 6:30 p.m. at Garden City High School. Four or more Board members may be in attendance.**

- **Baccalaureate Service, Sunday May 11, 2025 at 3:00 p.m. in the GCHS Auditorium. Four or more Board members may be in attendance.**

- **GCHS Hall of Fame Induction Ceremony, May 16, 2025, beginning at 5:30 p.m. at Garden City High School. Four or more Board members may be in attendance.**

- **Garden City Achieve and Virtual Academy Graduation, May 17, 2025 at 10:30 a.m. at Horace Good Middle School. Four or more Board members may be in attendance.**

- **Garden City High School Graduation, May 18, 2025 at 1:00 p.m. at Garden City High School. Four or more Board members may be in attendance.**

D. **APPROVAL OF AGENDA with the following amendments:**

D.1. Additional certified and classified personnel actions for consideration, Item #F.3.

E. **DELEGATIONS, Q & A, PUBLIC COMMENTS, RECOGNITIONS, COMMITTEE REPORTS**

(a speaker or group will be allotted five minutes to speak after signing a request to address the Board of Education)

E.1. Recognition of Ronald McDonald House (Wichita) Pop Tab Challenge winning school.

Amy Burch

E.2. Recognition of KNEA Just Imagine Justice campaign award winners.

Rebecca Burnfin, Sponsor

E.3. Building Presentation - Gertrude Walker Elementary School

David DeLoach, Principal

F. **CONSENT AGENDA**

F.1. Minutes

F.1.a. Minutes of the April 24, 2025, Regular Board of Education Meeting

F.2. Accounts Payable totaling $391,800.96, noting that all major accounts contain adequate balances to meet current obligations.

F.3. Personnel

F.3.a. Certified

F.3.b. Classified

F.4. Other

F.4.a. The Board of Education is asked to consider and approve the IDEA Assurances for Part B federal funding.

G. **UNFINISHED BUSINESS**

G.1. Grow Well Clinic

Jessica Nothern, Chief Financial Officer

G.2. YMCA Dome Discussion

Drew Thon, Chief Human Resources Officer

H. **NEW BUSINESS**

H.1. The Board of Education is asked to consider and approve a quote from Creative Floors to sand, seal, paint game lines and lettering, and finish on gym floors at Florence Wilson Elementary School in the amount of $30,541.00.

Brandon Anderson, Director of Plant Facilities

H.2. The Board of Education is asked to consider and approve a quote from Creative Floors to sand, seal, paint game lines and lettering, and finish on gym floors at Abe Hubert Elementary School in the amount of $25,485.00.

Brandon Anderson, Director of Plant Facilities

H.3. The Board of Education is asked to consider and approve the following Curriculum Council items:

Josh Guymon, Deputy Superintendent and Dr. Virginia Duncan, Associate Principal at GCHS

H.3.a. GCCC American Literature ll

H.3.b. GCCC Argument & Critical Thinking

H.3.c. GCCC Art History l

H.3.d. GCCC Art History ll

H.3.e. GCCC Child Development l

H.3.f. GCCC Course Name Changes

H.3.g. GCCC Diversity in Society

H.3.h. GCCC Environmental Science

H.3.i. GCCC General Physical Science and Lab

H.3.j. GCCC Intro to Social Work

H.3.k. GCCC Social Problems

H.3.l. GCCC Sociolocy of the Families

H.3.m. GCCC Survey of Civilization ll

H.3.n. GCCC Understanding Old Testament

H.4. Teacher Apprentice Program

Drew Thon, Chief Human Resources Officer

H.5. KESA Plan

Josh Guymon, Deputy Superintendent and Heather Stegman, Director of Instruction

H.6. The Board of Education is asked to consider and approve the bid to replace the marquee sign in front of Buffalo Jones Elementary School - Signs Plus in the amount of $24,100 to include installation.

Jessica Nothern, Chief Financial Officer

I. BOARD OPEN DISCUSSION

- **Andy Fahrmeier**
- **Randy Ralston**
- **Robin Bergkamp**
- **Mark Hinde**
- **Nathan Haeck**
- **John Wiese**
- **Jackie Gigot**
- **Dr. Dominguez**

J. NEXT BOARD MEETING

The next meeting of the Board of Education will take place on Monday, May 19, 2025 at 6:00 P.M. in the Board Meeting Room at the Educational Support Center, 1205 Fleming St., Garden City, Kansas.

K. EXECUTIVE SESSION - After the completion of all other business, the Board of Education will adjourn to executive session for the following reason:

K.1. Matters relating to employer-employee negotiations, whether or not in consultation with the representative or representatives of the body or agency.

K.2. Personnel matters for non-elected personnel.

K.3. Consultation with an attorney for the body or agency which would be deemed privileged in an attorney-client relationship.

L. ACCOUNTS PAYABLE REVIEW - Andy Fahrmeier and Mark Hinde

M. ADJOURNMENT

GARDEN CITY
PUBLIC SCHOOLS

DRAFT MINUTES *DRAFT*

Regular Board of Education Meeting Thursday, April 24, 2025 - 5:00 PM

Board Meeting Room, Educational Support Center, 1205 Fleming Street, Garden City, KS 67846

The Board of Education of Garden City USD 457 met for a Regular meeting on Thursday, April 24, 2025, at 5:00 P.M. in the Board Meeting Room, Educational Support Center, 1205 Fleming Street, Garden City, KS 67846.

Board members present were Andy Fahrmeier; Mark Hinde; Nathan Haeck and Randy Ralston; Joining board members at the conference table was Superintendent, Dr. Mike Dominguez. Also in attendance were Josh Guymon, Deputy Superintendent and Jessica Nothern, Chief Financial Officer.

President Randy Ralston called the meeting to order at 5:00 P.M. The meeting opened with the Pledge of Allegiance.

A. **PLEDGE**

B. **SILENT REFLECTION** – Thirty seconds of silent reflection was observed.

C. **APPROVAL OF AGENDA - With the following amendments:**
C.1.Additional certified and classified personnel actions for consideration, Item D.3.
C.2. Add Item G.1., Executive Session, Preliminary discussion relating to the acquisition of real property.

I move to approve the meeting agenda as amended. This motion, made by Andy Fahrmeier and seconded by Nathan Haeck, Carried.

Fahrmeier:	Yea
Haeck:		Yea
Hinde:		Yea
Ralston:		Yea
Yea: 4, Nay: 0

D. **CONSENT AGENDA**

Mr. President, I move to approve all consent agenda items as amended. This motion, made by Andy Fahrmeier and seconded by Mark Hinde, Carried.

Fahrmeier:	Yea
Haeck:		Yea
Hinde:		Yea

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Ralston: Yea

Yea: 4, Nay: 0

D.1. **Minutes**

D.1.a. Minutes of the April 7, 2025, Regular Board of Education Meeting – approved as presented.

D.2. Accounts Payable totaling $7,215,997.30, noting that all major accounts contain adequate balances to meet current obligations – approved as presented.

D.3. **Personnel –** all certified and classified personnel actions were approved as presented.

D.3.a. Certified

Resignations: Jessica Algrim, Lynnlea Anderson, Natalie Crook, Brian Hill, Dana Johnson, Paige Leroux, Cynthia Martinez

Appointments: Jacqueline Acosta-Piedra, Rellyn Casanova, Sydney Hess, Karri Robles, Sara Shill, David Snodgrass, Kelley Snodgrass, Dr. Roger Syng

Transfers:

- Vanessa Contreras from third grade position at Florence Wilson Elementary School to fourth grade position at Florence Wilson Elementary School effective for the 2025-26 academic year.
- Ronald Daquipil from fourth grade position at Alta Brown Elementary School to fourth grade position at Gertrude Walker Elementary School effective for the 2025-26 academic year.
- Sarah Drubinskiy from adaptive/interrelated position at Charles Stones Intermediate Center to project search instructor position at the Educational Support Center effective for the 2025-26 academic year.
- Libby Elliot from speech language therapist position at Garfield Early Childhood Center to special education elementary coordinator position at the Educational Support Center effective for the 2025-26 academic year.
- Daniella Garcia from kindergarten position at Alta Brown Elementary School to kindergarten position at Jennie Wilson Elementary School effective for the 2025-26 academic year.
- Tyrone Gil from adaptive/interrelated position at Garden City High School to adaptive/interrelated position at Jennie Wilson Elementary School effective for the 2025-26 academic year.
- Alyssa Greenlee from school social worker position at Abe Hubert Elementary School to school counselor position at Alta Brown Elementary School effective for the 2025-26 academic year.
- Marina Guardiola from first grade position at Buffalo Jones Elementary School to fourth grade position at Buffalo Jones Elementary School effective for the 2025-26 academic year.
- Lucy Kitch from first grade position at Florence Wilson Elementary School to fourth grade position at Florence Wilson Elementary School effective for the 2025-26 academic year.
- Steven Lynch from physical education position at Gertrude Walker Elementary School/Plymell Elementary School to physical education position at Bernadine Sitts Intermediate Center effective for the 2025-26 academic year.
- Brenda Martinez from second grade position at Florence Wilson Elementary School to third grade position at Florence Wilson Elementary School effective for the 2025-26 academic year.

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- Laura Martinez from first grade position at Florence Wilson Elementary School to second grade position at Florence Wilson Elementary School effective for the 2025-26 academic year.
- Rosalba Ramos from second grade position at Florence Wilson Elementary School to adaptive/interrelated position at Florence Wilson Elementary School effective for the 2025-26 academic year.
- Kristen Thon from 1.0 school psychologist position at the Educational Support Center to .6 school psychologist position at the Educational Support Center effective for the 2025-26 academic year

Contract Recommendation: Requesting that the recommendation on April 7, 2025 for Yudith Valerio be changed from non-renewal to renewal. She has completed requirements for Kansas teaching license.

Adoption of final resolution to non-renew contract:
- Ryli Gottschalk
- Josefina Saenz
- Miriam Solorzano Aguirre
- Jeremy Tomlinson

Position Requests:
- Close 1.0 kindergarten position at Gertrude Walker Elementary School
- Close 1.0 kindergarten position at Florence Wilson Elementary School
- Close 1.0 first grade position at Florence Wilson Elementary School
- Close 1.0 instructional coaching position at Victor Ornelas Elementary School
- Close 1.0 first grade position at Victor Ornelas Elementary School
- Close 1.0 second grade position at Victor Ornelas Elementary School
- Close 1.0 mathematics position at Horace Good Middle School
- Close 1.0 social studies position at Horace Good Middle School
- Close 1.0 instrumental band position at Horace Good Middle School
- Close .25 building administrator / .75 virtual instructor position at Garden City Virtual Academy
- Open 1.0 kindergarten position at Abe Hubert Elementary School
- Open 1.0 kindergarten position at Georgia Matthews Elementary School
- Open 1.0 first grade position at Georgia Matthews Elementary School
- Open 1.0 technology lab position at Garden City High School
- Open 1.0 in-school-suspension position at Garden City High School
- Open 1.0 teacher position at Garden City Virtual Academy
- Open 1.0 second grade position at Florence Wilson Elementary School
- Close 1.0 adaptive/interrelated position at Victor Ornelas Elementary School
- Open 1.0 adaptive/interrelated RISE position at Gertrude Walker Elementary School
- Close 0.5 adaptive/interrelated position at Abe Hubert Elementary School.
- Open 0.5 adaptive/interrelated position at Georgia Matthews Elementary School to combine with current 0.5 adaptive/interrelated position at Georgia Matthews Elementary School.
- Close 1.0 adaptive/Interrelated position at Charles Stones Intermediate Center
- Open 0.5 adaptive/interrelated position at Buffalo Jones Elementary School to combine with current 0.5 adaptive/interrelated position at Buffalo Jones Elementary School.
- Open 0.5 adaptive/interrelated position at Jennie Wilson Elementary School to combine with current 0.5 adaptive/interrelated position at Jennie Wilson Elementary School.
- Close 1.0 adaptive/interrelated position at Horace Good Middle School.
- Open 1.0 adaptive/interrelated positions at Kenneth Henderson Middle School

Tuition Reimbursement Agreements:
- Matt De La Cruz – Special Education Degree
- Christopher Ligan – Special Education Degree

D.3.b. Classified

Retirements: Christina Knoll, Karen A. Percival, Kerri Sperry
Terminations: Alberto D. Hernandez, Jose J. Herrera, Ginger Sandell
Resignations: Keylyn Fonseca Cano, Arianna A. Garcia, Ayanna J. Guebara
Assignments: Maria Avila, Maite A. Cruz Rosario, Kelvin Fuentes Cabrera, Catalina Gardea, Vicente Gonzales Rivera, Maria C. Terrazas, Miguel A. Zamarripa
Transfers:
- Kady M. Barron from Special Education Paraprofessional I: Georgia Matthews Elementary School to Special Education Paraprofessional II: Georgia Matthews Elementary School
- Leonard Lopez from Special Education Paraprofessional I: Garden City High School to Special Education Paraprofessional II: Garden City High School
- Raul A. Quezada from Sub Custodian: Plant Facilities to Custodian I: Florence Wilson Elementary School and Charles O. Stones Intermediate Center
- Ana Tena-Avalos from Deputy Board Clerk: Educational Support Center to Psychology Paraprofessional: Educational Support Center

D.4. Other

D.4.a. Approved updated Board of Education Policy IHF Graduation Requirements.
D.4.b. Approved the 2025-2026 open seat capacities for Non-Resident Enrollment.

E. **NEW BUSINESS**

E.1. **Extreme Switches** Casey Wise, Director of Technology, presented the following information: New Switches are needed for three campuses to update and maintain technology infrastructure at these locations; Educational Support Center, Transportation and Plant Facilities.

Board members' questions were answered. The following action was taken.

I make a motion to approve the bid from Aercor in the amount of $64,947.24. This motion, made by Nathan Haeck and seconded by Mark Hinde, Carried.

Fahrmeier: Yea
Haeck: Yea
Hinde: Yea
Ralston: Yea
Yea: 4, Nay: 0

E.2. **Grow Well Clinic** Jessica Nothern, Chief Financial Officer, presented a three-year agreement with Revere Healthcare Solutions Inc.

Board members' questions were answered. This was a first read, the item will be brought back to the Board at the May 5, 2025 Board of Education meeting.

F. **NEXT BOARD MEETING**

The next meeting of the Board of Education will take place on May 5, 2025, at 6:00 P.M. in the Board Meeting Room at the Educational Support Center, 1205 Fleming St., Garden City, Kansas.

G. **EXECUTIVE SESSION -** After the completion of all other business, the Board of Education will adjourn to executive session for the following reason:

G.1. **Preliminary discussion relating to the acquisition of real property.**
I move that the Board of Education go into executive session for 15 minutes for the purpose of having preliminary discussions about the acquisition of real property in order to protect the district's financial interest and bargaining position, beginning at 5:17 P.M. and that the Board of Education reconvene into open session at 5:32 P.M. in the Board Meeting Room. I would like to invite Dr. Dominguez, Josh Guymon, Jessica Nothern and Jennifer Cunningham to join us in executive session. This motion, made by Andy Fahrmeier and seconded by Nathan Haeck, Carried.

Fahrmeier: Yea
Haeck: Yea
Hinde: Yea
Ralston: Yea
Yea: 4, Nay: 0

The open meeting resumed in the Board meeting room at 5:32 P.M.

H. **ACCOUNTS PAYABLE REVIEW -** Robin Bergkamp and John Wiese

I. **ADJOURNMENT**

That the Board of Education meeting be adjourned at 5:34 P.M. This motion, made by Nathan Haeck and seconded by Mark Hinde, Carried.

Fahrmeier: Yea
Haeck: Yea
Hinde: Yea
Ralston: Yea
Yea: 4, Nay: 0

Respectfully submitted,   Approved:

_____   _____
Jennifer Ramos, Clerk   Randy Ralston, President

BOARD OF EDUCATION

Certified Personnel Actions

May 5, 2025

RESIGNATIONS:

Jody Baehler, is requesting release from her 2025-26 letter of intent for adaptive/interrelated position at Horace Good Middle School. It is recommended that she be released from her contract without a suitable replacement.

Julia Thornburg, library media specialist at Gertrude Walker Elementary School, is submitting her letter of resignation effective May 27, 2025.

APPOINTMENTS:

Joyce Aranda, Bel Aire, Kansas, is recommended for an administrator intern position at Alta Brown Elementary School / Abe Hubert Elementary School effective for the 2025-26 academic year. She has 14 years administrator experience.

Olivia Ortega, Holcomb, Kansas, is recommended for a first grade position at Florence Wilson Elementary School effective for the 2025-26 academic year. She has one year experience.

Roberta Smith, Holcomb, Kansas, is recommended for a business/computer position at Garden City Achieve effective for the 2025-26 academic year. She has twenty-five years' experience.

TRANSFERS:

Sheila Corpuz – from science position at Jennie Wilson Elementary School to first grade position at Abe Hubert Elementary School effective for the 2025-26 academic year.

Diane Elliott – from virtual school position at Garden City Achieve to facilitator lead teacher position at Garden City Achieve effective for the 2025-26 academic year.

Ryli Gottschalk – from school counselor position at Charles Stones Intermediate Center to social worker position at Charles Stones Intermediate Center effective for the 2025-26 academic year.

Beau Guadian – from fourth grade position at Buffalo Jones Elementary School to adaptive/interrelated position at Buffalo Jones Elementary School effective for the 2025-26 academic year.

Ma Jerone Higida – from adaptive/interrelated position Jennie Wilson Elementary School to science position at Jennie Wilson Elementary School effective for the 2025-26 academic year.

Micha Meyer – from school counselor position at Charles Stones Intermediate Center / Bernadine Sitts Intermediate Center to school counselor position at Charles Stones Intermediate Center effective for the 2025-26 academic year.

Jasper Partin - from physical education position at Charles Stones Intermediate Center to physical education position at Garden City High School effective for the 2025-26 academic year.

Juan Vicente- Ramos – from social worker position at Charles Stones Intermediate Center to school counselor position at Charles Stones Intermediate Center / Bernadine Sitts Intermediate Center effective for the 2025-26 academic year.

POSITION REQUESTS:

Gina Galpin, director of special education, is requesting the following position changes for the 2025-26 school year:

- Close 1.0 adaptive/interrelated LEAP position at Alta Brown Elementary School
- Open 2.0 adaptive/interrelated LEAP position at Buffalo Jones Elementary School

Addendum to Certified Personnel Actions

May 5, 2025

RESIGNATIONS:

James Kent, virtual teacher at Garden City Virtual Academy, is submitting his letter of resignation effective May 23, 2025.

Kaylee Kipp, second grade teacher at Alta Brown Elementary School, is submitting her letter of resignation effective May 23, 2025.

Katherine Saul, social studies teacher at Garden City High School, is submitting her letter of resignation effective May 23, 2025.

APPOINTMENTS:

Elsa Bacurnay, Canlaon, Phillipines, is recommended for a position to be determined at Garden City High School effective for the 2025-26 academic year. She has seven years' experience.

Maritess Dalida, Sublette, Kansas, is recommended for an adaptive/interrelated position at Gertrude Walker Elementary School effective for the 2025-26 academic year. She has twenty eight years' experience.

JC Jun Gallera, Tagum, Philippines, is recommended for an English language arts position at Garden City High School effective for the 2025-26 academic year. She has eleven years' experience.

Abigail Rodriguez-Gonzalez, Ness City, Kansas, is recommended for an adaptive/interrelated position at Victor Ornelas Elementary School effective for the 2025-26 academic year. She has three years' experience.

Kara Steel, Garden City, Kansas, is recommended for a school counselor position at Buffalo Jones Elementary School effective for the 2025-26 academic year. She is a first year school counselor.

Silvia Villatoro, Garden City, Kansas, is recommended for a preschool position at Garfield Early Childhood Center effective for the 2025-26 academic year. She will be a MSED - MST participant through Newman University.

TRANSFER:

Carrie Decius – from first grade position at Victor Ornelas Elementary School to read 180 position at Charles Stones Intermediate Center effective for the 2025-26 academic year.

Steven Nordby – from principal position at Garden City High School to interim assistant superintendent of student services at Educational Support Center for the 2025-26 academic year. Effective July 1, 2025.

Drew Thon – from chief hr officer position at Educational Support Center to interim deputy superintendent at Educational Support Center for the 2025-26 academic year. Effective July 1, 2025.

TUITION REIMBURSEMENT AGREEMENT:
Crystal Martinez-Rojo – Master's Degree

CONTRACT RECOMMENDATION:

Requesting that the recommendation on April 7th, 2025 for Aaron Rassette be changed from renewal to non–renewal.

POSITION REQUESTS:

Drew Thon, chief human resources officer, is requesting the following position changes for the 2025-26 school year:

- Close 1.0 instructional technology coordinator (220)
- Close 1.0 social worker position
- Open 1.0 technology lab position at Garden City Achieve

Gina Galpin, director of special education, is requesting the following position change for the 2025-26 school year:

- Close 1.0 speech language pathologist position

BOARD OF EDUCATION
Classified Personnel Actions

May 5th , 2025

RETIREMENTS	POSITION	BUILDING	DATE
Eva Heckel	Paraprofessional I	Victor Ornelas Elementary School	5/22/25
Kenneth Kerr	Maintenance Manager	Plant Facilities	5/30/25

RESIGNATIONS	POSITION	BUILDING	DATE
Yuliana Granillo	Special Education Paraprofessional I	Garfield Early Childhood Center	4/9/25
Sydney Hess	ISS Paraprofessional	Charles O. Stones Intermediate Center	5/22/25
Tiffany Lucero	Special Education Paraprofessional II	Garfield Early Childhood Center	5/9/25

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BOARD OF EDUCATION
Classified Personnel Actions Addendum

May 5, 2025
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TRANSFER	FROM	TO	DATE
Vianca Esquivel	Special Education Paraprofessional II: Horace Good Middle School	Office Assistant II: Horace Good Middle School	5/19/25

ASSIGNMENTS	POSITION	BUILDING	DATE
William Witzke	JROTC Instructor	Garden City High School	3/28/25

CHANGES FOR 25-26 ACADEMIC SCHOOL YEAR:

Requesting the following changes to the Paraprofessional positions:
Paraprofessional I: Grade 10- ESL, Migrant, Gen. Ed and CWC/Resource
Paraprofessional II: Grade 10M- LEAP, GE Start, 1:1 and Behavior Classroom
Paraprofessional III: Grade 11M RISE, STRIVE/TEP, Rainbow Bridge

Requesting to open 261 Cyber Security Manager position at Grade 34.

Requesting to change the Bus Driver Trainer Position from a 171 calendar to a 205 calendar.

Requesting to change the Accompanist from a Grade 13 to Grade 14.

Requesting to change the After School Program Facilitator from a Grade 14 to Grade 15.

Close 2 Small Fleet Driver positions at Transportation.

Requesting to close Groundskeeper II, Grade 13 position.

Requesting to close Administrative Specialist I at Plant Facilities and to open a Administrative Specialist II position at Plant Facilities.

Requesting to close Custodial Administrative Assistant position at Plant Facilities.

Requesting to close the HVAC Apprentice, Grade 30 position at Plant Facilities.

Requesting to close the License Carpenter, Grade 30 position at Plant Facilities.

Requesting to open a HVAC Specialist, Grade 14 position at Plant Facilities.

Requesting to change the Warehouse Assistant from a Grade 11 to Grade 12.

Requesting to change the Maintenance Manager from Grade 33 to Grade 30.

Gina Galpin, Director of Special Education, is requesting the following changes for the 2025-26 school year.

Special Education 1:1 Paraprofessional at Edith Scheuerman to Charles O. Stones Intermediate Center.

Close 4-Special Education Paraprofessional positions in the Kindergarten LEAP classroom at Alta Brown, to open 4-Special Education Paraprofessional positions for the LEAP classroom at Buffalo Jones Elementary School.

Close 2-Special Education Paraprofessional position at Bernadine Sitts Intermediate Center to open 2-Special Education Paraprofessional positions at Gertrude Walker Elementary School for their new RISE classroom.

Close 2-Special Education Paraprofessional positions at Charles O. Stones Intermediate Center to open 2-Special Education Paraprofessional positions at Abe Hubert for the expansion of their Rainbow Bridge Program.

Move the Special Education Paraprofessional 1:1 position at Georgia Matthews Elementary School to Abe Hubert Elementary School.

Move the Special Education Paraprofessional 1:1 position at Charles O. Stones Intermediate Center to Kenneth Henderson Middle School.

Open 1-Speech Language Pathologist Assistant position, following the new teacher negotiated contract calendar of 186.5 days.

LEA ASSURANCES

Local Education Agency (LEA) Application for
The Individuals with Disabilities Education Act (IDEA) Part B Funds

Section I. General Grant Assurances for Federal Funds

Throughout the period of the grant award, the LEA will comply with all requirements of:

The Individuals with Disabilities Education Act (IDEA) as Amended by the Individuals with Disabilities Education Act Amendments of 2004 (PL 108-446) and its implementing regulations;

The Kansas Special Education for Exceptional Children Act and the Kansas State Board of Education's administrative regulations on special education;

The LEA will make a good faith effort, on a continuing basis, to maintain a drug-free workplace, in accordance with the measures in 34 CFR Part 84, Subpart B and the Drug-Free Workplace Act of 1988;

The Education Department General Administrative Regulations (EDGAR) 34 CFR 76 requirements that are not inconsistent with IDEA, including:

34 CFR §76.500(a)   Federal statutes and regulations on nondiscrimination.

(a)   A State and a subgrantee shall comply with the following statutes and regulations:

Subject	Statute	Regulation
Discrimination on the basis of race, color, or national origin	Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000d through 2000d-4)	34 CFR part 100
Discrimination on the basis of sex	Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683)	34 CFR part 106
Discrimination on the basis of handicap	Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)	34 CFR part 104
Discrimination on the basis of age	The Age Discrimination Act (42 U.S.C. 6101 et seq.)	34 CFR part 110

(b)   A State or subgrantee that is a covered entity as defined in §108.3 of this title shall comply with the nondiscrimination requirements of the Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 CFR part 108.

(Authority: 20 U.S.C. 1221e-3, 3474, and 6511(a))

[45 FR 22497, Apr. 3, 1980. Redesignated at 45 FR 77368, Nov. 21, 1980, as amended at 71 FR 15002, Mar.24, 2006]

34 CFR §76.650   Private schools; purpose of §§76.651-76.662.

(a)   Under some programs, the authorizing statute requires that a State and its subgrantees provide for participation by students enrolled in private schools. Sections 76.651-76.662 apply to those programs and provide rules for that participation. These sections do not affect the authority of the State or a subgrantee to enter into a contract with a private party.

(b)   If any other rules for participation of students enrolled in private schools apply under a particular program, they are in the authorizing statute or implementing regulations for that program.

(Authority: 20 U.S.C. 1221e-3 and 3474)

Note: Some program statutes authorize the Secretary—under certain circumstances—to provide benefits directly to private school students. These "bypass" provisions—where they apply—are implemented in the individual program regulations.

34 CFR §76.700 Compliance with statutes, regulations, State plan, and applications.

A State and a subgrantee shall comply with the State plan and applicable statutes, regulations, and approved applications, and shall use Federal funds in accordance with those statutes, regulations, plan, and applications.

(Authority: 20 U.S.C. 1221e-3, 3474, and 6511(a))

34 CFR §76.701 The State or subgrantee administers or supervises each project.

A State or a subgrantee shall directly administer or supervise the administration of each project.

(Authority: 20 U.S.C. 1221e-3, 3474, and 6511(a))

34 CFR §76.702 Fiscal control and fund accounting procedures.

A State and a subgrantee shall use fiscal control and fund accounting procedures that insure proper disbursement of and accounting for Federal funds.

(Authority: 20 U.S.C. 1221e-3, 3474, and 6511(a))

34 CFR §76.709 Funds may be obligated during a "carryover period."

(a) If a State or a subgrantee does not obligate all of its grant or subgrant funds by the end of the fiscal year for which Congress appropriated the funds, it may obligate the remaining funds during a carryover period of one additional fiscal year.

(b) The State shall return to the Federal Government any carryover funds not obligated by the end of the carryover period by the State and its subgrantees.

Note: This section is based on a provision in the General Education Provisions Act (GEPA). Section 427 of the Department of Education Organization Act (DEOA), 20 U.S.C. 3487, provides that except to the extent inconsistent with the DEOA, the GEPA "shall apply to functions transferred by this Act to the extent applicable on the day preceding the effective date of this Act." Although standardized nomenclature is used in this section to reflect the creation of the Department of Education, there is no intent to extend the coverage of the GEPA beyond that authorized under section 427 or other applicable law.

(Authority: U.S.C. 1221e-3, 1225(b), and 3474)

[45 FR 22517, Apr. 3, 1980. Redesignated at 45 FR 77368, Nov. 21, 1980, as amended at 45 FR 86296, Dec. 30, 1980. Redesignated at 60 FR 41295, Aug. 11, 1995]

34 CFR §76.722 Subgrantee reporting requirements.

A State may require a subgrantee to submit reports in a manner and format that assists the State in complying with the requirements under 34 CFR 76.720 and in carrying out other responsibilities under the program.

(Authority: 20 U.S.C. 1221e-3, 1231a, and 3474) [72 FR 3703, Jan. 25, 2007]

34 CFR §76.730 Records related to grant funds.

A State and a subgrantee shall keep records that fully show:

(a) The amount of funds under the grant or subgrant;

(b) How the State or subgrantee uses the funds;

(c)   The total cost of the project;

(d)   The share of that cost provided from other sources; and

(e)   Other records to facilitate an effective audit.

(Approved by the Office of Management and Budget under control number 1880-0513) (Authority: 20 U.S.C. 1232f)

[45 FR 22517, Apr. 3, 1980. Redesignated at 45 FR 77368, Nov. 21, 1980, as amended at 53 FR 49143, Dec. 6, 1988]

34 CFR §76.731   Records related to compliance.

A State and a subgrantee shall keep records to show its compliance with program requirements.

(Authority: 20 U.S.C. 1221e-3, 3474, and 6511(a))

The Uniform Grant Guidance, 2 CFR §200 all applicable subrecipient requirements, notably including but not limited to:

2 CFR Subpart D – Post Federal Award Requirements

§200.302	Financial management.
§200.303	Internal controls.
§200.305	Payment.
§200.313	Equipment.
§200.314	Supplies.
§200.318	General procurement standards.
§200.320	Methods of procurement to be followed;

2 CFR 200 Subpart E: Cost Principles:

§200.403	Factors affecting allowability of costs.
§200.404	Reasonable costs.
§200.405	Allocable costs.
§200.413	Direct costs.
§200.415	Required certifications.
§200.430	Compensation—personal services.

The Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' Responsibilities and makes the following certification by signing this application:

The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 for such failure.

An LEA is eligible for assistance under Part B of the Act for a fiscal year if the agency submits a plan that provides assurances to the SEA that the LEA meets each of the conditions in §§300.201 through 300.213.

(Authority: 20 U.S.C. 1413(a))

34 CFR §300.201   Consistency with State policies.

The LEA, in providing for the education of children with disabilities within its jurisdiction, must have in effect policies, procedures, and programs that are consistent with the State policies and procedures established under §§300.101 through 300.163, and §§300.165 through 300.174.

(Approved by the Office of Management and Budget under control number 1820-0600) (Authority: 20 U.S.C. 1413(a)(1))

34 CFR §300.202   Use of amounts.

(a)   *General*. Amounts provided to the LEA under Part B of the Act—
      (1)   Must be expended in accordance with the applicable provisions of this part;
      (2)   Must be used only to pay the excess costs of providing special education and related services to children with disabilities, consistent with paragraph (b) of this section; and
      (3)   Must be used to supplement State, local, and other Federal funds and not to supplant those funds.

(b)   *Excess cost requirement*—(1) *General*. (i) The excess cost requirement prevents an LEA from using funds provided under Part B of the Act to pay for all of the costs directly attributable to the education of a child with a disability, subject to paragraph (b)(1)(ii) of this section.

(a)   (ii) The excess cost requirement does not prevent an LEA from using Part B funds to pay for all of the costs directly attributable to the education of a child with a disability in any of the ages 3, 4, 5, 18, 19, 20, or 21, if no local or State funds are available for nondisabled children of these ages. However, the LEA must comply with the nonsupplanting and other requirements of this part in providing the education and services for these children.

(b)   (2)(i) An LEA meets the excess cost requirement if it has spent at least a minimum average amount for the education of its children with disabilities before funds under Part B of the Act are used.

(c)   (ii) The amount described in paragraph (b)(2)(i) of this section is determined in accordance with the definition of excess costs in §300.16. That amount may not include capital outlay or debt service.

(d)   (3) If two or more LEAs jointly establish eligibility in accordance with §300.223, the minimum average amount is the average of the combined minimum average amounts determined in accordance with the definition of excess costs in §300.16 in those agencies for elementary or secondary school students, as the case may be.

(Approved by the Office of Management and Budget under control number 1820-0600) (Authority: 20 U.S.C. 1413(a)(2)(A))

34 CFR §300.203   Maintenance of effort.

(a) *Eligibility standard*.

    (1) For purposes of establishing the LEA's eligibility for an award for a fiscal year, the SEA must determine that the LEA budgets, for the education of children with disabilities, at least the same amount, from at least one of the following sources, as the LEA spent for that purpose from the same source for the most recent fiscal year for which information is available:

        (i)   Local funds only;

        (ii)   The combination of State and local funds;

        (iii)   Local funds only on a per capita basis; or

        (iv)   The combination of State and local funds on a per capita basis.

    (2) When determining the amount of funds that the LEA must budget to meet the requirement in paragraph (a)(1) of this section, the LEA may take into consideration, to the extent the information is available, the exceptions and adjustment provided in §§300.204 and 300.205 that the LEA:

        (i)   Took in the intervening year or years between the most recent fiscal year for which information is available and the fiscal year for which the LEA is budgeting; and

        (ii)   Reasonably expects to take in the fiscal year for which the LEA is budgeting.

    (3) Expenditures made from funds provided by the Federal government for which the SEA is required to account to the Federal government or for which the LEA is required to account to the Federal government directly or through the SEA may not be considered in determining whether an LEA meets the standard in paragraph (a)(1) of this section.

(b) *Compliance standard.*

    (1) Except as provided in §§300.204 and 300.205, funds provided to an LEA under Part B of the Act must not be used to reduce the level of expenditures for the education of children with disabilities made by the LEA from local funds below the level of those expenditures for the preceding fiscal year.

    (2) An LEA meets this standard if it does not reduce the level of expenditures for the education of children with disabilities made by the LEA from at least one of the following sources below the level of those expenditures from the same source for the preceding fiscal year, except as provided in §§300.204 and 300.205:

        (i)   Local funds only;

        (ii)   The combination of State and local funds;

        (iii)   Local funds only on a per capita basis; or The combination of State and local funds on a per capita basis.

    (3) Expenditures made from funds provided by the Federal government for which the SEA is required to account to the Federal government or for which the LEA is required to account to the Federal government directly or through the SEA may not be considered in determining whether an LEA meets the standard in paragraphs (b)(1) and (2) of this section.

(c) *Subsequent years.*

    (1) If, in the fiscal year beginning on July 1, 2013 or July 1, 2014, an LEA fails to meet the requirements of §300.203 in effect at that time, the level of expenditures required of the

LEA for the fiscal year subsequent to the year of the failure is the amount that would have been required in the absence of that failure, not the LEA's reduced level of expenditures.

(2) If, in any fiscal year beginning on or after July 1, 2015, an LEA fails to meet the requirement of paragraph (b)(2)(i) or (iii) of this section and the LEA is relying on local funds only, or local funds only on a per capita basis, to meet the requirements of paragraph (a) or (b) of this section, the level of expenditures required of the LEA for the fiscal year subsequent to the year of the failure is the amount that would have been required under paragraph (b)(2)(i) or (iii) in the absence of that failure, not the LEA's reduced level of expenditures.

(3) If, in any fiscal year beginning on or after July 1, 2015, an LEA fails to meet the requirement of paragraph (b)(2)(ii) or (iv) of this section and the LEA is relying on the combination of State and local funds, or the combination of State and local funds on a per capita basis, to meet the requirements of paragraph (a) or (b) of this section, the level of expenditures required of the LEA for the fiscal year subsequent to the year of the failure is the amount that would have been required under paragraph (b)(2)(ii) or (iv) in the absence of that failure, not the LEA's reduced level of expenditures.

(d) *Consequence of failure to maintain effort.* If an LEA fails to maintain its level of expenditures for the education of children with disabilities in accordance with paragraph (b) of this section, the SEA is liable in a recovery action under section 452 of the General Education Provisions Act (20 U.S.C. 1234a) to return to the Department, using non-Federal funds, an amount equal to the amount by which the LEA failed to maintain its level of expenditures in accordance with paragraph (b) of this section in that fiscal year, or the amount of the LEA's Part B subgrant in that fiscal year, whichever is lower.

(Approved by the Office of Management and Budget under control number 1820-0600)
(Authority: 20 U.S.C. 1413(a)(2)(A), Pub. L. 113-76, 128 Stat. 5, 394 (2014), Pub. L. 113-235, 128 Stat. 2130, 2499 (2014))
[80 FR 23666, Apr. 28, 2015]
Note: An LEA may apply the exceptions in §300.204 and the adjustment in §300.205 to meet both the eligibility and compliance standards. When determining the amount of funds that an LEA must budget to meet the eligibility standard, the LEA may take into consideration, to the extent the information is available, the exceptions and adjustment that the LEA: (i) took in the intervening year or years between the most recent fiscal year for which information is available and the fiscal year for which the LEA is budgeting; and (ii) reasonably expects to take in the fiscal year for which the LEA is budgeting. (From OSEP Memo 15-10, Issuance of Guidance on the Final Local Educational Agency (LEA) Maintenance of Effort (MOE) Regulations under Part B of the Individuals with Disabilities Education Act (IDEA), July 27, 2015.)

34 CFR §300.204   Exception to maintenance of effort.

Notwithstanding the restriction in §300.203(b), an LEA may reduce the level of expenditures by the LEA under Part B of the Act below the level of those expenditures for the preceding fiscal year if the reduction is attributable to any of the following:

(a) The voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.

(b) A decrease in the enrollment of children with disabilities.

(c) The termination of the obligation of the agency, consistent with this part, to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child—

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(1) Has left the jurisdiction of the agency;

(2) Has reached the age at which the obligation of the agency to provide FAPE to the child has terminated; or

(3) No longer needs the program of special education.

(d) The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities.

(e) The assumption of cost by the high cost fund operated by the SEA under §300.704(c).

(Approved by the Office of Management and Budget under control number 1820-0600) (Authority: 20 U.S.C. 1413(a)(2)(B))

[71 FR 46753, Aug. 14, 2006, as amended at 80 FR 23667, Apr. 28, 2015]

34 CFR §300.205   Adjustment to local fiscal efforts in certain fiscal years.

(a) *Amounts in excess*. Notwithstanding §300.202(a)(2) and (b) and §300.203(b), and except as provided in paragraph (d) of this section and §300.230(e)(2), for any fiscal year for which the allocation received by an LEA under §300.705 exceeds the amount the LEA received for the previous fiscal year, the LEA may reduce the level of expenditures otherwise required by §300.203(b) by not more than 50 percent of the amount of that excess.

(b) *Use of amounts to carry out activities under ESEA*. If an LEA exercises the authority under paragraph (a) of this section, the LEA must use an amount of local funds equal to the reduction in expenditures under paragraph (a) of this section to carry out activities that could be supported with funds under the ESEA regardless of whether the LEA is using funds under the ESEA for those activities.

(c) *State prohibition.* Notwithstanding paragraph (a) of this section, if an SEA determines that an LEA is unable to establish and maintain programs of FAPE that meet the requirements of section 613(a) of the Act and this part or the SEA has taken action against the LEA under section 616 of the Act and subpart F of these regulations, the SEA must prohibit the LEA from reducing the level of expenditures under paragraph (a) of this section for that fiscal year.

(d) *Special rule*. The amount of funds expended by an LEA for early intervening services under §300.226 shall count toward the maximum amount of expenditures that the LEA may reduce under paragraph (a) of this section.

(Approved by the Office of Management and Budget under control number 1820-0600) (Authority: 20 U.S.C. 1413(a)(2)(C))

[71 FR 46753, Aug. 14, 2006, as amended at 80 FR 23667, Apr. 28, 2015]

34 CFR §300.206   Schoolwide programs under title I of the ESEA.

(a) *General*. Notwithstanding the provisions of §§300.202 and 300.203 or any other provision of Part B of the Act, an LEA may use funds received under Part B of the Act for any fiscal year to carry out a schoolwide program under section 1114 of the ESEA, except that the amount used in any schoolwide program may not exceed—

(1) (i)   The amount received by the LEA under Part B of the Act for that fiscal year; divided by

(ii)   The number of children with disabilities in the jurisdiction of the LEA; and multiplied by

(iii)   (2)   The number of children with disabilities participating in the schoolwide program.

(b) *Funding conditions*. The funds described in paragraph (a) of this section are subject to the following conditions:

    (1)   The funds must be considered as Federal Part B funds for purposes of the calculations required by §300.202(a)(2) and (a)(3).

    (2)   The funds may be used without regard to the requirements of §300.202(a)(1).

(c) *Meeting other Part B requirements.* Except as provided in paragraph (b) of this section, all other requirements of Part B of the Act must be met by an LEA using Part B funds in accordance with paragraph (a) of this section, including ensuring that children with disabilities in schoolwide program schools—

    (1)   Receive services in accordance with a properly developed IEP; and

    (2)   Are afforded all of the rights and services guaranteed to children with disabilities under the Act.

(Approved by the Office of Management and Budget under control number 1820-0600) (Authority: 20 U.S.C. 1413(a)(2)(D))

34 CFR §300.207 Personnel development.

The LEA must ensure that all personnel necessary to carry out Part B of the Act are appropriately and adequately prepared, subject to the requirements of §300.156 (related to personnel qualifications) and section 2102(b) of the ESEA.

(Approved by the Office of Management and Budget under control number 1820-0600) (Authority: 20 U.S.C. 1413(a)(3))
[71 FR 46753, Aug. 14, 2006, as amended at 82 FR 29761, June 30, 2017]

34 CFR §300.208 Permissive use of funds.

(a) *Uses*. Notwithstanding §§300.202, 300.203(b), and 300.162(b), funds provided to an LEA under Part B of the Act may be used for the following activities:

    (1)   *Services and aids that also benefit nondisabled children*. For the costs of special education and related services, and supplementary aids and services, provided in a regular class or other education-related setting to a child with a disability in accordance with the IEP of the child, even if one or more nondisabled children benefit from these services.

    (2)   *Early intervening services*. To develop and implement coordinated, early intervening educational services in accordance with §300.226.

    (3)   *High cost special education and related services.* To establish and implement cost or risk sharing funds, consortia, or cooperatives for the LEA itself, or for LEAs working in a consortium of which the LEA is a part, to pay for high cost special education and related services.

(b) *Administrative case management*. An LEA may use funds received under Part B of the Act to purchase appropriate technology for recordkeeping, data collection, and related case management activities of teachers and related services personnel providing services described in the IEP of children with disabilities that is needed for the implementation of those case management activities.

(Approved by the Office of Management and Budget under control number 1820-0600) (Authority: 20 U.S.C. 1413(a)(4))
[71 FR 46753, Aug. 14, 2006, as amended at 80 FR 23667, Apr. 28, 2015]

34 CFR §300.209   Treatment of charter schools and their students.

(a) *Rights of children with disabilities.* Children with disabilities who attend public charter schools and their parents retain all rights under this part.

(b) *Charter schools that are public schools of the LEA.*

   (1) In carrying out Part B of the Act and these regulations with respect to charter schools that are public schools of the LEA, the LEA must—

     (i) Serve children with disabilities attending those charter schools in the same manner as the LEA serves children with disabilities in its other schools, including providing supplementary and related services on site at the charter school to the same extent to which the LEA has a policy or practice of providing such services on the site to its other public schools; and

     (ii) Provide funds under Part B of the Act to those charter schools—

       (A) On the same basis as the LEA provides funds to the LEA's other public schools, including proportional distribution based on relative enrollment of children with disabilities; and

       (B) At the same time as the LEA distributes other Federal funds to the LEA's other public schools, consistent with the State's charter school law.

   (2) If the public charter school is a school of an LEA that receives funding under §300.705 and includes other public schools—

     (i) The LEA is responsible for ensuring that the requirements of this part are met, unless State law assigns that responsibility to some other entity; and

     (ii) The LEA must meet the requirements of paragraph (b)(1) of this section.

(c) *Public charter schools that are LEAs.* If the public charter school is an LEA, consistent with §300.28, that receives funding under §300.705, that charter school is responsible for ensuring that the requirements of this part are met, unless State law assigns that responsibility to some other entity.

(d) *Public charter schools that are not an LEA or a school that is part of an LEA.*

   (1) If the public charter school is not an LEA receiving funding under §300.705, or a school that is part of an LEA receiving funding under §300.705, the SEA is responsible for ensuring that the requirements of this part are met.

   (2) Paragraph (d)(1) of this section does not preclude a State from assigning initial responsibility for ensuring the requirements of this part are met to another entity. However, the SEA must maintain the ultimate responsibility for ensuring compliance with this part, consistent with §300.149.

(Approved by the Office of Management and Budget under control number 1820-0600) (Authority: 20 U.S.C. 1413(a)(5))

34 CFR §300.210   Purchase of instructional materials.

(a) *General.* Not later than December 3, 2006, an LEA that chooses to coordinate with the National Instructional Materials Access Center (NIMAC), when purchasing print instructional materials, must acquire those instructional materials in the same manner, and subject to the same conditions as an SEA under §300.172.

(b) *Rights of LEA.*

   (1) Nothing in this section shall be construed to require an LEA to coordinate with the NIMAC.

(2) If an LEA chooses not to coordinate with the NIMAC, the LEA must provide an assurance to the SEA that the LEA will provide instructional materials to blind persons or other persons with print disabilities in a timely manner.

(3) Nothing in this section relieves an LEA of its responsibility to ensure that children with disabilities who need instructional materials in accessible formats but are not included under the definition of blind or other persons with print disabilities in §300.172(e)(1)(i) or who need materials that cannot be produced from NIMAS files, receive those instructional materials in a timely manner.

(Approved by the Office of Management and Budget under control number 1820-0600) (Authority: 20 U.S.C. 1413(a)(6)
Note: Kansas has defined 'timely manner' as; the responsible public agency has taken all reasonable steps to ensure that needed instructional materials, including instructional materials that cannot be produced from NIMAS files, are provided in accessible formats to blind or other children with print disabilities at the same time as nondisabled children receive instructional materials. The definition for timely manner applies to all children with disabilities that need instructional materials provided in an accessible format regardless of the eligibility requirements of NIMAS.

34 CFR §300.211   Information for SEA.

The LEA must provide the SEA with information necessary to enable the SEA to carry out its duties under Part B of the Act, including, with respect to §§300.157 and 300.160, information relating to the performance of children with disabilities participating in programs carried out under Part B of the Act.

(Approved by the Office of Management and Budget under control number 1820-0600) (Authority: 20 U.S.C. 1413(a)(7))

34 CFR §300.212   Public information.

The LEA must make available to parents of children with disabilities and to the general public all documents relating to the eligibility of the agency under Part B of the Act.

(Approved by the Office of Management and Budget under control number 1820-0600) (Authority: 20 U.S.C. 1413(a)(8))

34 CFR §300.213   Records regarding migratory children with disabilities.

The LEA must cooperate in the Secretary's efforts under section 1308 of the ESEA to ensure the linkage of records pertaining to migratory children with disabilities for the purpose of electronically exchanging, among the States, health and educational information regarding those children.

(Approved by the Office of Management and Budget under control number 1820-0600) (Authority: 20 U.S.C. 1413(a)(9))

Section III. National Instructional Materials Accessibility Center (NIMAC) Opt-in/Opt-Out Assurance

A Local Education Area (LEA) has a choice to coordinate with the National Instructional Materials Access Center (NIMAC) or to implement the standard without coordinating with the National Instructional Materials Access Center (NIMAC). 34 CFR §300.210

Please select the appropriate box to indicate the LEAs choice to opt-in or out of the NIMAC to implement the NIMAS Standard:

OPT-IN The LEA coordinates with the National Instructional Materials Access Center and, as part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, enters into a written contract with the publisher of the print instructional materials to:

(a) Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Materials Center (NIMAC), electronic files containing the contents of the print instructional materials using the NIMAS standard

Or

(b) Purchase instructional materials from the publisher that are produced in, or may be rendered in, specialized formats.

OPT-OUT The LEA has chosen not to coordinate with the National Instructional Materials Access Center but assures that it will provide instructional materials to blind persons or other persons with print disabilities in a timely manner.

CERTIFICATION

HEREBY CERTIFY that the applicant has read and understands the General and IDEA grant assurances and will comply with such assurances.

Name of Local Board Official:

Board Approved Date:

MEMORANDUM

TO: Board of Education
THRU: Dr. Mike Dominguez, Superintendent
FROM: Brandon Anderson, Director of Plant Facilities
DATE: 4/14/2025
RE: **Consider and Act on quote to sand, seal, paint game lines and lettering, and finish on gym floors at Florence Wilson and Abe Hubert**

ISSUE & BACKGROUND:

Director of Plant Facilities, Brandon Anderson will be present and stand for questions.

ALTERNATIVES:

RECOMMENDATION:

Review quote to Sand, Seal, Paint, Re-Finish gym floors at Florence Wilson, and Abe Hubert.

FISCAL NOTE:

Abe Hubert $30,541.00 with full refinish process and removal of old equipment tie downs and install new maple flooring in those areas.
Florence Wilson $25,485 with full refinish process.

ATTACHMENTS:

Quotes from Creative Floors

Creative Floors
Coating & Design

P O Box 3072
Enid OK 73703-3072

Estimate

Customer	Job Location
Garden City USD 457 1205 Fleming St Garden City Ks 67846	Florence Wilson Elementary

Date	Quote #
2/23/2025	25481

Service	Amount	Total
Florence Wilson Elementary Main Gym Sand gym floor per MFMA specifications Seal with 2 coats MFMA approved Water Base Seal Tape and paint game lines Finish with 2 coats MFMA approved 2 part Water Base Finish	25,485.00	25,485.00
Sales Tax	0.00%	0.00

Total	$25,485.00

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MEMORANDUM

TO: Board of Education
THRU: Dr. Mike Dominguez, Superintendent
FROM: Brandon Anderson, Director of Plant Facilities
DATE: 4/14/2025
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Creative Floors
Coating & Design

P O Box 3072
Enid OK 73703-3072

Estimate

Customer	Job Location
Garden City USD 457 1205 Fleming St Garden City Ks 67846	Abe Hurbert Elementary

Date	Quote #
2/23/2025	25480

Service	Amount	Total
Abe Hubert Elementary Main Gym Sand gym floor per MFMA specifications Seal with 2 coats MFMA approved Water Base Seal Tape and paint game lines, lettering and small center logo Finish with 2 coats MFMA approved 2 part Water Base Finish	25,672.00	25,672.00
Remove old equipment tie downs and install new maple flooring in those areas	4,869.00	4,869.00
Sales Tax	0.00%	0.00

Total	$30,541.00

Process for New Course Offering - All Schools

This form is to be completed for a course that has never been approved by the Curriculum Council.

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.	**Recommended / Not Recommended** *Jendi Kuipstra* *Department Chair / Date* 2 April 2025 *Date of Department Mtg.*
STEP THREE: Request is sent to the Head Principal for consideration.	**Recommended / Not Recommended** *4-3-25* *Head Principal Signature / Date*
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	**Skyward Course Information Completed** *Jendi Kuipstra* *Department Chair*
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	**Recommended / Not Recommended**** *Curriculum Council Chair Signature / Date*
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	**Recommended / Not Recommended** *Asst./Deputy Superintendent Signature / Date*
STEP SEVEN: Request is presented to BOE for approval	**Approved / Not Approved**
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	*Date Zendesk Submitted* *Date Forms Delivered*
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	**Date Changes Complete** ☐ **Forms Returned to Office of Curriculum & Instruction**

**Course Not Approved (Notes from Curriculum Council):

Request for New Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR	
Professional Submitting Request: Brandon L. Fisher	Building Submitting Request: GCHS
Department of Submission: Counseling	Date Submitted to Department Chair: 4/2/2025
Date Completed by Professional: 4/2/2025	
Course Name: ENGL 215 - American Literature II	SKYWARD INFORMATION: Short description of course (15 characters) *prints on transcripts* GCCC Am Lit II Long description of course (30 characters) GCCC American Literature II
Kansas Course Code (KCCMS): 01054 - American Literature	
Please attach the following: ☐ Standards/Course Objectives ☒ Syllabus ☐ Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased <u>for additional credit to be offered</u>? ☐ YES* ☒ NO *If yes, please attach information regarding curriculum to be purchased that includes cost. **If approved by building principal, Council will assume that cost of new curriculum is not a concern. Does this course have the potential or need for a supplemental salary? ☐ YES* ☒ NO *If yes, please attach an explanation of the supplemental including cost and hours.
List any pre-requisite courses:	Indicate the following: ☐ Required Course ☒ Elective Course ☐ Either (depends on grad reqs)
BELOW TO BE COMPLETED BY COUNSELOR	
Course Length: ☐ 1 quarter ☒ 1 semester ☐ 2 semesters **Credit to be Earned:** 0.5 **Is this a dual credit course?** YES / NO **Is this a GCCC course?** YES / NO **Number of USD 457 Credits:** 0.5 (3 GCCC	NOTES:

credit hours = 0.5 credit at USD 457)

GPA Set: ☐normal ☒indexed

Skyward Filter:

☐LA ☐OC ☐FA ☐MA ☐SS ☐PE
☐SCI ☐CO ☒GE ☐FL ☐STEM

TECHNOLOGY ON BACK

BELOW TO BE COMPLETED BY TECHNOLOGY

☐ KCCMS Mapping Confirmed

☐ Skyward Updates including any Course Code Assigned —> _____

☐ Grad Requirements & Filtering Confirmed

☐ GCHS Registrar/Counseling Department Notified of Completion

☐ Forms Returned to Office of Curriculum & Instruction

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

American Literature II 3 credit hours

COURSE INFORMATION
Course Number-Section:
Final Exam:
Start/End Date:

INSTRUCTOR INFORMATION
Instructor:
Phone:
Email:
Office Location: Click here to enter text.

CONTACTING INSTRUCTOR

EMAIL RESPONSE TIME

SYLLABUS STATEMENT FOR HEALTH/SAFETY/SICK POLICIES
COVID-19 has brought many changes, and both students and teachers need to work together, understanding evolving needs created by the pandemic.

For this specific class, you are asked to do the following: *Below is sample language that can be included in your syllabi to help students understand basic expectations. The list of actions can be modified.*

1. Complete your daily health screen on the GCCC Mobile App and follow the instructions on your health pass.
2. Stay home if you are not feeling well (seeking medical care when appropriate). Communicate with your instructor early so s/he can work with you to stay current in class.
3. (may not be needed for your class) Wear a mask in class. Students needing accommodations should speak with the instructor privately about arrangements to complete the course work or task remotely.
4. Sanitize hands and workspaces/desks/tables before and/or at the end of class
5. Communicate needs and concerns with instructors

The course delivery mode may be changed due to safety or health concerns (ex. if an instructor becomes ill or if the course needs to change due to size). Students will be advised when any changes occur.

SYLLABUS STATEMENT FOR FACE COVERINGS
To protect the health and safety of the Buster and Garden City communities, the college has adopted a three-phase plan for the wearing of masks. Phases 2 and 3 require masks in all classroom and learning environments. If the college moves to phase 2 or 3, students will be notified on the gcccks.edu web site as well as on the Student Feed of the GCCC Mobile App.

Separately, in some classrooms where there are subject-specific needs or additional health concerns, masks may be required regardless of whether the college is in phaase 1, 2, or 3. If you are in a classroom with masks required, **that requirement will be clearly listed in the course syllabus.**

Based on requirements from the Finney County Health Department, specific classrooms and all students and teachers within them may be required to wear masks for periods of time (usually two weeks or less). If this classroom moves to "masks required," your instructor will inform you through a Canvas inbox message or an announcement in Canvas, and signage will be posted on the classroom door.

At no point should the professor or other students put themselves into an unsafe situation while attempting to enforce a face-covering policy. Campus Security: 620-272-6828.

SYLLABUS STATEMENT FOR CONTACT TRACING
In Kansas, a person who may have been exposed to an infectious or contagious disease by being within close proximity of an infected person is known as a contact. For COVID-19 contacts, Kansas law (L.2020 Special Session, Ch. 1, Section 16 (h)) allows this community college to share contact information when we become aware of a confirmed case involving COVID-19 if the contact consents. For the safety of our academic community, we have adopted the policy that your use of and presence at our facilities as students, faculty, and staff is your consent to our release of contact information to public health authorities. If you do not wish to provide such consent, you may opt-out by signing a written form and providing the signed form to the Records Office in the Student and Community Services Center (SCSC). The opt-out consent form can be picked up at the Student Services desk in the Student and Community Services Center (SCSC)or online at: https://www.gcccks.edu/covid-19/opt_out_form.aspx.

COURSE DESCRIPTION
> **DESCRIPTION:** The course examines American literature from the Civil War to the present day, with an emphasis on major authors and literary trends.
>
> **PREREQUISITES:** Test out of or successfully complete developmental reading and writing courses OR instructor permission is required.

GCCC'S GENERAL EDUCATION OUTCOMES
Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as awareness of cultural diversity and social responsibility. Employability skills include communication, problem solving, and work ethic. These outcomes align with the college's commitment to engaging students in the collection, analysis, and communication of information.

TEXTBOOK INFORMATION

American Literature II 3 credit hours

Name of Textbook, Author, ISBN information. If no textbook is used, you may delete this section.

STUDENT LEARNER OUTCOMES

Students will be able to
Students who successfully complete the course should be able to:
•Demonstrate a complex understanding of the genres, themes, central figures, and key words of the expanding body of American literature
•Explain the influence of cultural and historical trends upon American literature
•Articulate the distinctive periods and movements of American literature
•Evaluate and critically examine narratives of American literary history with attention to the role of diversity in its broadest forms
•Practice foundational research strategies appropriate to the discipline and write focused, convincing analytical essays in clear, grammatical prose

KRSN Course ENG 2020
The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents

COURSE TYPE

Delete this line plus all course types that don't apply to this course.
ACCELERATED COURSE: An accelerated course allows students to complete an academic course in less time than a full semester. This is an intensive course, covering a full semester's work in considerably less time. Therefore, regular, consistent attendance is vital for success, and students are required to do substantially more work outside of class.

HYBRID COURSE: A hybrid course is a blend of online or independent work and campus-based instruction. A hybrid course offers the benefit of face-to-face instruction and the flexibility and convenience of online or independent work. Each individual course provides specific classroom dates and times while online or independent instruction uses any combination of various methods: video, audio, document files, discussion boards, and written assignments.

FACE TO FACE COURSE: Face-to-face courses are campus-based classes that meet in-person at an established time and place. While instructional technologies (like Canvas) may be used to support he course, instruction takes place fully in-person. Students will still be expected to use campus technologies like email and Canvas.

American Literature II 3 credit hours

ONLINE COURSE: An online course uses computer-based technologies (i.e. Canvas) to create an online "classroom." Students are instructed in course content through online learning: tutorials, testing exercises, group collaborations, independent assignments, and long-range projects. Each individual course provides a schedule of assignments and deadlines. Students need to have adequate computer skills as they will be communicating with the instructor and classmates online. This course is an online course, and you are responsible for ensuring that you can access all course material on a regular basis either from the GCCC campus or from home. Additionally, certain technical abilities will be required, such as installing necessary plug-ins and uploading files. If you have a problem with a personal computer or interrupted network connection, know that you are still responsible for submitting your work on time. If there is a problem with the Canvas system, notify your instructor and Canvas support (877) 259-3991 (or email online@gcccks.edu).

BUSTER LIVE DISTANCE: On-campus students and distance students will attend class together. On-campus students attend class in person while distance students attend remotely, entirely through scheduled, synchronous live Zoom sessions. Distance students are recommended to have their own webcam-enabled laptops for this course.

TIME COMMITMENT
A course is measured in credit hours. Each credit hour requires about 45 hours of work.

CLASSROOM DECORUM
Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.
Use appropriate language for an educational environment:
- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *The Core Rules for Netiquette* (http://www.albion.com/netiquette/corerules.html (Links to an external site.)Links to an external site.) by Virginia Shea.

CELL PHONE POLICY
Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor.

ATTENDANCE
GUIDELINES:

American Literature II 3 credit hours

1. Attendance at GCCC is highly recommended.
2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.

GUIDELINES:
Online attendance is highly encouraged to be successful in this class. Attendance online is defined as a learner who logs into the classroom and completes at least two activities in the course each week. Students are required to complete an assignment the first week of the class to maintain their enrollment in the course.

COLLEGE-SPONSORED ACTIVITY ABSENCE POLICY:
1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow the same criteria.

ASSESSMENT

TESTS
Explain your testing policy: announced, unannounced, when, etc.

HOMEWORK
Explain homework policy: standard due days/times, types, how much to expect, location, etc.

MAKE-UP/LATE WORK POLICIES
Explain make-up/late work: due date/time, penalties assessed, conditions that must be met for late work, etc.

EXTRA CREDIT POLICY
Explain extra credit policy: if you grant extra credit, how, etc.

ATTENDANCE
Enter how attendance affects grading in your class—or if it doesn't count toward the class grade. NOT the campus-wide attendance policy.

FINAL EXAM

GRADING SCALE

After your numerical grade has been calculated, your letter grade will be determined as follows:

90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D
below 60% = F

COMPUTATION OF GRADES

Identify if you calculate grades based on points or percentages—include percentage breakdown. Attendance/participation cannot be worth more than 15%.

Homework = %
Attendance/participation = %
Tests = %
Final Exam = %

ADA/EQUAL ACCESS

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Students who wish to receive accommodations must work with the Accommodations Coordinator and notify the instructor during the first week of class of any accommodations needed for the course. Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638 and/or at the email address accommodations@gcccks.edu.

EQUAL OPPORTUNITY

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Human Resources office at Garden City Community College, 801 Campus Drive, Garden City, KS 67846 620-276-9574.

COPYRIGHT DISCLAIMER

Content provided in this course may be copyrighted and protected under U.S. Copyright laws. Access to materials provided as part of this course is for educational purposes only and limited to the duration of your enrollment in this course. You may not copy, download, upload, or otherwise redistribute and of the films, images, music, articles, or other content provided as part of this course. Any such reproduction or distribution is illegal and punishable under U.S. Copyright law (U.S.C. 17).

American Literature II 3 credit hours

For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.

Instructor reserves the right to modify the syllabus.

TENTATIVE CLASS SCHEDULE

Process for New Course Offering - All Schools

This form is to be completed for a course that has never been approved by the Curriculum Council.

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.	**Recommended / Not Recommended** *4-2-25* *Department Chair / Date* _____ *Date of Department Mtg.*
STEP THREE: Request is sent to the Head Principal for consideration.	**Recommended / Not Recommended** *4-3-25* *Head Principal Signature / Date*
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	**Skyward Course Information Completed** *Department Chair*
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	**Recommended / Not Recommended**** _____ *Curriculum Council Chair Signature / Date*
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	**Recommended / Not Recommended** _____ *Asst./Deputy Superintendent Signature / Date*
STEP SEVEN: Request is presented to BOE for approval	**Approved / Not Approved**
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	_____ *Date Zendesk Submitted* _____ *Date Forms Delivered*
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	_____ **Date Changes Complete** ☐ **Forms Returned to Office of Curriculum & Instruction**

**Course Not Approved (Notes from Curriculum Council):

Request for New Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR	
Professional Submitting Request: Brandon L. Fisher	Building Submitting Request: GCHS
Department of Submission: Counseling	Date Submitted to Department Chair: 4/2/2025
Date Completed by Professional: 4/2/2025	
Course Name: PHIL 103 - Argument & Critical Thinking	SKYWARD INFORMATION: Short description of course (15 characters) *prints on transcripts* GCCC Argu&Crit Long description of course (30 characters) GCCC Argument & Critical Think.
Kansas Course Code (KCCMS): 04307 - Particular Topics in Philosophy	
Please attach the following: ☐ Standards/Course Objectives ☒ Syllabus ☐ Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased <u>for additional credit to be offered?</u> ☐ YES* ☒ NO *If yes, please attach information regarding curriculum to be purchased that includes cost. **If approved by building principal, Council will assume that cost of new curriculum is not a concern. Does this course have the potential or need for a supplemental salary? ☐ YES* ☒ NO *If yes, please attach an explanation of the supplemental including cost and hours.
List any pre-requisite courses:	Indicate the following: ☐ Required Course ☒ Elective Course ☐ Either (depends on grad reqs)
BELOW TO BE COMPLETED BY COUNSELOR	
Course Length: ☐ 1 quarter ☒ 1 semester ☐ 2 semesters Credit to be Earned: 0.5 Is this a dual credit course? ⟨YES⟩ NO Is this a GCCC course? ⟨YES⟩ NO Number of USD 457 Credits: 0.5 (3 GCCC	NOTES:

Argument & Critical Thinking

COURSE INFORMATION
Course Number-Section: Phil 103
Final Exam:
Start/End Date:

INSTRUCTOR INFORMATION
Instructor:
Phone:
Email:
Office Location: Click here to enter text.

CONTACTING INSTRUCTOR

EMAIL RESPONSE TIME

SYLLABUS STATEMENT FOR HEALTH/SAFETY/SICK POLICIES
COVID-19 has brought many changes, and both students and teachers need to work together, understanding evolving needs created by the pandemic.

For this specific class, you are asked to do the following: *Below is sample language that can be included in your syllabi to help students understand basic expectations. The list of actions can be modified.*

1. Complete your daily health screen on the GCCC Mobile App and follow the instructions on your health pass.
2. Stay home if you are not feeling well (seeking medical care when appropriate). Communicate with your instructor early so s/he can work with you to stay current in class.
3. (may not be needed for your class) Wear a mask in class. Students needing accommodations should speak with the instructor privately about arrangements to complete the course work or task remotely.
4. Sanitize hands and workspaces/desks/tables before and/or at the end of class
5. Communicate needs and concerns with instructors

The course delivery mode may be changed due to safety or health concerns (ex. if an instructor becomes ill or if the course needs to change due to size). Students will be advised when any changes occur.

SYLLABUS STATEMENT FOR FACE COVERINGS
To protect the health and safety of the Buster and Garden City communities, the college has adopted a three-phase plan for the wearing of masks. Phases 2 and 3 require masks in all classroom and learning environments. If the college moves to phase 2 or 3, students will be notified on the gcccks.edu web site as well as on the Student Feed of the GCCC Mobile App.

Argument & Critical Thinking

TEXTBOOK INFORMATION

STUDENT LEARNER OUTCOMES

Students will be able to

Upon completion of this course, students will be able to: By its nature, Philosophy encourages diverse approaches to teaching, and so it is to be expected that different programs and different instructors will approach a Critical Thinking course in a variety of different ways. Consequently, a broad consensus on details of content is not to be expected. However, students will become familiar with the basic concepts and methods of philosophical reasoning and their application in correct reasoning. Students will:

1. Recognize the difference between arguments and non-arguments
    a. Students will distinguish between an argument and an explanation, report, or illustration
    b. Students will identify the premises and the conclusion of arguments
    c. Students will recognize components of language and language use relevant to reasoning such as meaning, definition, emotive force, denotation and connotation
2. Identify and explain the components of informal reasoning
a. The student will be able to recognize and define informal fallacies
b. The student will be able to demonstrate an understanding of, and the ability to evaluate, inductive arguments such as analogical arguments, generalizations, arguments from authority, causal inferences etc.
c. Students will evaluate the cogency of arguments in specialized areas such as legal, moral, or scientific reasoning
3. Identify and apply the basic concepts of logical discourse
a. Students will distinguish formal from informal arguments
b. Students will distinguish deductive validity and soundness and be able to evaluate arguments for each
c. The student will be able to recognize basic argument forms such as modus ponens, modus tollens, disjunctive syllogism, chain, etc.
4. Recognize the basic concepts of propositional logic
a. The student will be able to symbolize natural language arguments in propositional logic
b. The student will be able to use truth tables to evaluate the validity/invalidity of arguments in propositional logic
c. Students will demonstrate familiarity with and the ability to use logical operatorsIf your course is KBOR Articulated, you must have the following policy after your SLOs. If not, you may delete this policy from your syllabus. Delete this instruction line regardless.

KRSN Course _PHIL 1030_____
The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents

COURSE TYPE

ACCELERATED COURSE: An accelerated course allows students to complete an academic course in less time than a full semester. This is an intensive course, covering a full semester's work in considerably less time. Therefore, regular, consistent attendance is vital for success, and students are required to do substantially more work outside of class.

Argument & Critical Thinking

Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor.

ATTENDANCE
GUIDELINES:
1. Attendance at GCCC is highly recommended.
2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.

GUIDELINES:
Online attendance is highly encouraged to be successful in this class. Attendance online is defined as a learner who logs into the classroom and completes at least two activities in the course each week. Students are required to complete an assignment the first week of the class to maintain their enrollment in the course.

COLLEGE-SPONSORED ACTIVITY ABSENCE POLICY:
1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow the same criteria.

ASSESSMENT

TESTS

HOMEWORK

MAKE-UP/LATE WORK POLICIES

EXTRA CREDIT POLICY

ATTENDANCE

FINAL EXAM

Argument & Critical Thinking

part of this course. Any such reproduction or distribution is illegal and punishable under U.S. Copyright law (U.S.C. 17).

For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.

Instructor reserves the right to modify the syllabus.

TENTATIVE CLASS SCHEDULE

Process for New Course Offering - All Schools

This form is to be completed for a course that has never been approved by the Curriculum Council.

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.	**Recommended / Not Recommended** *Candace Walt* _____ *Department Chair / Date* _____ *Date of Department Mtg.*
STEP THREE: Request is sent to the Head Principal for consideration.	**Recommended / Not Recommended** _____ 4/3·25 *Head Principal Signature / Date*
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	**Skyward Course Information Completed** *Candace Walt* _____ *Department Chair*
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	**Recommended / Not Recommended**** _____ *Curriculum Council Chair Signature / Date*
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	**Recommended / Not Recommended** _____ *Asst./Deputy Superintendent Signature / Date*
STEP SEVEN: Request is presented to BOE for approval	**Approved / Not Approved**
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	_____ *Date Zendesk Submitted* _____ *Date Forms Delivered*
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	_____ **Date Changes Complete** ☐ **Forms Returned to Office of Curriculum & Instruction**

**Course Not Approved (Notes from Curriculum Council):

Request for New Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR	
Professional Submitting Request: Brandon L. Fisher	Building Submitting Request: GCHS
Department of Submission: Counseling	Date Submitted to Department Chair: 4/2/2025
Date Completed by Professional: 4/2/2025	
Course Name: ARTS-121 Art History I	SKYWARD INFORMATION: Short description of course (15 characters) *prints on transcripts* GCCC Art Hist I Long description of course (30 characters) GCCC Art History I
Kansas Course Code (KCCMS): A5152 - Art History	
Please attach the following: ☐ Standards/Course Objectives ☒ Syllabus ☐ Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased <u>for additional credit to be offered</u>? ☐YES* ☒NO *If yes, please attach information regarding curriculum to be purchased that includes cost. **If approved by building principal, Council will assume that cost of new curriculum is not a concern. Does this course have the potential or need for a supplemental salary? ☐YES* ☒NO *If yes, please attach an explanation of the supplemental including cost and hours.
List any pre-requisite courses:	**Indicate the following:** ☐ Required Course ☒ Elective Course ☐ Either (depends on grad reqs)
BELOW TO BE COMPLETED BY COUNSELOR	
Course Length: ☐ 1 quarter ☒ 1 semester ☐ 2 semesters **Credit to be Earned:** 0.5 **Is this a dual credit course?** (YES) NO **Is this a GCCC course?** (YES) NO **Number of USD 457 Credits:** 0.5 (3 GCCC	**NOTES:**

credit hours = 0.5 credit at USD 457)

GPA Set: ☐ normal ☒ indexed

Skyward Filter:

☐ LA ☐ OC ☒ FA ☐ MA ☐ SS ☐ PE

☐ SCI ☐ CO ☒ GE ☐ FL ☐ STEM

TECHNOLOGY ON BACK

BELOW TO BE COMPLETED BY TECHNOLOGY

☐ KCCMS Mapping Confirmed

☐ Skyward Updates including any Course Code Assigned —> _____

☐ Grad Requirements & Filtering Confirmed

☐ GCHS Registrar/Counseling Department Notified of Completion

☐ Forms Returned to Office of Curriculum & Instruction

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

COURSE INFORMATION
Course Number-Section: ARTS 121
Final Exam:
Start/End Date:

Course Modality Information –
Buster Classic: You will attend class in-person on every scheduled class day.

INSTRUCTOR INFORMATION
Instructor:
Phone:
Email
Office Location: Click here to enter text.

CONTACTING INSTRUCTOR

EMAIL RESPONSE TIME

SYLLABUS STATEMENT FOR HEALTH/SAFETY/SICK POLICIES
There is not a current Covid 19 policy on the GCCC campus, however many persons choose to continue masking. Discrimination against those people will not be tolerated in this course. If you are not feeling well, please stay at home. A zoom link can be used for accessing the course during course times. If you are ill, it is responsible to wear a mask when in public, particularly if you have a respiratory illness.

COURSE DESCRIPTION
DESCRIPTION: This course surveys creative expression from earliest man through contemporary modes of expression.

PREREQUISITES: None

GCCC'S ESSENTIAL SKILLS OUTCOMES
Students will develop skills in written communication, oral communication, and critical thinking while advancing their knowledge in cultural diversity and social responsibility as part of their educational experiences at the college. These outcomes align with the college's commitment to engaging students in the collection, analysis, and communication of information.

TEXTBOOK INFORMATION
Kleiner, Fred S Gardeners Art Through The Ages: The Western Perspective 15th edn, Cengage, ISBN-10: 1-305-66582-1ISBN-13: 978-1-305-66582-8 this is loaded in the canvas shell

STUDENT LEARNER OUTCOMES

Students will be able to

1. Demonstrate knowledge of representative works of Western art and architecture from the prehistoric to the medieval.
2. Analyze works of art and architecture using formal and contextual analysis.
3. Effectively utilize art historical vocabulary and terminology.
4. Apply the knowledge gained in this course to evaluate and interpret works of art and architecture.

KRSN Course ART 1020
The Learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents.

COURSE TYPE

FACE TO FACE COURSE: Face-to-face courses are campus-based classes that meet in-person at an established time and place. While instructional technologies (like Canvas) may be used to support he course, instruction takes place fully in-person. Students will still be expected to use campus technologies like email and Canvas.

TIME COMMITMENT
It is expected that for each hour spent during class, a student will spend 1 to 3 hours outside of class for that course.

CLASSROOM DECORUM
This is a university level course. Behave in all ways with respect for your professor, the materials, and your colleagues. Inappropriate noises, words, actions including sleeping, texting, and other activities that are distracting to the professor or class decorum will result in expulsion form the classroom and an absence for the day. Repeat offenses will result in a request that the student drop the course.
Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.
Use appropriate language for an educational environment:
- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette,

see *The Core Rules for Netiquette* (http://www.albion.com/netiquette/corerules.html (Links to an external site.)Links to an external site.) by Virginia Shea.

CELL PHONE POLICY

Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor. Accessing this course, especially with written work, is best accomplished via desktop. Notes best taken by hand. Avoid the cell inasmuch as possible.

ATTENDANCE
GUIDELINES:
1. Attendance at GCCC is highly recommended.
2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.

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2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow the same criteria.

ASSESSMENT
TESTS
There will be three exams in this course. One or more may be held in the testing center in class or online. The Slide portion of your exams may be held here in the classroom. Exams will consist of slide identification and academic (multiple choice, fill in the blank, TF, etc.) portions. There is always an essay portion in each exam. Students found to be using Chatbot in exams will recieve a zero for the exam and be reported to the appropriate dean.

HOMEWORK

Homework will be given on a daily basis

MAKE-UP/LATE WORK POLICIES
All late submissions receive a 25% per day reduction unless otherwise noted. Arrangements MUST be made prior to the due date. ALL work for this course must be completed no later than 11:59 on the 11th of May.

EXTRA CREDIT POLICY
Extra credit is rare and will be announced on a case-by-case basis. On occasion a question within a quiz or exam will be extra credit and no penalty will be assessed for not answering those questions. Pay attention to directions in class and on canvas.

ATTENDANCE
Attendance in a lecture course is critical. After 2 unexcused absences, each additional absence will result in a letter grade reduction for the course. If you are excused due to an activity, I will not pay any attention whatsoever to emails from your coaches/sponsors. You must tell me yourself if/when you are missing this class. On occasion the course will be accessible through ZOOM.

FINAL EXAM
The final exam will be comprehensive and primarily slide identification. It will be held in class.

GRADING SCALE
After your numerical grade has been calculated, your letter grade will be determined as follows:
    90 - 100% = A
    80 - 89% = B
    70 - 79% = C
    60 - 69% = D
    below 60% = F

COMPUTATION OF GRADES
Grades will be based upon total points, broken down in the following ratios (approximate)
50% exams
25% written essays and discussions
25% Quizzes in class and online

ADA/EQUAL ACCESS
In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Students who wish to receive accommodations must work with the Accommodations Coordinator and notify the instructor during the first week of class of any accommodations needed for the course. Garden City

Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638 and/or at the email address accommodations@gcccks.edu.

EQUAL OPPORTUNITY

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Human Resources office at Garden City Community College, 801 Campus Drive, Garden City, KS 67846 620-276-9574.

COPYRIGHT DISCLAIMER

Content provided in this course may be copyrighted and protected under U.S. Copyright laws. Access to materials provided as part of this course is for educational purposes only and limited to the duration of your enrollment in this course. You may not copy, download, upload, or otherwise redistribute and of the films, images, music, articles, or other content provided as part of this course. Any such reproduction or distribution is illegal and punishable under U.S. Copyright law (U.S.C. 17).

For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.

Instructor reserves the right to modify the syllabus.

TENTATIVE CLASS SCHEDULE

Process for New Course Offering - All Schools

This form is to be completed for a course that has never been approved by the Curriculum Council.

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.	Recommended / Not Recommended *Candace Sfay* _____ *Department Chair / Date* _____ *Date of Department Mtg.*
STEP THREE: Request is sent to the Head Principal for consideration.	Recommended / Not Recommended 4-3-25 _____ *Head Principal Signature / Date*
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	**Skyward Course Information Completed** *Candace Sfay* _____ *Department Chair*
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	Recommended / Not Recommended** _____ *Curriculum Council Chair Signature / Date*
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	**Recommended / Not Recommended** _____ *Asst./Deputy Superintendent Signature / Date*
STEP SEVEN: Request is presented to BOE for approval	**Approved / Not Approved**
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	_____ *Date Zendesk Submitted* _____ *Date Forms Delivered*
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	_____ **Date Changes Complete** ☐ **Forms Returned to Office of Curriculum & Instruction**

**Course Not Approved (Notes from Curriculum Council):

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Request for New Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR	

Professional Submitting Request: Brandon L. Fisher	Building Submitting Request: GCHS
Department of Submission: Counseling	Date Submitted to Department Chair: 4/2/2025
Date Completed by Professional: 4/2/2025	

Course Name: ARTS 122 - Art History II	SKYWARD INFORMATION: Short description of course (15 characters) *prints on transcripts* GCCC ArtHist II
	Long description of course (30 characters) GCCC Art History II

Kansas Course Code (KCCMS): 05152 - Art History

Please attach the following: ☐ Standards/Course Objectives ☒ Syllabus ☐ Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased for additional credit to be offered? ☐ YES* ☒ NO *If yes, please attach information regarding curriculum to be purchased that includes cost. **If approved by building principal, Council will assume that cost of new curriculum is not a concern. Does this course have the potential or need for a supplemental salary? ☐ YES* ☒ NO *If yes, please attach an explanation of the supplemental including cost and hours.
List any pre-requisite courses:	**Indicate the following:** ☐ Required Course ☒ Elective Course ☐ Either (depends on grad reqs)

BELOW TO BE COMPLETED BY COUNSELOR	

Course Length: ☐ 1 quarter ☒ 1 semester ☐ 2 semesters **Credit to be Earned:** 0.5 **Is this a dual credit course?** (YES) NO **Is this a GCCC course?** (YES) NO **Number of USD 457 Credits:** 0.5 (3 GCCC	**NOTES:**

credit hours = 0.5 credit at USD 457)

GPA Set: ☐normal ☒indexed

Skyward Filter:

☐LA ☐OC ☒FA ☐MA ☐SS ☐PE

☐SCI ☐CO ☒GE ☐FL ☐STEM

TECHNOLOGY ON BACK

BELOW TO BE COMPLETED BY TECHNOLOGY

☐KCCMS Mapping Confirmed

☐Skyward Updates including any Course Code Assigned —> _____

☐Grad Requirements & Filtering Confirmed

☐GCHS Registrar/Counseling Department Notified of Completion

☐Forms Returned to Office of Curriculum & Instruction

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

COURSE INFORMATION

Course Number-Section: Arts 122

Final Exam:

Start/End Date:

INSTRUCTOR INFORMATION

Instructor:

Phone:

Email:

Office Location:

CONTACTING INSTRUCTOR

EMAIL RESPONSE TIME

Syllabus Statement for Health/Safety/Sick Policies

COVID-19 has brought many changes, and both students and teachers need to work together, understanding evolving needs created by the pandemic. There are currently no official specific requests or policies however

For this specific class, you are asked to do the following:

1. Stay home if you are not feeling well (seeking medical care when appropriate). Communicate with your instructor early so s/he can work with you to stay current in class.

2. There is currently no health screening or contact tracing for GCCC. If there are changes to this policy you will be notified and may be required to contact trace, wear face coverings etc. If you are not feeling well, please do not attend public events. If you do, please be considerate and wear a face covering.

3. Sanitize hands and workspaces/desks/tables before and/or at the end of class upon request
4. Communicate needs and concerns with instructors

The course delivery mode may be changed due to safety or health concerns (ex. if an instructor becomes ill or if the course needs to change due to size). Students will be advised when any changes occur.

COURSE DESCRIPTION

DESCRIPTION: This survey course Explores the history of art and architecture from the Renaissance through the 20th century. All forms of art and diverse cultural approaches to creative expression are introduced.

PREREQUISITES: none

GCCC'S GENERAL EDUCATION OUTCOMES

Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as awareness of cultural diversity and social responsibility. Employability skills include communication, problem solving, and work ethic. These outcomes align with the college's commitment to engaging students in the collection, analysis, and communication of information.

TEXTBOOK INFORMATION

 Kleiner, Fred S Gardeners Art Through The Ages: The Western Perspective 15th edn, Cengage, ISBN-10: 1-305-66582-1ISBN-13: 978-1-305-66582-8 this is loaded in the canvas shell

STUDENT LEARNER OUTCOMES

Students will be able to

1. Demonstrate knowledge of representative works of Western art and architecture from the Renaissance to the contemporary.
2. Analyze works of art and architecture using formal and contextual analysis.
3. Effectively utilize art historical vocabulary and terminology.
4. Apply the knowledge gained in this course to evaluate and interpret works of art and architecture.

KRSN Course 1030

The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents

-

COURSE TYPE

FACE TO FACE COURSE: Face-to-face courses are campus-based classes that meet in-person at an established time and place. While instructional technologies (like Canvas) may be used to support he course, instruction takes place fully in-person. Students will still be expected to use campus technologies like email and Canvas.

-

TIME COMMITMENT

A course is measured in credit hours. Each credit hour requires about 45 hours of work.

CLASSROOM DECORUM

This is a university level course. Behave in all ways with respect for your professor, the materials, and your colleagues. Inappropriate noises, words, actions including sleeping, texting, and other activities that are distracting to the professor or class decorum will result in expulsion form the classroom and an absence for the day. Repeat offenses will result in a request that the student drop the course.

Netiquette is online etiquette. It is important that all participants in

online courses be aware of the proper online behavior and respect each other.

Use appropriate language for an educational environment:

- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *The Core Rules for Netiquette* (http://www.albion.com/netiquette/corerules.html (Links to an external site.)Links to an external site.) by Virginia Shea.

CELL PHONE POLICY

Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor.

Set your phones to silent. DO NOT look at your phones during lecture unless requested. If you are on your phone scolling all class you will e asked ot leave.

ATTENDANCE

GUIDELINES:

1. Attendance at GCCC is highly recommended.
2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.

COLLEGE-SPONSORED ACTIVITY ABSENCE POLICY:

1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow the same criteria.

ASSESSMENT

TESTS

There will be three exams in this course. One or more may be held in the testing center in class or online. The Slide portion of your exams may be held here in the classroom. Exams will consist of slide identification and academic (multiple choice, fill in the blank, TF, etc.) portions.

HOMEWORK

Homework will be given on a daily basis

MAKE-UP/LATE WORK POLICIES

All late submissions receive a 25% per day reduction unless otherwise arranged. Arrangements MUST be made prior to the due date. ALL work for this course must be completed no later than the date announced in class.

EXTRA CREDIT POLICY

Extra credit is rare and will be announced on a case-by-case basis. On occasion a question within a quiz or exam will be extra credit and no penalty will be assessed for not answering those questions. Pay attention to directions in class and on canvas.

ATTENDANCE

Attendance in a lecture course is critical. After 2 unexcused absences, each additional absence will result in a letter grade drop. If you are excused due to an activity, I will not pay any attention whatsoever to emails from your coaches/sponsors. You must tell me yourself if/when you are missing this class.

FINAL EXAM

The final exam will comprise of a brief presentation of your final project in class, coupled with an online exam.

GRADING SCALE

After your numerical grade has been calculated, your letter grade will be determined as follows:

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

below 60% = F

COMPUTATION OF GRADES

Grades will be based upon total points, broken down in the following ratios (approximate)

50% exams

25% written/quizzes

25% Art Projects

ADA/EQUAL ACCESS

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Students who wish to receive accommodations must work with the Accommodations Coordinator and notify the instructor during the first week of class of any accommodations needed for the course. Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638 and/or at the email address accommodations@gcccks.edu.

EQUAL OPPORTUNITY

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Copyright DISCLAIMER

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For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.

Instructor reserves the right to modify the syllabus.

TENTATIVE CLASS SCHEDULE

Process for New Course Offering - All Schools

This form is to be completed for a course that has never been approved by the Curriculum Council.

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.	**Recommended / Not Recommended** *Department Chair / Date* 5/2/25 _____ *Date of Department Mtg.*
STEP THREE: Request is sent to the Head Principal for consideration.	**Recommended / Not Recommended** 4-3-25 *Head Principal Signature / Date*
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	**Skyward Course Information Completed** *Department Chair*
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	**Recommended / Not Recommended**** _____ *Curriculum Council Chair Signature / Date*
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	**Recommended / Not Recommended** _____ *Asst./Deputy Superintendent Signature / Date*
STEP SEVEN: Request is presented to BOE for approval	**Approved / Not Approved**
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	_____ *Date Zendesk Submitted* _____ *Date Forms Delivered*
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	_____ **Date Changes Complete** ☐ **Forms Returned to Office of Curriculum & Instruction**

****Course Not Approved (Notes from Curriculum Council):**

Request for New Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR

Professional Submitting Request: Brandon L. Fisher	Building Submitting Request: GCHS
Department of Submission: Counseling	Date Submitted to Department Chair: 4/2/2025
Date Completed by Professional: 4/2/2025	

Course Name: ECHD - Child Development 1	SKYWARD INFORMATION: Short description of course (15 characters) *prints on transcripts* GCCC ChildDev1 Long description of course (30 characters) GCCC Child Development I

Kansas Course Code (KCCMS): 19153 - Teaching - Early Childhood Education

Please attach the following: ☐ Standards/Course Objectives ☒ Syllabus ☐ Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased for additional credit to be offered? ☐ YES* ☒ NO *If yes, please attach information regarding curriculum to be purchased that includes cost. **If approved by building principal, Council will assume that cost of new curriculum is not a concern. Does this course have the potential or need for a supplemental salary? ☐ YES* ☒ NO *If yes, please attach an explanation of the supplemental including cost and hours.
List any pre-requisite courses:	Indicate the following: ☐ Required Course ☒ Elective Course ☐ Either (depends on grad reqs)

BELOW TO BE COMPLETED BY COUNSELOR

Course Length: ☐ 1 quarter ☒ 1 semester ☐ 2 semesters **Credit to be Earned:** 0.5 General Elective **Is this a dual credit course?** YES/ NO **Is this a GCCC course?** YES/NO **Number of USD 457 Credits:** 0.5 (3 GCCC	**NOTES:**

credit hours = 0.5 credit at USD 457)

GPA Set: ☐normal ☒indexed

Skyward Filter:

☐LA ☐OC ☐FA ☐MA ☐SS ☐PE

☐SCI ☐CO ☒GE ☐FL ☐STEM

*TECHNOLOGY ON BACK

BELOW TO BE COMPLETED BY TECHNOLOGY

☐ KCCMS Mapping Confirmed

☐ Skyward Updates including any Course Code Assigned ---> _____

☐ Grad Requirements & Filtering Confirmed

☐ GCHS Registrar/Counseling Department Notified of Completion

☐ Forms Returned to Office of Curriculum & Instruction

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

Child Development I 3Cr. Year & Semester: 16FA.

COURSE INFORMATION
Course Number-Section: ECHD 101: Child Development I
Final Exam: Click here to enter text.
Start/End Date: Click here to enter text.

INSTRUCTOR INFORMATION
Instructor: Click here to enter text.
Phone: Click here to enter text.
Email: Click here to enter text.
Office Location: Click here to enter text.

CONTACTING INSTRUCTOR
Best method of contact.

EMAIL RESPONSE TIME
How often students can expect you to check email and voicemail.

SYLLABUS STATEMENT FOR HEALTH/SAFETY/SICK POLICIES
COVID-19 has brought many changes, and both students and teachers need to work together, understanding evolving needs created by the pandemic.

For this specific class, you are asked to do the following:

1. Complete your daily health screen on the GCCC Mobile App and follow the instructions on your health pass.
2. Stay home if you are not feeling well (seeking medical care when appropriate). Communicate with your instructor early so s/he can work with you to stay current in class.
3. Sanitize hands and workspaces/desks/tables before and/or at the end of class
4. Communicate needs and concerns with instructors

The course delivery mode may be changed due to safety or health concerns (ex. if an instructor becomes ill or if the course needs to change due to size). Students will be advised when any changes occur.

SYLLABUS STATEMENT FOR FACE COVERINGS
To protect the health and safety of the Buster and Garden City communities, the college has adopted a three-phase plan for the wearing of masks. Phases 2 and 3 require masks in all classroom and learning environments. If the college moves to phase 2 or 3, students will be notified on the gcccks.edu web site as well as on the Student Feed of the GCCC Mobile App.
Separately, in some classrooms where there are subject-specific needs or additional health concerns, masks may be required regardless of whether the college is in phase 1, 2, or 3. If you are in a classroom with masks required, **that requirement will be clearly listed in the course syllabus**.

Based on requirements from the Finney County Health Department, specific classrooms and all students and teachers within them may be required to wear masks for periods of time (usually two weeks or less). If this classroom moves to "masks required," your instructor will inform you through a Canvas inbox message or an announcement in Canvas, and signage will be posted on the classroom door.

At no point should the professor or other students put themselves into an unsafe situation while attempting to enforce a face-covering policy. Campus Security: 620-272-6828.

SYLLABUS STATEMENT FOR CONTACT TRACING

In Kansas, a person who may have been exposed to an infectious or contagious disease by being within close proximity of an infected person is known as a contact. For COVID-19 contacts, Kansas law (L.2020 Special Session, Ch. 1, Section 16 (h)) allows this community college to share contact information when we become aware of a confirmed case involving COVID-19 if the contact consents. For the safety of our academic community, we have adopted the policy that your use of and presence at our facilities as students, faculty, and staff is your consent to our release of contact information to public health authorities. If you do not wish to provide such consent, you may opt-out by signing a written form and providing the signed form to the Records Office in the Student and Community Services Center (SCSC). The opt-out consent form can be picked up at the Student Services desk in the Student and Community Services Center (SCSC)or online at: https://www.gcccks.edu/covid-19/opt_out_form.aspx.

COURSE DESCRIPTION

DESCRIPTION: This course provides students with the foundational concepts and terminology relevant to understanding the development of a young child cognitively, physically, socially, etc. In addition, students will learn theories related to the different areas and examine research methods as they apply to child development. This course will also introduce different philosophies and theories of child development.

PREREQUISITES: None

GCCC'S GENERAL EDUCATION OUTCOMES

Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as awareness of cultural diversity and social responsibility. Employability skills include communication, problem solving, and work ethic. These outcomes align with the college's commitment to engaging students in the collection, analysis, and communication of information.

TEXTBOOK INFORMATION

Child Development I   3Cr. Year & Semester: 16FA.

Name of Textbook, Author, ISBN information. If no textbook is used, you may delete this section.

STUDENT LEARNER OUTCOMES
Students will be able to

1. Explain foundational concepts and terminology appropriate to the development of a child
2. Differentiate developmental theories
3. Differentiate developmental research methods
4. Describe the social and emotional development of a child
5. Describe cognitive and neurological development of a child
6. Describe the physical development of a child
7. Analyze the effects of biological, environmental, and cultural influences on the development of a child.

COURSE TYPE
Delete this line plus all course types that don't apply to this course.
ACCELERATED COURSE: An accelerated course allows students to complete an academic course in less time than a full semester. This is an intensive course, covering a full semester's work in considerably less time. Therefore, regular, consistent attendance is vital for success, and students are required to do substantially more work outside of class.

HYBRID COURSE: A hybrid course is a blend of online or independent work and campus-based instruction. A hybrid course offers the benefit of face-to-face instruction and the flexibility and convenience of online or independent work. Each individual course provides specific classroom dates and times while online or independent instruction uses any combination of various methods: video, audio, document files, discussion boards, and written assignments.

FACE TO FACE COURSE: Face-to-face courses are campus-based classes that meet in-person at an established time and place. While instructional technologies (like Canvas) may be used to support he course, instruction takes place fully in-person. Students will still be expected to use campus technologies like email and Canvas.

ONLINE COURSE: An online course uses computer-based technologies (i.e. *Canvas*) to create an online "classroom." Students are instructed in course content through online learning: tutorials, testing exercises, group collaborations, independent assignments, and long-range projects. Each individual course provides a schedule of assignments and deadlines. Students need to have adequate computer skills as they will be communicating with the instructor and classmates online. This course is an online course, and you are responsible for ensuring that you can access all course material on a regular basis either from the GCCC campus or from home. Additionally, certain technical abilities will be required, such as installing necessary plug-ins and

uploading files. If you have a problem with a personal computer or interrupted network connection, know that you are still responsible for submitting your work on time. If there is a problem with the Canvas system, notify your instructor and Canvas support (877) 259-3991 (or email distancelearning@gcccks.edu).

BUSTER LIVE DISTANCE: On-campus students and distance students will attend class together. On-campus students attend in person while distance students attend remotely, entirely through scheduled, synchronous live Zoom sessions. Distance students are recommended to have their own webcam-enabled laptops for this course.

TIME COMMITMENT
A course is measured in credit hours. Each credit hour requires about 45 hours of work. If this is a hybrid course, please enter your time breakdown

CLASSROOM DECORUM
Click or tap here to enter text. Add your own policy. Delete what does not apply.

Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.

Use appropriate language for an educational environment:

- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *The Core Rules for Netiquette* (http://www.albion.com/netiquette/corerules.html (Links to an external site.)Links to an external site.) by Virginia Shea.

CELL PHONE POLICY
Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor.

ATTENDANCE
Delete the policy that does not apply to your class.
GUIDELINES:
1. Attendance at GCCC is highly recommended.
2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.
GUIDELINES:

Child Development I   3Cr. Year & Semester: 16FA.

Online attendance is highly encouraged to be successful in this class. Attendance online is defined as a learner who logs into the classroom and completes at least two activities in the course each week. Students are required to complete an assignment the first week of the class to maintain their enrollment in the course.

COLLEGE-SPONSORED ACTIVITY ABSENCE POLICY:
1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow the same criteria.

ASSESSMENT

TESTS
Explain your testing policy: announced, unannounced, when, etc.

HOMEWORK
Explain homework policy: standard due days/times, types, how much to expect, location, etc.

MAKE-UP/LATE WORK POLICIES
Explain make-up/late work: due date/time, penalties assessed, conditions that must be met for late work, etc.

EXTRA CREDIT POLICY
Explain extra credit policy: if you grant extra credit, how, etc.

ATTENDANCE
Enter how attendance affects grading in your class—or if it doesn't count toward the class grade. NOT the campus-wide attendance policy.

FINAL EXAM
Provide details about the final exam: cumulative, type of exam, etc.

GRADING SCALE
After your numerical grade has been calculated, your letter grade will be determined as follows:
90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D

below 60% = F

COMPUTATION OF GRADES
Identify if you calculate grades based on points or percentages—include percentage breakdown. Attendance cannot be worth more than 15%.
Homework = %
Attendance/participation = %
Tests = %
Final Exam = %

ADA/EQUAL ACCESS
In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Students who wish to receive accommodations must work with the Accommodations Coordinator and notify the instructor during the first week of class of any accommodations needed for the course. Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638 and/or at the email address accommodations@gcccks.edu.

EQUAL OPPORTUNITY
Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Human Resources office at Garden City Community College, 801 Campus Drive, Garden City, KS 67846 620-276-9574.

COPYRIGHT DISCLAIMER
Content provided in this course may be copyrighted and protected under U.S. Copyright laws. Access to materials provided as part of this course is for educational purposes only and limited to the duration of your enrollment in this course. You may not copy, download, upload, or otherwise redistribute and of the films, images, music, articles, or other content provided as part of this course. Any such reproduction or distribution is illegal and punishable under U.S. Copyright law (U.S.C. 17).

For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.

Instructor reserves the right to modify the syllabus.
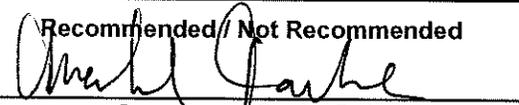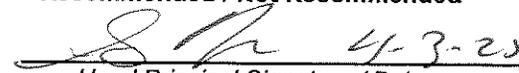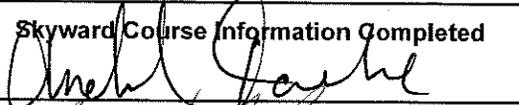
TENTATIVE CLASS SCHEDULE
Click here to enter text. Arrange by Unit or by Week.

Process for Changing the Name of a Course Offering - All Schools

This form is to be completed for a course that has been approved by Curriculum Council but needs an updated name.
Example: Physical Education I to Walking for a Lifetime

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information.	Recommended / Not Recommended _____ *Department Chair / Date*
STEP THREE: Request* is sent to the Head Principal for consideration.	**Recommended / Not Recommended** _____ 4-3-25_____ *Head Principal Signature / Date*
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	Skyward Course Information Completed _____ *Department Chair*
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	**Recommended / Not Recommended**** _____ *Curriculum Council Chair Signature / Date*
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	**Recommended / Not Recommended** _____ *Asst./Deputy Superintendent Signature / Date*
STEP SEVEN: Request is presented to BOE for approval	**Approved / Not Approved**
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	_____ *Date Zendesk Submitted* _____ *Date Forms Delivered*
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	_____ **Date Changes Complete** **Forms Returned to Office of Curriculum & Instruction**

****Course Not Approved (Notes from Curriculum Council):**

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

Request for Name Change to Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR	
Professional Submitting Request: Brandon L. Fisher Department of Submission: Counseling Date Completed by Professional: 4/2/2025	Building Submitting Request: GCHS Date Submitted to Department Chair: 4/2/2025
Current Course Name: GCCCElemSpanish	CURRENT SKYWARD INFORMATION: Short description of course (15 characters) *prints on transcripts* _GCCCElemSpanish_ Long description of course (30 characters) _GCCC Elementary Spanish_
New Course Name: GCCC Elementary Spanish I	NEW SKYWARD INFORMATION: Short description of course (15 characters) *prints on transcripts* _GCCC ElemSpan I_ Long description of course (30 characters) _GCCC Elementary Spanish I_

964 | Why is this name change required?
GCCC offers Elementary Spanish I and Elementary Spanish II. Skyward has GCCCElemSpanish and GCCC ElemSpan. |

Current KCCMS Code: _____	New KCCMS Code (if applicable): _06101_
Please attach the following: ☐ Standards/Course Objectives ☐ Syllabus ☐ Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased <u>for additional credit to be offered</u>? _____ YES _X_ NO If yes, please attach information regarding curriculum to be purchased that includes cost. *If approved by building principal, Council will assume that cost of new curriculum is not a concern.
List any pre-requisite courses:	**Indicate the following:** ☐ Required Course ☒ Elective Course ☐ Either (depends on grad reqs)

BELOW TO BE COMPLETED BY COUNSELOR	
Current Skyward Course Number: _9641_ **Does a new Skyward Course Number need to be assigned?** YES / NO **NOTES:**	**—ONLY COMPLETE THE FOLLOWING IF THEY NEED TO BE CHANGED—** **Course Length:** ☐ 1 quarter ☐ 1 semester ☐ 2 semesters

	Credit to be Earned: _0.5_
	Is this a dual credit course? ~~YES~~ / NO
	Is this a GCCC course? ~~YES~~/NO
	Number of USD 457 Credits: _0.5_
	(3 GCCC credit hours = 0.5 credit at USD 457)
	GPA Set: ☐normal ☒indexed
	Skyward Filter:
	☐LA ☐OC ☐FA ☐MA ☐SS ☐PE
	☐SCI ☐CO ☒GE ☐FL ☐STEM

BELOW TO BE COMPLETED BY TECHNOLOGY

☐KCCMS Mapping Confirmed

☐Skyward Updates including any Course Code Assigned —> _____

☐Grad Requirements & Filtering Confirmed

☐GCHS Registrar/Counseling Department Notified of Completion

☐Forms Returned to Office of Curriculum & Instruction

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

Process for Changing the Name of a Course Offering - All Schools

This form is to be completed for a course that has been approved by Curriculum Council but needs an updated name.
Example: Physical Education I to Walking for a Lifetime

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information.	Recommended / Not Recommended _Department Chair / Date_
STEP THREE: Request* is sent to the Head Principal for consideration.	Recommended / Not Recommended 4-3-25 _Head Principal Signature / Date_
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	Skyward Course Information Completed _Department Chair_
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	Recommended / Not Recommended** _Curriculum Council Chair Signature / Date_
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	Recommended / Not Recommended _Asst./Deputy Superintendent Signature / Date_
STEP SEVEN: Request is presented to BOE for approval	**Approved / Not Approved**
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	_Date Zendesk Submitted_ _Date Forms Delivered_
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	**Date Changes Complete** **Forms Returned to Office of Curriculum & Instruction**

**Course Not Approved (Notes from Curriculum Council):

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

Request for Name Change to Course Offering - All Schools

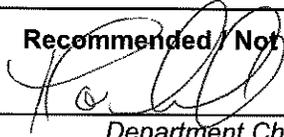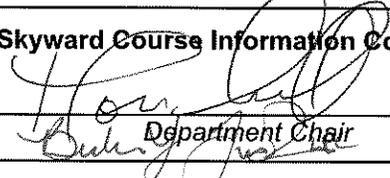| BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR	
Professional Submitting Request: Brandon L. Fisher Department of Submission: Counseling Date Completed by Professional: 4/2/2025	Building Submitting Request: GCHS Date Submitted to Department Chair: 4/2/2025
Current Course Name: Elementary Spanish II	CURRENT SKYWARD INFORMATION: Short description of course (15 characters) *prints on transcripts* GCCC Elem Span Long description of course (30 characters) GCCC Elementary Spanish
New Course Name: Elementary Spanish II	NEW SKYWARD INFORMATION: Short description of course (15 characters) *prints on transcripts* GCCC Elem Span II Long description of course (30 characters) GCCC Elementary Spanish II
Why is this name change required? GCCC offers Elementary Spanish 1 & Elementary Spanish II. Skyward has GCCC Elem Spanish 9641 & GCCC Elem Span 9655	
Current KCCMS Code: _____	New KCCMS Code (if applicable): 06102
Please attach the following: ☐ Standards/Course Objectives ☐ Syllabus ☐ Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased <u>for additional credit to be offered?</u> _____ YES X NO If yes, please attach information regarding curriculum to be purchased that includes cost. *If approved by building principal, Council will assume that cost of new curriculum is not a concern.
List any pre-requisite courses: 9641 - Elementary Spanish I	Indicate the following: ☐ Required Course ☒ Elective Course ☐ Either (depends on grad reqs)
BELOW TO BE COMPLETED BY COUNSELOR	
Current Skyward Course Number: 9655 Does a new Skyward Course Number need to be assigned? YES / NO NOTES:	—ONLY COMPLETE THE FOLLOWING IF THEY NEED TO BE CHANGED— Course Length: ☐ 1 quarter ☐ 1 semester ☐ 2 semesters

	Credit to be Earned: _0.5_
	Is this a dual credit course? (YES) / NO
	Is this a GCCC course? (YES/NO)
	Number of USD 457 Credits: _0.5_
	(3 GCCC credit hours = 0.5 credit at USD 457)
	GPA Set: ☐ normal ☒ indexed
	Skyward Filter:
	☐ LA ☐ OC ☐ FA ☐ MA ☐ SS ☐ PE
	☐ SCI ☐ CO ☒ GE ☐ FL ☐ STEM

BELOW TO BE COMPLETED BY TECHNOLOGY

☐ KCCMS Mapping Confirmed

☐ Skyward Updates including any Course Code Assigned —> _____

☐ Grad Requirements & Filtering Confirmed

☐ GCHS Registrar/Counseling Department Notified of Completion

☐ Forms Returned to Office of Curriculum & Instruction

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

Process for Changing the Name of a Course Offering - All Schools

This form is to be completed for a course that has been approved by Curriculum Council but needs an updated name.
Example: Physical Education I to Walking for a Lifetime

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information.	Recommended / Not Recommended _____ *Department Chair / Date*
STEP THREE: Request* is sent to the Head Principal for consideration.	**Recommended / Not Recommended** 4-3-25 *Head Principal Signature / Date*
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	**Skyward Course Information Completed** _____ *Department Chair*
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	Recommended / Not Recommended** _____ *Curriculum Council Chair Signature / Date*
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	**Recommended / Not Recommended** _____ *Asst./Deputy Superintendent Signature / Date*
STEP SEVEN: Request is presented to BOE for approval	**Approved / Not Approved**
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	_____ *Date Zendesk Submitted* _____ *Date Forms Delivered*
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	_____ **Date Changes Complete** ☐ **Forms Returned to Office of Curriculum & Instruction**

**Course Not Approved (Notes from Curriculum Council):

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

Request for Name Change to Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR

Professional Submitting Request: _Kyan Meng_	Building Submitting Request: _GLHS_
Department of Submission: _Industrial Arts_	
Date Completed by Professional: _2/24/25_	Date Submitted to Department Chair: _2/24/25_

Current Course Name: _9667_ _GCCC Introduction to AWS Welding_	**CURRENT SKYWARD INFORMATION:** Short description of course (15 characters) *prints on transcripts* _GCCCIntrAWSWeld_ Long description of course (30 characters) _GCCCIntro to AWS Welding_
New Course Name: _Shielded Metal Arc Welding_ _WELD-111_	**NEW SKYWARD INFORMATION:** Short description of course (15 characters) *prints on transcripts* _GCCCShMetArcWel_ Long description of course (30 characters) _GCCCShieldedMetalArcWeld_

Why is this name change required?

To meet GCCC CTE requirements and increase ease of transferability

Current KCCMS Code: _____	New KCCMS Code (if applicable): _13208- Particular Topics in Welding_
Please attach the following: ☐ Standards/Course Objectives ☐ Syllabus ☐ Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased <u>for additional credit to be offered?</u> _____ YES _X_ NO If yes, please attach information regarding curriculum to be purchased that includes cost. *If approved by building principal, Council will assume that cost of new curriculum is not a concern.
List any pre-requisite courses: _AWS Weld II (7714)_	**Indicate the following:** ☐ Required Course ☒ Elective Course ☐ Either (depends on grad reqs)

BELOW TO BE COMPLETED BY COUNSELOR

Current Skyward Course Number: _9667_ **Does a new Skyward Course Number need to be assigned?** YES (NO) **NOTES:**	**—ONLY COMPLETE THE FOLLOWING IF THEY NEED TO BE CHANGED—** **Course Length:** ☐ 1 quarter ☐ 1 semester ☐ 2 semesters

	Credit to be Earned: _General Elective_
	Is this a dual credit course? (YES) NO
	Is this a GCCC course? YES/NO
	Number of USD 457 Credits: _0.5_
	(3 GCCC credit hours = 0.5 credit at USD 457)
	GPA Set: ☐normal ☐indexed
	Skyward Filter:
	☐LA ☐OC ☐FA ☐MA ☐SS ☐PE
	☐SCI ☐CO ☒GE ☐FL ☒STEM

BELOW TO BE COMPLETED BY TECHNOLOGY

☐KCCMS Mapping Confirmed

☐Skyward Updates including any Course Code Assigned —> _____

☐Grad Requirements & Filtering Confirmed

☐GCHS Registrar/Counseling Department Notified of Completion

☐Forms Returned to Office of Curriculum & Instruction

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

Shielded Metal Arc Welding 3hrs.

COURSE INFORMATION
Course Number-Section: Weld-111
Final Exam: Click here to enter text.
Start/End Date:
Course Modality Information
Buster Classic: You will attend class in-person on every scheduled class day.

INSTRUCTOR INFORMATION
Instructor:
Phone:
Email:
Office Location: Click here to enter text.

CONTACTING INSTRUCTOR
EMAIL RESPONSE TIME

SYLLABUS STATEMENT FOR HEALTH/SAFETY/SICK POLICIES
COVID-19 has brought many changes, and both students and teachers need to work together, understanding evolving needs created by the pandemic.

For this specific class, you are asked to do the following:

1. Communicate needs and concerns with instructors
2. Call in if you are sick and cannot attend class (620)276-9680
3. Sanitize hands and workspaces/desks/tables before and/or at the end of class

The course delivery mode may be changed due to safety or health concerns (ex. if an instructor becomes ill or if the course needs to change due to size). Students will be advised when any changes occur.

SYLLABUS STATEMENT FOR FACE COVERINGS
To protect the health and safety of the Buster and Garden City communities, the college has adopted a three-phase plan for the wearing of masks. Phases 2 and 3 require masks in all classroom and learning environments. If the college moves to phase 2 or 3, students will be notified on the gcccks.edu web site as well as on the Student Feed of the GCCC Mobile App. Separately, in some classrooms where there are subject-specific needs or additional health concerns, masks may be required regardless of whether the college is in phaase 1, 2, or 3. If you are in a classroom with masks required, **that requirement will be clearly listed in the course syllabus.**

Based on requirements from the Finney County Health Department, specific classrooms and all students and teachers within them may be required to wear masks for periods of time (usually two weeks or less). If this classroom moves to "masks required," your instructor will inform you

through a Canvas inbox message or an announcement in Canvas, and signage will be posted on the classroom door.

At no point should the professor or other students put themselves into an unsafe situation while attempting to enforce a face-covering policy. Campus Security: 620-272-6828.

SYLLABUS STATEMENT FOR CONTACT TRACING

In Kansas, a person who may have been exposed to an infectious or contagious disease by being within close proximity of an infected person is known as a contact. For COVID-19 contacts, Kansas law (L.2020 Special Session, Ch. 1, Section 16 (h)) allows this community college to share contact information when we become aware of a confirmed case involving COVID-19 if the contact consents. For the safety of our academic community, we have adopted the policy that your use of and presence at our facilities as students, faculty, and staff is your consent to our release of contact information to public health authorities. If you do not wish to provide such consent, you may opt-out by signing a written form and providing the signed form to the Records Office in the Student and Community Services Center (SCSC). The opt-out consent form can be picked up at the Student Services desk in the Student and Community Services Center (SCSC)or online at: https://www.gcccks.edu/covid-19/opt_out_form.aspx.

COURSE DESCRIPTION

DESCRIPTION: Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds.

PREREQUISITES: N/A

GCCC'S GENERAL EDUCATION OUTCOMES

Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as awareness of cultural diversity and social responsibility. Employability skills include communication, problem solving, and work ethic. These outcomes align with the college's commitment to engaging students in the collection, analysis, and communication of information.

TEXTBOOK INFORMATION

Practical Problems in Mathematics for Welders by Robert Chasan

STUDENT LEARNER OUTCOMES
- Explain the Shielded Metal Arc Welding process (SMAW).
- Demonstrate the safe and correct set up of the SMAW workstation.

- Relate SMAW electrode classifications with base metals and joint criteria.
- Demonstrate proper electrode selection and use based on metal types and thicknesses.
- Build pads of weld beads with selected electrodes in the flat position.
- Build pads of weld beads with selected electrodes in the horizontal position.
- Perform basic SMAW welds on selected weld joints.
    - Build a Multi-pass T-Joint in the 1F Position.
    - Build a Multi-pass T-Joint in the 2F Position.
    - Build a Multi-pass T-Joint in the 3F Position using stringer beads.
    - Build a Multi-pass T-Joint in the 3F Position using weave beads.
    - Build a Multi-pass T-Joint in the 4F Position.
- Perform visual inspection of welds.
- Perform SMAW Certification tests to AWS Standards, D1.1 or ASME Section IX

TYPE

ACCELERATED COURSE: An accelerated course allows students to complete an academic course in less time than a full semester. This is an intensive course, covering a full semester's work in considerably less time. Therefore, regular, consistent attendance is vital for success, and students are required to do substantially more work outside of class.

TIME COMMITMENT
A course is measured in credit hours. Each credit hour requires about 45 hours of work.

CLASSROOM DECORUM
Students and faculty each have responsibility for maintaining an appropriate learning environment. Those who fail to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to the instructor with the student's legal name. Additionally, students should be mindful of the following:

Students should be seated and have their textbooks, pens and notebooks out and ready for use promptly at the start of each class unless otherwise instructed.

Students will clean off their desks at the end of class so there is nothing on the tabletops.

Students will NOT use their cell phones during class. If an emergency situation produces the need to have the phone available, notify the instructor PRIOR to class.

Headsets/earphones will not to be used in class.

Shielded Metal Arc Welding 3hrs.

Best way to contact us outside of class is email kurt.wenzel@gcccks.edu, devin.Wackerla@gccks.edu, norman.wyatt@gcccks.edu

The instructor reserves the right to dismiss students from class for behavior that violates classroom decorum. This includes nodding off, using foul language, making offensive remarks, etc.

Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.
Use appropriate language for an educational environment:
- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *The Core Rules for Netiquette* (http://www.albion.com/netiquette/corerules.html (Links to an external site.)Links to an external site.) by Virginia Shea.

CELL PHONE POLICY
Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor.

ATTENDANCE

GUIDELINES:
1. Attendance at GCCC is highly recommended.
2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.

GUIDELINES:
Online attendance is highly encouraged to be successful in this class. Attendance online is defined as a learner who logs into the classroom and completes at least two activities in the course each week. Students are required to complete an assignment the first week of the class to maintain their enrollment in the course.

COLLEGE-SPONSORED ACTIVITY ABSENCE POLICY:
1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.

5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow the same criteria.

ATTENDANCE

Garden City Community College Welding Technology Program

Attendance Policy

- *Students Shall attend all classes.*
- *There will be a two-week probationary period beginning the first two weeks of the Welding Technologies Program during which you will not have an unexcused absence or more than two tardy. Two tardy are equal to one unexcused absence. In the circumstance where an absence is unavoidable, if excused, must be made up by the end of the probationary period. By the end of the Probationary Period, you must have 80 Contact hours. If you fail to meet this standard, you will be Dropped from the entire Welding Technologies Program.*
- *If an excused absence is had on the last day of the probationary period, it must be made up by the end of the following week during the given makeup schedule.*
- *Unexcused Absences will not be made up.*
- *Excused absences occurring after the two-week probationary period must be made up within ten days. If the excused absences have not been made up by the end of the ten-day period, they will become unexcused.*
- *If a student incurs more than three unexcused absences in any two-week period, they shall be notified and place on probation. If a third unexcused absence occurs in the two weeks, the student may be dropped from the class, classes, or the entire Welding Technologies Program at the discretion of the Welding Faculty.*
- *If a student falls below a 90% attendance rate with unexcused absences after the probationary period, the student will then be notified and placed on probation. If another unexcused absence occurs, the student may be dropped from the class, classes, or the entire Welding Technologies Program at the discretion of the Welding Faculty.*
- *Three no call no shows during the semester will result in termination from the Welding Technologies Program.*

Excused Absences

Excused Absences are defined as follows:

1. *Student Illness or Doctor appointment with a physician's documentation*
2. *Death in the immediate family (requiring documentation of a funeral pamphlet)*
3. *Required court appearance with supporting documentation*
4. *Athletic or college sponsored event with documentation from a coach or college sponsor.*

   - *Any other absence will be counted as an unexcused absence unless approved by a Welding Technologies Faculty member.*

In the event that an extended leave of absence is required, the Welding Technologies Faculty will decide the best route for each individual situation.

ASSESSMENT

TESTS
Test will consist of lecture material and homework material and hands on demonstration of weld testing.

HOMEWORK
Homework is due at the beginning of class on the day it is due.

MAKE-UP/LATE WORK POLICIES
Late work will only be accepted accompanied by a Physicians Excuse, court ordered appointment, funeral pamphlet, or prior arrangements with an instructor.

EXTRA CREDIT POLICY
N/A

ATTENDANCE
Attendance at all class sessions is mandatory for success in this course.   An absence is an absence no matter what the reason. Homework must be turned in prior to any scheduled absence. Late assignments are not accepted for any reason unless prior arrangements have been made with the instructor. If student is late or absent, any homework due at the start of class or quiz will be an automatic 0%. Late attendance will be counted as an absence. Each student will

be given a time card and expected to clock in and out using the time clock. Time cards will be graded weekly.

FINAL EXAM
Tardiness will not be tolerated. Any student who is late or absent without being excused by an instructor WILL NOT take the Final Exam.

GRADING SCALE
After your numerical grade has been calculated, your letter grade will be determined as follows:

90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D
below 60% = F

COMPUTATION OF GRADES
Grades are computed on a total point basis. Points will be accumulated using homework, tests, course final, and attendance.

ADA/EQUAL ACCESS
In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Students who wish to receive accommodations must work with the Accommodations Coordinator and notify the instructor during the first week of class of any accommodations needed for the course. Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638 and/or at the email address accommodations@gcccks.edu.

EQUAL OPPORTUNITY
Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Human Resources office at Garden City Community College, 801 Campus Drive, Garden City, KS 67846 620-276-9574.

COPYRIGHT DISCLAIMER
Content provided in this course may be copyrighted and protected under U.S. Copyright laws. Access to materials provided as part of this course is for educational purposes only and limited to the duration of your enrollment in this course. You may not copy, download, upload,

or otherwise redistribute and of the films, images, music, articles, or other content provided as part of this course. Any such reproduction or distribution is illegal and punishable under U.S. Copyright law (U.S.C. 17).
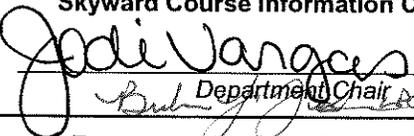
For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.

Instructor reserves the right to modify the syllabus.

TENTATIVE CLASS SCHEDULE

Process for New Course Offering - All Schools

This form is to be completed for a course that has never been approved by the Curriculum Council.

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.	**Recommended / Not Recommended** _Jodi Vangas_ 4/2/2025 _Department Chair / Date_ _____ *Date of Department Mtg.*
STEP THREE: Request is sent to the Head Principal for consideration.	**Recommended / Not Recommended** _____ 4-3-25 *Head Principal Signature / Date*
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	**Skyward Course Information Completed** _Jodi Vangas_ 4/2/2025 _Department Chair_
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	**Recommended / Not Recommended**** _____ *Curriculum Council Chair Signature / Date*
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	**Recommended / Not Recommended** _____ *Asst./Deputy Superintendent Signature / Date*
STEP SEVEN: Request is presented to BOE for approval	**Approved / Not Approved**
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	_____ *Date Zendesk Submitted* _____ *Date Forms Delivered*
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	_____ **Date Changes Complete** ☐Forms Returned to Office of Curriculum & Instruction

**Course Not Approved (Notes from Curriculum Council):

Request for New Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR	

Professional Submitting Request: Brandon L. Fisher	Building Submitting Request: GCHS
Department of Submission: Counseling	Date Submitted to Department Chair: 4/2/2025
Date Completed by Professional: 4/2/2025	
Course Name: SOCI 520 - Diversity in Social	**SKYWARD INFORMATION:** Short description of course (15 characters) *prints on transcripts* GCCC Div in Soc
	Long description of course (30 characters) GCCC Diversity in Society
Kansas Course Code (KCCMS): 04259 - Particular Topics in Sociology	

Please attach the following: ☐ Standards/Course Objectives ☒ Syllabus ☐ Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased <u>for</u> <u>additional credit to be offered?</u> ☐ YES* ☒ NO *If yes, please attach information regarding curriculum to be purchased that includes cost. **If approved by building principal, Council will assume that cost of new curriculum is not a concern. Does this course have the potential or need for a supplemental salary? ☐ YES* ☒ NO *If yes, please attach an explanation of the supplemental including cost and hours.
List any pre-requisite courses:	**Indicate the following:** ☐ Required Course ☒ Elective Course ☐ Either (depends on grad reqs)

BELOW TO BE COMPLETED BY COUNSELOR	

Course Length: ☐ 1 quarter ☒ 1 semester ☐ 2 semesters **Credit to be Earned:** 0.5 **Is this a dual credit course?** (YES) NO **Is this a GCCC course?** (YES) NO **Number of USD 457 Credits:** 0.5 (3 GCCC	**NOTES:**

credit hours = 0.5 credit at USD 457)

GPA Set: ☐normal ☒indexed

Skyward Filter:

☐LA ☐OC ☐FA ☐MA ☒SS ☐PE

☐SCI ☐CO ☒GE ☐FL ☐STEM

TECHNOLOGY ON BACK

BELOW TO BE COMPLETED BY TECHNOLOGY

☐KCCMS Mapping Confirmed

☐Skyward Updates including any Course Code Assigned —> _____

☐Grad Requirements & Filtering Confirmed

☐GCHS Registrar/Counseling Department Notified of Completion

☐Forms Returned to Office of Curriculum & Instruction

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

COURSE INFORMATION
Course Number-Section: SOCI 220 Diversity in Society
Final Exam: Click here to enter text.
Start/End Date: Click here to enter text.

INSTRUCTOR INFORMATION
Instructor: Click here to enter text.
Phone: Click here to enter text.
Email: Click here to enter text.
Office Location: Click here to enter text.

CONTACTING INSTRUCTOR
Best method of contact.

EMAIL RESPONSE TIME
How often students can expect you to check email and voicemail.

COURSE DESCRIPTION
DESCRIPTION: This course focuses on the key dimensions of diversity (including but not restricted to race, ethnicity, nationality, class, gender, religion, sexual orientation, disability, and age) within society. Through an interdisciplinary social science lens, students will explore the patterns and dynamics of diversity, privilege, and oppression in domestic and global contexts.

PREREQUISITES: Take from catalog.

GCCC'S GENERAL EDUCATION OUTCOMES
Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as awareness of cultural diversity and social responsibility. Employability skills include communication, problem solving, and work ethic. These outcomes align with the college's commitment to engaging students in the collection, analysis, and communication of information.

TEXTBOOK INFORMATION
Healey, J. F., & Stepnick, A. (2023). *Race, ethnicity, gender, and class: The Sociology of Group Conflict and Change* (9th ed.). SAGE.

STUDENT LEARNER OUTCOMES

KRSN Course: SOC 2030

The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents.

1. Describe how social, political, economic, and historical issues impact ethnic, racial, and cultural relations in society, including social movements.
2. Define how race and ethnicity are socially constructed.
3. Demonstrate intercultural competence by interacting productively in interpersonal and institutional relations.
4. Analyze theories regarding diversity and inequality in major institutions.
5. Evaluate examples of civic engagement that advance social justice.
6. Describe how prejudice, discrimination, and exclusion impact individuals and society as a whole.

COURSE TYPE
Delete this line plus all course types that don't apply to this course.
ACCELERATED COURSE: An accelerated course allows students to complete an academic course in less time than a full semester. This is an intensive course, covering a full semester's work in considerably less time. Therefore, regular, consistent attendance is vital for success, and students are required to do substantially more work outside of class.

HYBRID COURSE: A hybrid course is a blend of online or independent work and campus-based instruction. A hybrid course offers the benefit of face-to-face instruction and the flexibility and convenience of online or independent work. Each individual course provides specific classroom dates and times while online or independent instruction uses any combination of various methods: video, audio, document files, discussion boards, and written assignments.

FACE TO FACE COURSE: Face-to-face courses are campus-based classes that meet in-person at an established time and place. While instructional technologies (like Canvas) may be used to support he course, instruction takes place fully in-person. Students will still be expected to use campus technologies like email and Canvas.

ONLINE COURSE: An online course uses computer-based technologies (i.e. Canvas) to create an online "classroom." Students are instructed in course content through online learning: tutorials, testing exercises, group collaborations, independent assignments, and long-range projects. Each individual course provides a schedule of assignments and deadlines. Students need to have adequate computer skills as they will be communicating with the instructor and classmates online. This course is an online course, and you are responsible for ensuring that you can access all course material on a regular basis either from the GCCC campus or from home. Additionally, certain technical abilities will be required, such as installing necessary plug-ins and uploading files. If you have a problem with a personal computer or interrupted network connection, know that you are still responsible for submitting your work on time. If there is a

problem with the Canvas system, notify your instructor and Canvas support (877) 259-3991 (or email online@gcccks.edu).

BUSTER LIVE DISTANCE: On-campus students and distance students will attend class together. On-campus students attend class in person while distance students attend remotely, entirely through scheduled, synchronous live Zoom sessions. Distance students are recommended to have their own webcam-enabled laptops for this course.

TIME COMMITMENT
A course is measured in credit hours. Each credit hour requires about 45 hours of work.
If this is a hybrid course, please enter your time breakdown

CLASSROOM DECORUM
Click or tap here to enter text. Add your own policy. Delete what does not apply.
Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.
Use appropriate language for an educational environment:
- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *The Core Rules for Netiquette* (http://www.albion.com/netiquette/corerules.html (Links to an external site.)Links to an external site.) by Virginia Shea.

CELL PHONE POLICY
Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor.

ATTENDANCE
Delete the policy that does not apply to your class.
GUIDELINES:
1. Attendance at GCCC is highly recommended.
2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.

GUIDELINES:

Online attendance is highly encouraged to be successful in this class. Attendance online is defined as a learner who logs into the classroom and completes at least two activities in the course each week. Students are required to complete an assignment the first week of the class to maintain their enrollment in the course.

COLLEGE-SPONSORED ACTIVITY ABSENCE POLICY:
1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow the same criteria.

ASSESSMENT

TESTS
Explain your testing policy: announced, unannounced, when, etc.

HOMEWORK
Explain homework policy: standard due days/times, types, how much to expect, location, etc.

MAKE-UP/LATE WORK POLICIES
Explain make-up/late work: due date/time, penalties assessed, conditions that must be met for late work, etc.

EXTRA CREDIT POLICY
Explain extra credit policy: if you grant extra credit, how, etc.

ATTENDANCE
Enter how attendance affects grading in your class—or if it doesn't count toward the class grade. NOT the campus-wide attendance policy.

FINAL EXAM
Provide details about the final exam: cumulative, type of exam, etc.

GRADING SCALE
After your numerical grade has been calculated, your letter grade will be determined as follows:
90 - 100% = A
80 - 89% = B

70 - 79% = C
60 - 69% = D
below 60% = F

COMPUTATION OF GRADES
Identify if you calculate grades based on points or percentages—include percentage breakdown. Attendance/participation cannot be worth more than 15%.
Homework = %
Attendance/participation = %
Tests = %
Final Exam = %

ADA/EQUAL ACCESS
In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Students who wish to receive accommodations must work with the Accommodations Coordinator and notify the instructor during the first week of class of any accommodations needed for the course. Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638 and/or at the email address accommodations@gcccks.edu.

EQUAL OPPORTUNITY
Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Human Resources office at Garden City Community College, 801 Campus Drive, Garden City, KS 67846 620-276-9574.

COPYRIGHT DISCLAIMER
Content provided in this course may be copyrighted and protected under U.S. Copyright laws. Access to materials provided as part of this course is for educational purposes only and limited to the duration of your enrollment in this course. You may not copy, download, upload, or otherwise redistribute and of the films, images, music, articles, or other content provided as part of this course. Any such reproduction or distribution is illegal and punishable under U.S. Copyright law (U.S.C. 17).

For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.
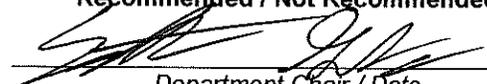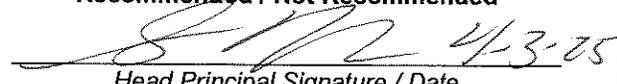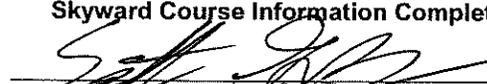
Instructor reserves the right to modify the syllabus.

TENTATIVE CLASS SCHEDULE

Click here to enter text. Arrange by Unit or by Week.

Process for New Course Offering - All Schools

This form is to be completed for a course that has never been approved by the Curriculum Council.

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.	**Recommended / Not Recommended** *Department Chair / Date* *Date of Department Mtg.*
STEP THREE: Request is sent to the Head Principal for consideration.	**Recommended / Not Recommended** 4/3-25 *Head Principal Signature / Date*
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	**Skyward Course Information Completed** *Department Chair*
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	**Recommended / Not Recommended**** *Curriculum Council Chair Signature / Date*
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	**Recommended / Not Recommended** *Asst./Deputy Superintendent Signature / Date*
STEP SEVEN: Request is presented to BOE for approval	**Approved / Not Approved**
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	*Date Zendesk Submitted* *Date Forms Delivered*
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	**Date Changes Complete** ☐**Forms Returned to Office of Curriculum & Instruction**

**Course Not Approved (Notes from Curriculum Council):

Request for New Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR

Professional Submitting Request: Brandon L. Fisher	Building Submitting Request: GCHS
Department of Submission: Counseling	Date Submitted to Department Chair: 4/2/2025
Date Completed by Professional: 4/2/2025	

Course Name: BIOL-104 - Environmental Science + Lab	SKYWARD INFORMATION: Short description of course (15 characters) *prints on transcripts* GCCC Enviro Sci Long description of course (30 characters) GCCC Enviromental Science

Kansas Course Code (KCCMS): 03003 - Environmental Science

Please attach the following: ☐ Standards/Course Objectives ☒ Syllabus ☐ Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased for additional credit to be offered? ☐ YES* ☒ NO *If yes, please attach information regarding curriculum to be purchased that includes cost. **If approved by building principal, Council will assume that cost of new curriculum is not a concern. Does this course have the potential or need for a supplemental salary? ☐ YES* ☒ NO *If yes, please attach an explanation of the supplemental including cost and hours.
List any pre-requisite courses: None	**Indicate the following:** ☐ Required Course ☒ Elective Course ☐ Either (depends on grad reqs)

BELOW TO BE COMPLETED BY COUNSELOR

Course Length: ☐ 1 quarter ☒ 1 semester ☐ 2 semesters **Credit to be Earned:** Science 0.5 Elective **Is this a dual credit course?** YES / NO **Is this a GCCC course?** YES / NO **Number of USD 457 Credits:** 0.5 (3 GCCC	NOTES:

credit hours = 0.5 credit at USD 457)

GPA Set: ☐ normal   ☒ indexed

Skyward Filter:

☐ LA ☐ OC ☐ FA ☐ MA ☐ SS ☐ PE
☒ SCI ☐ CO ☒ GE ☐ FL ☒ STEM

TECHNOLOGY ON BACK

BELOW TO BE COMPLETED BY TECHNOLOGY

☐ KCCMS Mapping Confirmed

☐ Skyward Updates including any Course Code Assigned ---> _____

☐ Grad Requirements & Filtering Confirmed

☐ GCHS Registrar/Counseling Department Notified of Completion

☐ Forms Returned to Office of Curriculum & Instruction

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

☐ Edit

Spring 25 Environmental Science

4 Credit Hours

☐ Course Information

Course Number-Section:

Final Exam:

Start/End Date:

☐ Instructor Information and Communication Expectations

Instructor:

Phone:

E-mail:

Best Method of Contact:

☐ Course Description

Description: This is an introductory course dealing with the biosphere. Course concepts include physical and biological processes that shape the earth, interconnections of organisms and their environment, human interactions with natural resources, the economic and ethical decisions concerning the environment, and the components of a sustainable future. The course is for non-majors seeking a lab science. Three hours lecture/one and a half hours laboratory per week.

Prerequisites: None

☐ Textbook Information

Textbook: ISBN - 9780357142202 - Living in the Environment

The College has a contract with a textbook company, Cengage. Student fees have already purchased your access to the text.
To access your Cengage textbook for the first time, go to the Canvas Class Modules. Then, select the textbook or reading link.
A Cengage sign-in page box will appear. Select "Create New Account" at the bottom of the box and then follow the prompts to set up your new Cengage account. When creating your Cengage account, sign-up with your GCCC student e-mail: user.name@student.gcccks.edu. Your Buster log-in and password will not work in Cengage until you create an account.
After linking to Cengage Unlimited through Canvas for the first time, students also have access to most course readings on the Cengage app.
Through the *Cengage Unlimited* account, students may have access to Cengage's rental program which allows for renting a physical copy of the text at a reduced rate.
Contact Online Services at online@gcccks.edu (mailto:online@gcccks.edu) if you have issues accessing your Cengage textbook or coursework.

☐ Student Learning Outcomes

Students will be able to . . .

1. Utilize scientific inquiry to make data-informed decisions
2. Explain physical and biological processes that shape the earth
3. Evaluate interconnections between organisms and the environment
4. Examine human interactions and impacts on the environment and natural resources

5. Discuss policies, ethics, and economics in environmental decision making

6. Propose components of a sustainable future

7. Utilize lab and/or field safety practices and proper instrumentation

8. Demonstrate data collection, interpretation, and reporting skills

KRSN Course BIO 1040

The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents

☐ Course Types

ACCELERATED COURSE: An accelerated course allows students to complete an academic course in less time than a full semester. This is an intensive course, covering a full semester's work in considerably less time. Therefore, regular, consistent attendance is vital for success, and students are required to do substantially more work outside of class.

Time Commitment

A course is measured in credit hours. Each credit hour requires about 45 hours of work.

☐ Classroom Decorum

•

Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.
Use appropriate language for an educational environment:

Use complete sentences
Use proper spelling and grammar
Avoid slang and uncommon abbreviations
Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *The Core Rules for Netiquette* by Victoria Shea. (http://www.albion.com/netiquette/corerules.html)

The full Academic Ethics Policy can be found in the Policies at the GCCC website. (https://www.gcccks.edu/about_gccc/policies.aspx) This policy explains the consequences of academic dishonesty and provides details of the process.

The following section from the policy lists what is considered to be academic dishonesty or a violation of academic ethics:

GCCC assumes that all students are enrolled to learn and expects each individual to function as an ethical student. Integrity in the classroom is expected.

Therefore, any cheating is at variance with the purposes of both the student and the institution. Any student dishonesty detected in a course (including during examinations or in submitting plagiarized materials) may result in the student receiving no credit for the examination, written work or quiz, and may result in an F grade, suspension, and/or dismissal from the course.

A violation of academic ethics includes:

Cheating on examinations, written quizzes, and other written work,

Plagiarism, which is defined as the use of another's written work without recognition/citation, the use of another student's work, the purchase and/or use of a paper that has already been prepared, the borrowing of an idea or phrase or the paraphrasing and/or summarizing of an idea without proper documentation.

Sharing sign-in credentials with someone or using log-in credentials that are not yours,

Giving assistance to another person during an examination,

Falsification of an academic record,

Obtaining or attempting to obtain copies of a non-circulated examination or examination questions,

Facilitating another student's academic dishonesty.

Using unauthorized or uncited artificial intelligence tools to complete classwork that is claimed as original work.

Students are expected to demonstrate academic integrity and ethics in their use of technology. Tools that use artificial intelligence (AI) to generate written, visual, or other communications are becoming more common, for example, OpenAI's ChatGPT.

These are the guidelines for this course:

1. Students should not use AI tools on any graded work without the instructor's permission. Instructor permission for using AI for graded work will be in the assignment description. If there are reasons to use AI outside of previously granted permission, visit with the instructor in advance of the due date.
2. When the instructor encourages the use of an AI, students should still cite that information as coming from the AI. There should be a clear mark in any work of what was completed through the use of an AI tool and what was original student work.
3. Using an AI tool that is not intended for the assignment is considered academic dishonesty. The Academic Ethics policy will apply. The instructor may use an AI detector tool to analyze student work.

☐ Attendance

1. Attendance at GCCC is highly recommended.
2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.

1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.

4. The student must submit completed assignments by the due date.

5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.

6. A change in practice time does not excuse you from class.

If these criteria are met, coursework will be accepted.

☐ Assessment

Tests/Quizzes: Test can be announced, unannounced, online, or completed in class.

Homework: Students will take one-two online quizzes over each chapter, participate, and complete lab assignments, and participate in daily discussions each week.

Make-up/Late Work:

Extra Credit: Do not count on extra credit to raise your grade. Please, complete your regular credit work on time.

Attendance:

Final:

The final will be cumulative.

After your numerical grade has been calculated, your letter grade will be determined as follows:

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

below 60% = F

Chapter Tests= 40%

Lecture/Video = 25%

Homework/Labs= 25%

Final Exam = 10%

☐ College Policies

□   □

GCCC's General Education Outcomes □

Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as awareness of cultural diversity and social responsibility. Employability skills include communication, problem-solving, and work ethic. These outcomes align with the college's commitment to engaging students in the collection, analysis, and communication of information.

Cell Phone Policy □

Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor.

ADA/Equal Access □

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Students who wish to receive accommodations must work with the Accommodations Coordinator and notify the instructor during the first week of class of any accommodations needed for the course. Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638 and/or at the email address accommodations@gcccks.edu (mailto:accommodations@gcccks.edu) .

Equal Opportunity □

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above

should contact the Human Resources office at Garden City Community College, 801 Campus Drive, Garden City, KS 67846 620-276-9574.

Copyright Disclaimer ☐

Content provided in this course may be copyrighted and protected under U.S. Copyright laws. Access to materials provided as part of this course is for educational purposes only and limited to the duration of your enrollment in this course. You may not copy, download, upload, or otherwise redistribute and of the films, images, music, articles, or other content provided as part of this course. Any such reproduction or distribution is illegal and punishable under U.S. Copyright law (U.S.C. 17).

For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.
The instructor reserves the right to modify the syllabus.

☐ Class Schedule

Class Schedule.

Course Summary:

TENTATIVE CLASS SCHEDULE

Week	Chapter	Assignments
1	Chapter 1 – The Environment and Sustainability	Chapter Lecture Lab Assignment Chapter Test
2	Chapter 1 – The Environment and Sustainability	Chapter Lecture Lab Assignment Chapter Test ~~Chapter Lecture Videos~~
3	Chapter 2 – Science Method	Lab Assignment Chapter Test Chapter Lecture Videos
4	Chapter 3- Ecosystems: What are They and How do They Work?	Lab Assignment Chapter Test Chapter Lecture Videos ~~Lab Assignment~~
5	Chapter 5 – Species Interactions, Ecological Succession, and Population Control	Chapter Test Chapter Lecture Videos Lab Assignment
6	Chapter 6 – The Human Population	Chapter Test Chapter Lecture Videos Lab Assignment
7	Chapter 9 – Sustaining Biodiversity; Saving Species and Ecosystem Services	Chapter Test Chapter Lecture Videos Lab Assignment
8	Chapter 15 – Nonrenewable Energy	

		Chapter Test
9	Chapter 16 – Energy Efficiency and Renewable Energy	Chapter Lecture Videos Lab Assignment Chapter Test
10	Chapter 23 – Economic, Environment, and Sustainability	Chapter Lecture Videos
		Lab Assignment Chapter Test
11	Chapter 24 – Politics, Environment, and Sustainability	Chapter Lecture Videos Lab Assignment Chapter Test
12	Chapter 25 – Environmental Worldview, Ethics, and Sustainability	Chapter Lecture Videos Lab Assignment Chapter Test
13	Chapter Completion and Finals Review	
14	Final	10% of your grade

Process for New Course Offering - All Schools

This form is to be completed for a course that has never been approved by the Curriculum Council.

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.	**Recommended / Not Recommended** *Department Chair / Date* *Date of Department Mtg.*
STEP THREE: Request is sent to the Head Principal for consideration.	**Recommended / Not Recommended** 4-3-25 *Head Principal Signature / Date*
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	**Skyward Course Information Completed** *Department Chair*
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	**Recommended / Not Recommended**** *Curriculum Council Chair Signature / Date*
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	**Recommended / Not Recommended** *Asst./Deputy Superintendent Signature / Date*
STEP SEVEN: Request is presented to BOE for approval	**Approved / Not Approved**
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	*Date Zendesk Submitted* *Date Forms Delivered*
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	**Date Changes Complete** ☐ **Forms Returned to Office of Curriculum & Instruction**

****Course Not Approved (Notes from Curriculum Council):**

Request for New Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR

Professional Submitting Request: Brandon L. Fisher	Building Submitting Request: GCHS
Department of Submission: Counseling	Date Submitted to Department Chair: 4/2/2025
Date Completed by Professional: 4/2/2025	

Course Name: PHSC 105 - General Physical Science + Lab	SKYWARD INFORMATION: Short description of course (15 characters) *prints on transcripts* GCCCPhysicalSci Long description of course (30 characters) GCCC General Physical Science

Kansas Course Code (KCCMS): 03159 - Physical Science

Please attach the following: ☐ Standards/Course Objectives ☒ Syllabus ☐ Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased for additional credit to be offered? ☐ YES* ☒ NO *If yes, please attach information regarding curriculum to be purchased that includes cost.* **If approved by building principal, Council will assume that cost of new curriculum is not a concern.* Does this course have the potential or need for a supplemental salary? ☐ YES* ☒ NO *If yes, please attach an explanation of the supplemental including cost and hours.*
List any pre-requisite courses:	**Indicate the following:** ☐ Required Course ☒ Elective Course ☐ Either (depends on grad reqs)

BELOW TO BE COMPLETED BY COUNSELOR

Course Length: ☐ 1 quarter ☒ 1 semester ☐ 2 semesters **Credit to be Earned:** Science Elective **Is this a dual credit course?** YES / NO **Is this a GCCC course?** YES / NO 　　**Number of USD 457 Credits:** 0.5 (3 GCCC	**NOTES:**

✎ Edit

General Physical Science

4 Credit Hours

📕 Course Information

Course Number-Section: PHSC 105

Final Exam:

Start/End Date:

📕 Instructor Information and Communication Expectations

Instructor Information:

Instructor:

Phone:

E-mail:

Office Location:

Contacting Instructor:

E-mail Response Time:

🍎 Course Description

Description: This course is a general survey of the physical world in which astronomy, chemistry, geology and physics are considered. Fundamental principles have been selected from the individual disciplines to supply the student with a broad and basic background. Emphasis is placed on these topics as an integral part of the environment. This course is designed for liberal arts, education and general education students. Three hours lecture/two hours laboratory per week.

course, instruction takes place fully in-person. Students will still be expected to use campus technologies like email and Canvas.

🕐 Time Commitment

A course is measured in credit hours. Each credit hour requires about 45 hours of work.

🎓 Classroom Decorum

You are expected to arrive prepared and on time with all material required. It is expected that you will be respectful to the instructor and fellow students. For your safety you will be required to come to lab sessions in appropriate clothing. No shorts, skirts, etc. full-length apparel. No open toed shoes.

Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.

Use appropriate language for an educational environment:

- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *The Core Rules for Netiquette* (http://www.albion.com/netiquette/corerules.html) by Victoria Shea. ⤷ (http://www.albion.com/netiquette/corerules.html%C2%A0(Links%20to%20an%20external%20site.)Links%20

📅 Attendance

GUIDELINES:

1. Attendance at GCCC is highly recommended.
2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.

COLLEGE-SPONSORED ACTIVITY ABSENCE POLICY:

1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.

Grading Scale

After your numerical grade has been calculated, your letter grade will be determined as follows:

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

below 60% = F

Computation of Grades

Pie chart showing: Homework 25%, Lab 25%, Quizzes 15%, Tests 15%, Final Exam 20%
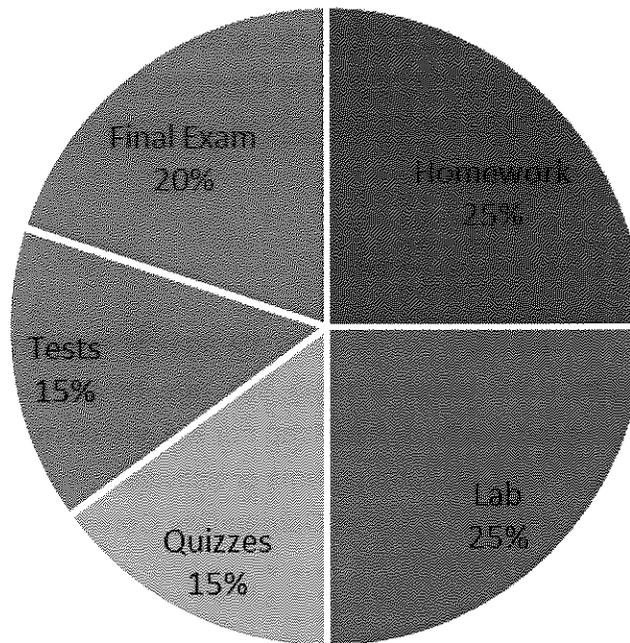
College Policies, updated 08/03/23

GCCC's General Education Outcomes

Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as

For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.

The instructor reserves the right to modify the syllabus.

📅 Tentative Schedule

Process for New Course Offering - All Schools

This form is to be completed for a course that has never been approved by the Curriculum Council.

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.	**Recommended / Not Recommended** *Jodi Vargas 4/2/2025* *Department Chair / Date* _____ *Date of Department Mtg.*
STEP THREE: Request is sent to the Head Principal for consideration.	**Recommended / Not Recommended** *4-3-25* *Head Principal Signature / Date*
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	**Skyward Course Information Completed** *Jodi Vargas 4/2/2025* *Department Chair*
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	**Recommended / Not Recommended**** _____ *Curriculum Council Chair Signature / Date*
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	**Recommended / Not Recommended** _____ *Asst./Deputy Superintendent Signature / Date*
STEP SEVEN: Request is presented to BOE for approval	**Approved / Not Approved**
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	_____ *Date Zendesk Submitted* _____ *Date Forms Delivered*
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	_____ **Date Changes Complete** ☐**Forms Returned to Office of Curriculum & Instruction**

**Course Not Approved (Notes from Curriculum Council):

Request for New Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR	
Professional Submitting Request: Brandon L. Fisher	Building Submitting Request: GCHS
Department of Submission: Counseling Date Completed by Professional: 4/2/2025	Date Submitted to Department Chair: 4/2/2025
Course Name: SOCI-210 Intro to Social Work	SKYWARD INFORMATION: Short description of course (15 characters) *prints on transcripts* GCCC Intro SocW Long description of course (30 characters) GCCC Intro to Social Work
Kansas Course Code (KCCMS): 15001 - Exploration of Public Service Careers	
Please attach the following: ☐ Standards/Course Objectives ☒ Syllabus ☐ Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased <u>for additional credit to be offered?</u> ☐ YES* ☒ NO *If yes, please attach information regarding curriculum to be purchased that includes cost. **If approved by building principal, Council will assume that cost of new curriculum is not a concern. Does this course have the potential or need for a supplemental salary? ☐ YES* ☒ NO *If yes, please attach an explanation of the supplemental including cost and hours.
List any pre-requisite courses:	Indicate the following: ☐ Required Course ☒ Elective Course ☐ Either (depends on grad reqs)
BELOW TO BE COMPLETED BY COUNSELOR	
Course Length: ☐ 1 quarter ☒ 1 semester ☐ 2 semesters **Credit to be Earned:** _0.5_ **Is this a dual credit course?** YES / NO **Is this a GCCC course?** YES/NO **Number of USD 457 Credits:** _0.5_ (3 GCCC	NOTES:

138

credit hours = 0.5 credit at USD 457)

GPA Set: ☐normal ☒indexed

Skyward Filter:

☐LA ☐OC ☐FA ☐MA ☒SS ☐PE

☐SCI ☐CO ☒GE ☐FL ☐STEM

*TECHNOLOGY ON BACK

BELOW TO BE COMPLETED BY TECHNOLOGY

☐KCCMS Mapping Confirmed

☐Skyward Updates including any Course Code Assigned —> _____

☐Grad Requirements & Filtering Confirmed

☐GCHS Registrar/Counseling Department Notified of Completion

☐Forms Returned to Office of Curriculum & Instruction

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

Spring
24 Introduction to Social Work

3 Credit Hours

📘 Course Information

Course Number-Section: SOCI 210

Final Exam:

Start/End Date:

📘 Instructor Information and Communication Expectations

Instructor Information:

Instructor:

Phone:

E-mail:

Office Location:

Contacting Instructor:

Students can call or contact the instructor through email using your Bustermail account in Canvas.

E-mail Response Time:

Students can expect a turnaround response time with-in 24 hours.

💬

🍎 Course Description

Description:

This course provides an introduction to the social service delivery system in the United States, with an emphasis on the social work profession: its mission, philosophy, ethics, values, diverse fields of intervention with a wide range of multicultural client populations in a variety of social service settings. Observation of social service agencies, sample case studies, and the holistic approach of the social work profession are examined.

Prerequisites: There are no prerequisites for this class.

📖 Textbook Information

Zastrow, C., & Hessenauer, S. L. (2023). *Empowerment Series: Introduction to Social Work and Social Welfare: Empowering People* (13th ed.). Cengage.

≔ Student Learning Outcomes

KRSN Course: SOC 1020

The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents

Upon completion of this course, students will be able to:

1. Define and describe what social work is, what it does, what areas of human functioning it focuses on, and with whom do social workers customarily practice.
2. Compare and contrast social work from other helping professions (e.g. psychology, applied sociology, psychiatry, etc.).
3. Identify and critically examine the philosophical and historical roots of social work and social welfare.
4. Identify common fields of generalist practice at the various levels of social work interventions (e.g. individuals, families, groups, organizations, and communities).
5. Identify core values and ethical principles of the social work profession.
6. Identify core theories and research that guide social work and social welfare policies.
7. Identify and examine social and economic justice issues addressed by the social work and social welfare profession, especially those related to poverty, inequality, racism, sexism, heterosexism, ageism, and other forms of oppression at the micro, mezzo, and macro levels

✍ Course Type

ONLINE COURSE: An online course uses computer-based technologies (i.e. *Canvas*) to create an online "classroom." Students are instructed in course content through online learning: tutorials, testing exercises, group collaborations, independent assignments, and long-range projects. Each individual course provides a schedule of assignments and deadlines. Students need to have adequate computer

skills as they will be communicating with the instructor and classmates online. This course is an online course, and you are responsible for ensuring that you can access all course material on a regular basis either from the GCCC campus or from home. Additionally, certain technical abilities will be required, such as installing necessary plug-ins and uploading files. If you have a problem with a personal computer or interrupted network connection, know that you are still responsible for submitting your work on time. If there is a problem with the Canvas system, notify your instructor and Canvas support (877) 259-3991 (or email online@gcccks.edu) (mailto:online@gcccks.edu)).

⏱ Time Commitment

A course is measured in credit hours. Each credit hour requires about 45 hours of work.

🎓 Classroom Decorum

Students and faculty each have responsibility for maintaining an appropriate learning environment. Those who fail to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to the instructor with the student's legal name. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my records.

Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.

Use appropriate language for an educational environment:

- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *The Core Rules for Netiquette* (http://www.albion.com/netiquette/corerules.html) by Victoria Shea. (http://www.albion.com/netiquette/corerules.html%C2%A0(Links%20to%20an%20external%20site.)Links%20

🔖 Academic Ethics

The full Academic Ethics Policy can be found in the Policies at the GCCC website. (https://www.gcccks.edu/about_gccc/policies.aspx) This policy explains the consequences of academic

dishonesty and provides details of the process.

The following section from the policy lists what is considered to be academic dishonesty or a violation of academic ethics:

GCCC assumes that all students are enrolled to learn and expects each individual to function as an ethical student. Integrity in the classroom is expected.

Therefore, any cheating is at variance with the purposes of both the student and the institution. Any student dishonesty detected in a course (including during examinations or in submitting plagiarized materials) may result in the student receiving no credit for the examination, written work or quiz, and may result in an F grade, suspension and/or dismissal from the course. A violation of academic ethics includes:

- Cheating on examinations, written quizzes, and other written work,.
- Plagiarism, which is defined as the use of another's written work without recognition/citation, the use of another student's work, the purchase and/or use of a paper that has already been prepared, the borrowing of an idea or phrase or the paraphrasing and/or summarizing of an idea without proper documentation,
- Sharing sign-in credentials with someone or using log-in credentials that are not yours,
- Giving assistance to another person during an examination,
- Falsification of an academic record,
- Obtaining or attempting to obtain copies of a non-circulated examination or examination questions,
- Facilitating another student's academic dishonesty.
- Using unauthorized or uncited artificial intelligence tools to complete classwork that is claimed as original work.

🤖 AI Academic Integrity

Students are expected to demonstrate academic integrity and ethics in their use of technology. Tools that use artificial intelligence (AI) to generate written, visual, or other communications are becoming more common, for example, OpenAI's ChatGPT.

These are the guidelines for this course:

1. Students should not use AI tools on any graded work without the instructor's permission. Instructor permission for using AI for graded work will be in the assignment description. If there are reasons to use AI outside of previously granted permission, visit with the instructor in advance of the due date.
2. When the instructor encourages the use of an AI, students should still cite that information as coming from the AI. There should be a clear mark in any work of what was completed through the use of an AI tool and what was original student work.

3. Using an AI tool that is not intended for the assignment is considered academic dishonesty. The Academic Ethics policy will apply. The instructor may use an AI detector tool to analyze student work.

📅 Attendance

GUIDELINES:

1. Attendance at GCCC is highly recommended.
2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.

GUIDELINES:

Online attendance is highly encouraged to be successful in this class. Attendance online is defined as a learner who logs into the classroom and completes at least two activities in the course each week. Students are required to complete an assignment the first week of the class to maintain their enrollment in the course.

COLLEGE-SPONSORED ACTIVITY ABSENCE POLICY:

1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.

If these criteria are met, coursework will be accepted

🎗 Assessment

Critical Thinking:

Students will be asked to answer critical thinking questions reflecting on topics in the chapter. One critical thinking assignment will be given for each chapter. Responses should be thoughtful reflections of an understanding of the material presented in the text, in addition to the student's personal experience. You are required site information from your text AND from at least one outside resource to support your reflection of the topic. Your responses should be 300-350 words. Please provide citation for the information you use from the text and outside resource.

Threaded Discussions:

Threaded discussions are an integral part of the class and simulate traditional classroom discussions. A threaded discussion allows each student to post comments to a discussion topic, react to other students'

comments, and respond to ideas shared by others in the course. The discussions take place asynchronously, with students logging into the class at different times and posting to the threaded discussions at their convenience. You will respond with an original reply to the question and then you are required to respond to at least two other student threads. Your original reply must be posted by Thursday of the week in which it is due. Contributions must consist of at least one original statement or comment and two peer responses. Comments such as "I agree with that" without any substantiation will not be acceptable.

End of Chapter Quizzes:

You will be required to take an SLO quiz after each chapter. These quizzes consist of 10-15 multiple-choice questions.

End of chapter quizzes will be counted as an "exam" grade.

Reading Abstract:

Students will be required to review an article and prepare a written document. In the document you wil summarize the article's information, compare the article's information to the course textbook, and provide a personal critique of the information you learned. You can find more detailed guidelines for this assignment in the "Reading Abstract" module.

Final Exam:

The final exam will consist of **2 essay type questions related to information discussed in the course throughout the semester. You will be allowed 2 hours to complete the final exam.**

Mandatory First Assignment Policy:

Students will be required to have at least one assignment turned in by Friday, Feb. 7, 2024. Failure to meet this requirement may result in the student being turned-in to the Registrar's office as a "No Show" and risk being dropped from the course.

Assignment Policy:

Each week's assignments must be submitted by 11:59pm of the due date. Please check the Course Outline under the Course Document Module for weekly start and end dates. This outline will also serve a reminder of other important due dates.

Also, as a general rule, student work will be returned within a week after the last student turns in an assignment or quiz.

No chapter coursework will be accepted after Sunday, May 11, 2025

The final is assigned during final's week. You have Monday, May 12 -- Thursday, Dec 15 to complete the final exam.

Grading Scale

After your numerical grade has been calculated, your letter grade will be determined as follows:

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

below 60% = F

Computation of Grades

Grades are based on the weight given to each task.

* Critical Thinking - 25%

* Threaded Discussions - 25%

* Reading Abstract - 20%

* Quizzes - 25%

* Final Exam - 5%

College Policies, updated 08/03/23

GCCC's General Education Outcomes

Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as awareness of cultural diversity and social responsibility. Employability skills include communication, problem-solving, and work ethic. These outcomes align with the college's commitment to engaging students in the collection, analysis, and communication of information.

Cell Phone Policy

Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor.

ADA/Equal Access

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Students who wish to receive accommodations must work with the Accommodations Coordinator and notify the instructor during the first week of class of any accommodations needed for the course. Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638 and/or at the email address accommodations@gcccks.edu (mailto:accommodations@gcccks.edu).

Equal Opportunity

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Human Resources office at Garden City Community College, 801 Campus Drive, Garden City, KS 67846 620-276-9574.

Copyright Disclaimer

Content provided in this course may be copyrighted and protected under U.S. Copyright laws. Access to materials provided as part of this course is for educational purposes only and limited to the duration of your enrollment in this course. You may not copy, download, upload, or otherwise redistribute and of the films, images, music, articles, or other content provided as part of this course. Any such reproduction or distribution is illegal and punishable under U.S. Copyright law (U.S.C. 17).

For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.

The instructor reserves the right to modify the syllabus.

📅 Tentative Schedule

Introduction to Social Work

SOCI 210

Spring 2025

Course Outline

The following dates are the open and close dates for your Canvas Work. You will only have access to the chapter work during these dates. All chapter work is due by 11:59pm on the due date.

Once the chapter has closed, you WILL NOT be able to complete any of the work and it will be counted as a zero in the grade book. Extenuating circumstances can be discussed with the professor.

There will not be assignments due March 17, 2025 - March 21, 2025, in observance of Spring Break.

It is the expectation of this course that you read each chapter in the text during the week the chapter is discussed.

Week One: Feb 3 -- Feb 9

Introduction

Chapter 1

    Critical Thinking

    Week 1 Threaded Discussion

    Quiz

Week Two: Feb 10 -- Feb 16

Chapters 2 & 3

    Critical Thinking

    Week 2 Threaded Discussion

    Quiz

Week Three: Feb 17 -- Feb 23

Chapters 4 & 5

    Critical Thinking

    Week 3 Threaded Discussion

    Quiz

Week Four: Feb 24 -- March 2

Chapters 6 & 7

    Critical Thinking

    Week 4 Threaded Discussion

    Quiz

Week Five: March 3 -- March 9

Chapters 8 & 9

    Critical Thinking

    Week 5 Threaded Discussion

    Quiz

Week Six: March 10 -- March 16

Chapter 10

    Critical Thinking

    Week 6 Threaded Discussion

    Quiz

Week Seven: March 24 -- March 30

Chapter 11

    Critical Thinking

    Week 7 Threaded Discussion

    Reading Abstract

    Quiz

Week Eight: March 31 -- April 6

Chapter 12

Critical Thinking

Week 8 Threaded Discussion

Quiz

Week Nine: April 7 -- April 13

Chapter 13

Critical Thinking

Week 9 Threaded Discussion

Quiz

Week Ten: April 14 -- April 20

Chapter 14

Critical Thinking

Week 10 Threaded Discussion

Quiz

Week Eleven: April 21 -- April 27

Chapter 15

Critical Thinking

Week 11 Threaded Discussion

Quiz

Week Twelve: April 28 -- May 4

Chapter 16

Critical Thinking

Week 12 Threaded Discussion

Quiz

Week Thirteen: May 5 -- May 11

Chapter 17

    Critical Thinking

    Week 13 Threaded Discussion

    Quiz

Week Fourteen: May 12 -- May 15

Final Exam

Course Summary:

Date	Details	Due
Thu Jan 19, 2023	📝 **Chapter 1 Critical Thinking Response** (https://gardencitycc.instructure.com/courses/16996/assignments/515006)	due by 9pm
	📝 **Chapter 2 Critical Thinking Response** (https://gardencitycc.instructure.com/courses/16996/assignments/515016)	due by 9pm
Thu Jan 26, 2023	📝 **Chapter 3 Critical Thinking Response** (https://gardencitycc.instructure.com/courses/16996/assignments/515018)	due by 9pm
Thu Feb 2, 2023	📝 **Chapter 4 Critical Thinking Response** (https://gardencitycc.instructure.com/courses/16996/assignments/515019)	due by 9pm
Thu Feb 9, 2023	📝 **Chapter 5 Critical Thinking Response** (https://gardencitycc.instructure.com/courses/16996/assignments/515020)	due by 9pm
Wed Feb 15, 2023	🚀 **Chapter 5 Quiz** (https://gardencitycc.instructure.com/courses/16996/assignments/515002)	due by 11:59pm

Date	Details	Due
Thu Feb 16, 2023	📝 Chapter 6 Critical Thinking Response (https://gardencitycc.instructure.com/courses/16996/assignments/515021)	due by 9pm
Wed Mar 1, 2023	📝 Chapter 7 Critical Thinking Response (https://gardencitycc.instructure.com/courses/16996/assignments/515022)	due by 11:59pm
Thu Mar 2, 2023	📝 Chapter 8 Critical Thinking Response (https://gardencitycc.instructure.com/courses/16996/assignments/515023)	due by 9pm
Wed Mar 8, 2023	🚀 Chapter 8 Quiz (https://gardencitycc.instructure.com/courses/16996/assignments/514991)	due by 11:59pm
Thu Mar 23, 2023	📝 Chapter 10 Critical Thinking Response (https://gardencitycc.instructure.com/courses/16996/assignments/515008)	due by 9pm
	📝 Chapter 9 Critical Thinking Response (https://gardencitycc.instructure.com/courses/16996/assignments/515024)	due by 9pm
Thu Apr 6, 2023	📝 Chapter 12 Critical Thinking Response (https://gardencitycc.instructure.com/courses/16996/assignments/515010)	due by 9pm
Thu Apr 13, 2023	📝 Chapter 13 Critical Thinking Response (https://gardencitycc.instructure.com/courses/16996/assignments/515011)	due by 9pm
	📝 Chapter 14 Critical Thinking Response (https://gardencitycc.instructure.com/courses/16996/assignments/515012)	due by 9pm
Thu Apr 20, 2023	📝 Chapter 15 Critical Thinking Response (https://gardencitycc.instructure.com/courses/16996/assignments/515013)	due by 9pm
Wed Apr 26, 2023	🚀 Chapter 15 Quiz (https://gardencitycc.instructure.com/courses/16996/assignments/514994)	due by 11:59pm

Date	Details	Due
	📝 Chapter 16 Critical Thinking Response (https://gardencitycc.instructure.com/courses/16996/assignments/515014)	due by 9pm
Thu Apr 27, 2023		
	📝 Chapter 17 Critical Thinking Response (https://gardencitycc.instructure.com/courses/16996/assignments/515015)	due by 9pm
Sun Apr 30, 2023	🗓 Course Evaluation (https://gardencitycc.instructure.com/calendar?event_id=74496&include_contexts=course_16996)	12am
Thu May 4, 2023	📝 Final Exam (https://gardencitycc.instructure.com/courses/16996/assignments/515025)	due by 11:59pm
	🚀 Chapter 16 Quiz (https://gardencitycc.instructure.com/courses/16996/assignments/514998)	due by 11:59pm
Wed May 10, 2023		
	🚀 Chapter 17 Quiz (https://gardencitycc.instructure.com/courses/16996/assignments/514989)	due by 11:59pm
Sun Feb 9, 2025	💬 Mandatory First Assignment: Introduction Post.....Your Original Post is due Wed. Feb 5, 2025 (https://gardencitycc.instructure.com/courses/16996/assignments/530692)	due by 11:59pm
Sun Mar 30, 2025	📝 Reading Abstract (https://gardencitycc.instructure.com/courses/16996/assignments/526918)	due by 11:59pm
	📝 Chapter 1 New Quiz (https://gardencitycc.instructure.com/courses/16996/assignments/515007)	
	🚀 Chapter 1 Quiz (https://gardencitycc.instructure.com/courses/16996/assignments/514999)	
	🚀 Chapter 10 Quiz (https://gardencitycc.instructure.com/courses/16996/assignments/514997)	
	📝 Chapter 11 Critical Thinking Response (https://gardencitycc.instructure.com/courses/16996/assignments/515009)	

Date	Details	Due

🚀 Chapter 11 Quiz
(https://gardencitycc.instructure.com/courses/16996/assignments/514993)

🚀 Chapter 12 Quiz
(https://gardencitycc.instructure.com/courses/16996/assignments/515000)

🚀 Chapter 13 Quiz
(https://gardencitycc.instructure.com/courses/16996/assignments/515003)

🚀 Chapter 14 Quiz
(https://gardencitycc.instructure.com/courses/16996/assignments/515001)

📝 Chapter 2 New Quiz
(https://gardencitycc.instructure.com/courses/16996/assignments/515017)

🚀 Chapter 2 Quiz
(https://gardencitycc.instructure.com/courses/16996/assignments/514990)

🚀 Chapter 3 Quiz
(https://gardencitycc.instructure.com/courses/16996/assignments/514992)

🚀 Chapter 4 Quiz
(https://gardencitycc.instructure.com/courses/16996/assignments/514988)

🚀 Chapter 6 Quiz
(https://gardencitycc.instructure.com/courses/16996/assignments/514995)

🚀 Chapter 7 Quiz
(https://gardencitycc.instructure.com/courses/16996/assignments/515004)

🚀 Chapter 9 Quiz
(https://gardencitycc.instructure.com/courses/16996/assignments/514996)

🚀 Final Exam
(https://gardencitycc.instructure.com/courses/16996/assignments/530622)

💬 Week 1 Threaded Discussion
(https://gardencitycc.instructure.com/courses/16996/assignments/530582)

💬 Week 10 Threaded Discussion
(https://gardencitycc.instructure.com/courses/16996/assignments/530069)

Date	Details	Due

💬 **Week 11 Threaded Discussion**
(https://gardencitycc.instructure.com/courses/16996/assignments/530306)

💬 **Week 12 Threaded Discussion**
(https://gardencitycc.instructure.com/courses/16996/assignments/530620)

💬 **Week 13 Threaded Discussion**
(https://gardencitycc.instructure.com/courses/16996/assignments/530559)

💬 **Week 2 Threaded Discussion**
(https://gardencitycc.instructure.com/courses/16996/assignments/530560)

💬 **Week 3 Threaded Discussion**
(https://gardencitycc.instructure.com/courses/16996/assignments/526362)

💬 **Week 4 Threaded Discussion**
(https://gardencitycc.instructure.com/courses/16996/assignments/526698)

💬 **Week 5 Threaded Discussion**
(https://gardencitycc.instructure.com/courses/16996/assignments/530615)

💬 **Week 6 Threaded Discussion**
(https://gardencitycc.instructure.com/courses/16996/assignments/526866)

💬 **Week 7 Threaded Discussion**
(https://gardencitycc.instructure.com/courses/16996/assignments/527059)

💬 **Week 8 Threaded Discussion**
(https://gardencitycc.instructure.com/courses/16996/assignments/528703)

💬 **Week 9 Threaded Discussion**
(https://gardencitycc.instructure.com/courses/16996/assignments/529854)

Process for New Course Offering - All Schools

This form is to be completed for a course that has never been approved by the Curriculum Council.

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.	**Recommended / Not Recommended** _Paul Vangas_ 4/2/2025 *Department Chair / Date* _____ *Date of Department Mtg.*
STEP THREE: Request is sent to the Head Principal for consideration.	**Recommended / Not Recommended** _____ 4-3-25 *Head Principal Signature / Date*
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	**Skyward Course Information Completed** _Paul Vangas_ 4/2/2025 *Department Chair*
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	**Recommended / Not Recommended**** _____ *Curriculum Council Chair Signature / Date*
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	**Recommended / Not Recommended** _____ *Asst./Deputy Superintendent Signature / Date*
STEP SEVEN: Request is presented to BOE for approval	**Approved / Not Approved**
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	_____ *Date Zendesk Submitted* _____ *Date Forms Delivered*
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	_____ **Date Changes Complete** ☐ **Forms Returned to Office of Curriculum & Instruction**

**Course Not Approved (Notes from Curriculum Council):

Request for New Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR	

Professional Submitting Request: Brandon L. Fisher	Building Submitting Request: GCHS
Department of Submission: Counseling	Date Submitted to Department Chair: 4/2/2025
Date Completed by Professional: 4/2/2025	

Course Name: SOCI 204 Social Problems	SKYWARD INFORMATION: Short description of course (15 characters) *prints on transcripts* GCCC SocialProb Long description of course (30 characters) GCCC Social Problems

Kansas Course Code (KCCMS): 04259 - Particular Topics in Sociology

Please attach the following: ☐ Standards/Course Objectives ☒ Syllabus ☐ Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased <u>for</u> <u>additional credit to be offered?</u> ☐ YES* ☒ NO *If yes, please attach information regarding curriculum to be purchased that includes cost.* **If approved by building principal, Council will assume that cost of new curriculum is not a concern.* Does this course have the potential or need for a supplemental salary? ☐ YES* ☒ NO *If yes, please attach an explanation of the supplemental including cost and hours.*
List any pre-requisite courses:	**Indicate the following:** ☐ Required Course ☒ Elective Course ☐ Either (depends on grad reqs)

BELOW TO BE COMPLETED BY COUNSELOR	

Course Length: ☐ 1 quarter ☒ 1 semester ☐ 2 semesters **Credit to be Earned:** 0.5 **Is this a dual credit course?** (YES) NO **Is this a GCCC course?** (YES) NO **Number of USD 457 Credits:** 0.5 (3 GCCC	NOTES:

credit hours = 0.5 credit at USD 457)

GPA Set: ☐normal ☒indexed

Skyward Filter:

☐LA ☐OC ☐FA ☐MA ☒SS ☐PE
☐SCI ☐CO ☒GE ☐FL ☐STEM

*TECHNOLOGY ON BACK

BELOW TO BE COMPLETED BY TECHNOLOGY

☐ KCCMS Mapping Confirmed

☐ Skyward Updates including any Course Code Assigned —> _____

☐ Grad Requirements & Filtering Confirmed

☐ GCHS Registrar/Counseling Department Notified of Completion

☐ Forms Returned to Office of Curriculum & Instruction

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

Social Problems

COURSE INFORMATION
Course Number-Section: SOCI 204
Final Exam: Click here to enter text.
Start/End Date: Click here to enter text.

INSTRUCTOR INFORMATION
Instructor: Click here to enter text.
Phone: Click here to enter text.
Email: Click here to enter text.
Office Location: Click here to enter text.

CONTACTING INSTRUCTOR
Best method of contact.

EMAIL RESPONSE TIME
How often students can expect you to check email and voicemail.

SYLLABUS STATEMENT FOR HEALTH/SAFETY/SICK POLICIES
COVID-19 has brought many changes, and both students and teachers need to work together, understanding evolving needs created by the pandemic.

For this specific class, you are asked to do the following: *Below is sample language that can be included in your syllabi to help students understand basic expectations. The list of actions can be modified.*

1. Complete your daily health screen on the GCCC Mobile App and follow the instructions on your health pass.
2. Stay home if you are not feeling well (seeking medical care when appropriate). Communicate with your instructor early so s/he can work with you to stay current in class.
3. (may not be needed for your class) Wear a mask in class. Students needing accommodations should speak with the instructor privately about arrangements to complete the course work or task remotely.
4. Sanitize hands and workspaces/desks/tables before and/or at the end of class
5. Communicate needs and concerns with instructors

The course delivery mode may be changed due to safety or health concerns (ex. if an instructor becomes ill or if the course needs to change due to size). Students will be advised when any changes occur.

SYLLABUS STATEMENT FOR FACE COVERINGS
To protect the health and safety of the Buster and Garden City communities, the college has adopted a three-phase plan for the wearing of masks. Phases 2 and 3 require masks in all

classroom and learning environments. If the college moves to phase 2 or 3, students will be notified on the gcccks.edu web site as well as on the Student Feed of the GCCC Mobile App. Separately, in some classrooms where there are subject-specific needs or additional health concerns, masks may be required regardless of whether the college is in phaase 1, 2, or 3. If you are in a classroom with masks required, **that requirement will be clearly listed in the course syllabus.**

Based on requirements from the Finney County Health Department, specific classrooms and all students and teachers within them may be required to wear masks for periods of time (usually two weeks or less). If this classroom moves to "masks required," your instructor will inform you through a Canvas inbox message or an announcement in Canvas, and signage will be posted on the classroom door.

At no point should the professor or other students put themselves into an unsafe situation while attempting to enforce a face-covering policy. Campus Security: 620-272-6828.

SYLLABUS STATEMENT FOR CONTACT TRACING
In Kansas, a person who may have been exposed to an infectious or contagious disease by being within close proximity of an infected person is known as a contact. For COVID-19 contacts, Kansas law (L.2020 Special Session, Ch. 1, Section 16 (h)) allows this community college to share contact information when we become aware of a confirmed case involving COVID-19 if the contact consents. For the safety of our academic community, we have adopted the policy that your use of and presence at our facilities as students, faculty, and staff is your consent to our release of contact information to public health authorities. If you do not wish to provide such consent, you may opt-out by signing a written form and providing the signed form to the Records Office in the Student and Community Services Center (SCSC). The opt-out consent form can be picked up at the Student Services desk in the Student and Community Services Center (SCSC)or online at: https://www.gcccks.edu/covid-19/opt_out_form.aspx.

COURSE DESCRIPTION
> **DESCRIPTION:** This course is an examination of the significant social problems of our day. The course will define social problems, discuss the development of a concern into a problem, analyze the various sociological paradigms used to explain social problems and evaluate methods/approaches to confronting them.
> **PREREQUISITES:** Take from catalog.

GCCC'S GENERAL EDUCATION OUTCOMES
Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as awareness of cultural diversity and social responsibility. Employability skills include communication, problem solving, and work ethic. These outcomes align with the college's commitment to engaging students in the collection, analysis, and communication of information.

TEXTBOOK INFORMATION
Mooney, L. A., Knox, D., & Schacht, C. (2022). *Understanding Social Problems (11th ed)*. Boston, MA: Cengage.
STUDENT LEARNER OUTCOMES

KRSN Course: SOC 2010

The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents

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1. Differentiate between a "social problem" versus a "personal trouble.
2. Analyze the micro and macro dimensions of social problems utilizing sociological theories and evidence.
3. Describe how social problems are associated with patterns of social inequality.
4. Assess the strengths and weaknesses of solutions to a social problem utilizing the sociological perspective.
5. Evaluate the relationships between social problems and the policies and practices of social institutions.

COURSE TYPE
Delete this line plus all course types that don't apply to this course.
ACCELERATED COURSE: An accelerated course allows students to complete an academic course in less time than a full semester. This is an intensive course, covering a full semester's work in considerably less time. Therefore, regular, consistent attendance is vital for success, and students are required to do substantially more work outside of class.

HYBRID COURSE: A hybrid course is a blend of online or independent work and campus-based instruction. A hybrid course offers the benefit of face-to-face instruction and the flexibility and convenience of online or independent work. Each individual course provides specific classroom dates and times while online or independent instruction uses any combination of various methods: video, audio, document files, discussion boards, and written assignments.

FACE TO FACE COURSE: Face-to-face courses are campus-based classes that meet in-person at an established time and place. While instructional technologies (like Canvas) may be used to support he course, instruction takes place fully in-person. Students will still be expected to use campus technologies like email and Canvas.

Social Problems

ONLINE COURSE: An online course uses computer-based technologies (i.e. Canvas) to create an online "classroom." Students are instructed in course content through online learning: tutorials, testing exercises, group collaborations, independent assignments, and long-range projects. Each individual course provides a schedule of assignments and deadlines. Students need to have adequate computer skills as they will be communicating with the instructor and classmates online. This course is an online course, and you are responsible for ensuring that you can access all course material on a regular basis either from the GCCC campus or from home. Additionally, certain technical abilities will be required, such as installing necessary plug-ins and uploading files. If you have a problem with a personal computer or interrupted network connection, know that you are still responsible for submitting your work on time. If there is a problem with the Canvas system, notify your instructor and Canvas support (877) 259-3991 (or email <u>online@gcccks.edu</u>).

BUSTER LIVE DISTANCE: On-campus students and distance students will attend class together. On-campus students attend class in person while distance students attend remotely, entirely through scheduled, synchronous live Zoom sessions. Distance students are recommended to have their own webcam-enabled laptops for this course.

TIME COMMITMENT
A course is measured in credit hours. Each credit hour requires about 45 hours of work.
If this is a hybrid course, please enter your time breakdown

CLASSROOM DECORUM
Click or tap here to enter text. Add your own policy. Delete what does not apply.
Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.
Use appropriate language for an educational environment:
- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *The Core Rules for Netiquette* (<u>http://www.albion.com/netiquette/corerules.html (Links to an external site.)</u>Links to an external site.) by Virginia Shea.

CELL PHONE POLICY
Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor.

Social Problems

ATTENDANCE
Delete the policy that does not apply to your class.
GUIDELINES:
1. Attendance at GCCC is highly recommended.
2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.

GUIDELINES:
Online attendance is highly encouraged to be successful in this class. Attendance online is defined as a learner who logs into the classroom and completes at least two activities in the course each week. Students are required to complete an assignment the first week of the class to maintain their enrollment in the course.

COLLEGE-SPONSORED ACTIVITY ABSENCE POLICY:
1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow the same criteria.

ASSESSMENT

TESTS
Explain your testing policy: announced, unannounced, when, etc.

HOMEWORK
Explain homework policy: standard due days/times, types, how much to expect, location, etc.

MAKE-UP/LATE WORK POLICIES
Explain make-up/late work: due date/time, penalties assessed, conditions that must be met for late work, etc.

EXTRA CREDIT POLICY
Explain extra credit policy: if you grant extra credit, how, etc.

ATTENDANCE

Enter how attendance affects grading in your class—or if it doesn't count toward the class grade. NOT the campus-wide attendance policy.

FINAL EXAM
Provide details about the final exam: cumulative, type of exam, etc.

GRADING SCALE
After your numerical grade has been calculated, your letter grade will be determined as follows:
    90 - 100% = A
    80 - 89% = B
    70 - 79% = C
    60 - 69% = D
    below 60% = F

COMPUTATION OF GRADES
Identify if you calculate grades based on points or percentages—include percentage breakdown. Attendance/participation cannot be worth more than 15%.
Homework = %
Attendance/participation = %
Tests = %
Final Exam = %

ADA/EQUAL ACCESS
In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Students who wish to receive accommodations must work with the Accommodations Coordinator and notify the instructor during the first week of class of any accommodations needed for the course. Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638 and/or at the email address accommodations@gcccks.edu.

EQUAL OPPORTUNITY
Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Human Resources office at Garden City Community College, 801 Campus Drive, Garden City, KS 67846 620-276-9574.

COPYRIGHT DISCLAIMER
Content provided in this course may be copyrighted and protected under U.S. Copyright

Social Problems

laws. Access to materials provided as part of this course is for educational purposes only and limited to the duration of your enrollment in this course. You may not copy, download, upload, or otherwise redistribute and of the films, images, music, articles, or other content provided as part of this course. Any such reproduction or distribution is illegal and punishable under U.S. Copyright law (U.S.C. 17).

For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.
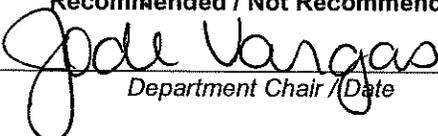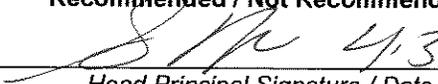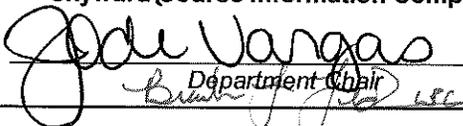
Instructor reserves the right to modify the syllabus.

TENTATIVE CLASS SCHEDULE
Click here to enter text. Arrange by Unit or by Week.

Process for New Course Offering - All Schools

This form is to be completed for a course that has never been approved by the Curriculum Council.

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.	**Recommended / Not Recommended** *Jodu Vangao 4/2/2025* *Department Chair / Date* <hr> *Date of Department Mtg.*
STEP THREE: Request is sent to the Head Principal for consideration.	**Recommended / Not Recommended** *4-3-25* *Head Principal Signature / Date*
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	**Skyward Course Information Completed** *Jodu Vangao 4/2/2025* *Department Chair*
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	**Recommended / Not Recommended**** <hr> *Curriculum Council Chair Signature / Date*
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	**Recommended / Not Recommended** <hr> *Asst./Deputy Superintendent Signature / Date*
STEP SEVEN: Request is presented to BOE for approval	**Approved / Not Approved**
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	<hr> *Date Zendesk Submitted* <hr> *Date Forms Delivered*
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	<hr> **Date Changes Complete** ☐ **Forms Returned to Office of Curriculum & Instruction**

****Course Not Approved (Notes from Curriculum Council):**

Request for New Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR	
Professional Submitting Request: Brandon L. Fisher	Building Submitting Request: GCHS
Department of Submission: Counseling Date Completed by Professional: 4/2/2025	Date Submitted to Department Chair: 4/2/2025
Course Name: SOCI 113 - Sociology of the Families	**SKYWARD INFORMATION:** Short description of course (15 characters) *prints on transcripts* GCCC SocofFam Long description of course (30 characters) GCCC SociologyOfTheFamilies
Kansas Course Code (KCCMS): 19255 - Family Studies	
Please attach the following: ☐ Standards/Course Objectives ☒ Syllabus ☐ Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased <u>for additional credit to be offered?</u> ☐ YES* ☒ NO *If yes, please attach information regarding curriculum to be purchased that includes cost.* **If approved by building principal, Council will assume that cost of new curriculum is not a concern.* Does this course have the potential or need for a supplemental salary? ☐ YES* ☒ NO *If yes, please attach an explanation of the supplemental including cost and hours.*
List any pre-requisite courses:	**Indicate the following:** ☐ Required Course ☒ Elective Course ☐ Either (depends on grad reqs)
BELOW TO BE COMPLETED BY COUNSELOR	
Course Length: ☐ 1 quarter ☒ 1 semester ☐ 2 semesters **Credit to be Earned:** Social Studies Elective **Is this a dual credit course?** (YES) NO **Is this a GCCC course?** (YES) NO **Number of USD 457 Credits:** 0.5 (3 GCCC	**NOTES:**

credit hours = 0.5 credit at USD 457)

GPA Set: ☐ normal ☒ indexed

Skyward Filter:

☐ LA ☐ OC ☐ FA ☐ MA ☒ SS ☐ PE

☐ SCI ☐ CO ☒ GE ☐ FL ☐ STEM

TECHNOLOGY ON BACK

BELOW TO BE COMPLETED BY TECHNOLOGY

☐ KCCMS Mapping Confirmed

☐ Skyward Updates including any Course Code Assigned ⟶ _____

☐ Grad Requirements & Filtering Confirmed

☐ GCHS Registrar/Counseling Department Notified of Completion

☐ Forms Returned to Office of Curriculum & Instruction

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

Sociology of Families

COURSE INFORMATION
Course Number-Section: SOCI 113
Final Exam: Click here to enter text.
Start/End Date: Click here to enter text.

INSTRUCTOR INFORMATION
Instructor: Click here to enter text.
Phone: Click here to enter text.
Email: Click here to enter text.
Office Location: Click here to enter text.

CONTACTING INSTRUCTOR
Best method of contact.

EMAIL RESPONSE TIME
How often students can expect you to check email and voicemail.

SYLLABUS STATEMENT FOR HEALTH/SAFETY/SICK POLICIES
COVID-19 has brought many changes, and both students and teachers need to work together, understanding evolving needs created by the pandemic.

For this specific class, you are asked to do the following: *Below is sample language that can be included in your syllabi to help students understand basic expectations. The list of actions can be modified.*

1. Complete your daily health screen on the GCCC Mobile App and follow the instructions on your health pass.
2. Stay home if you are not feeling well (seeking medical care when appropriate). Communicate with your instructor early so s/he can work with you to stay current in class.
3. (may not be needed for your class) Wear a mask in class. Students needing accommodations should speak with the instructor privately about arrangements to complete the course work or task remotely.
4. Sanitize hands and workspaces/desks/tables before and/or at the end of class
5. Communicate needs and concerns with instructors

The course delivery mode may be changed due to safety or health concerns (ex. if an instructor becomes ill or if the course needs to change due to size). Students will be advised when any changes occur.

SYLLABUS STATEMENT FOR FACE COVERINGS
To protect the health and safety of the Buster and Garden City communities, the college has adopted a three-phase plan for the wearing of masks. Phases 2 and 3 require masks in all

classroom and learning environments. If the college moves to phase 2 or 3, students will be notified on the gcccks.edu web site as well as on the Student Feed of the GCCC Mobile App. Separately, in some classrooms where there are subject-specific needs or additional health concerns, masks may be required regardless of whether the college is in phaase 1, 2, or 3. If you are in a classroom with masks required, **that requirement will be clearly listed in the course syllabus.**

Based on requirements from the Finney County Health Department, specific classrooms and all students and teachers within them may be required to wear masks for periods of time (usually two weeks or less). If this classroom moves to "masks required," your instructor will inform you through a Canvas inbox message or an announcement in Canvas, and signage will be posted on the classroom door.

At no point should the professor or other students put themselves into an unsafe situation while attempting to enforce a face-covering policy. Campus Security: 620-272-6828.

SYLLABUS STATEMENT FOR CONTACT TRACING
In Kansas, a person who may have been exposed to an infectious or contagious disease by being within close proximity of an infected person is known as a contact. For COVID-19 contacts, Kansas law (L.2020 Special Session, Ch. 1, Section 16 (h)) allows this community college to share contact information when we become aware of a confirmed case involving COVID-19 if the contact consents. For the safety of our academic community, we have adopted the policy that your use of and presence at our facilities as students, faculty, and staff is your consent to our release of contact information to public health authorities. If you do not wish to provide such consent, you may opt-out by signing a written form and providing the signed form to the Records Office in the Student and Community Services Center (SCSC). The opt-out consent form can be picked up at the Student Services desk in the Student and Community Services Center (SCSC)or online at: https://www.gcccks.edu/covid-19/opt_out_form.aspx.

COURSE DESCRIPTION
DESCRIPTION: This course strives to bring together knowledge about individuals as they function as family members. This course will also focus on relationships between the family and how they relate to the rest of society's institutions.

PREREQUISITES: Take from catalog.

GCCC'S GENERAL EDUCATION OUTCOMES
Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as awareness of cultural diversity and social responsibility. Employability skills include communication, problem solving, and work ethic. These outcomes align with the college's commitment to engaging students in the collection, analysis, and communication of information.

TEXTBOOK INFORMATION

Lamanna, M., Riedmann, A., & Stewart, S. (2021). Marriages, Families, and Relationships: Making Choices in a Diverse Society (14th ed.). Boston, MA: Cengage.

STUDENT LEARNER OUTCOMES

KRSN Course: SOC 2020

The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents

1. Summarize historical, social, and cultural forces that shape contemporary families.
2. Examine the social processes in familial and intimate relationships.
3. Analyze diverse intimate relationships and family structures.
4. Critically analyze family issues utilizing evidence-based research and theoretical perspectives.

COURSE TYPE

Delete this line plus all course types that don't apply to this course.

ACCELERATED COURSE: An accelerated course allows students to complete an academic course in less time than a full semester. This is an intensive course, covering a full semester's work in considerably less time. Therefore, regular, consistent attendance is vital for success, and students are required to do substantially more work outside of class.

HYBRID COURSE: A hybrid course is a blend of online or independent work and campus-based instruction. A hybrid course offers the benefit of face-to-face instruction and the flexibility and convenience of online or independent work. Each individual course provides specific classroom dates and times while online or independent instruction uses any combination of various methods: video, audio, document files, discussion boards, and written assignments.

FACE TO FACE COURSE: Face-to-face courses are campus-based classes that meet in-person at an established time and place. While instructional technologies (like Canvas) may be used to support he course, instruction takes place fully in-person. Students will still be expected to use campus technologies like email and Canvas.

ONLINE COURSE: An online course uses computer-based technologies (i.e. Canvas) to create an online "classroom." Students are instructed in course content through online learning: tutorials, testing exercises, group collaborations, independent assignments, and long-range projects. Each individual course provides a schedule of assignments and deadlines. Students need to have adequate computer skills as they will be communicating with the instructor and classmates online. This course is an online course, and you are responsible for ensuring that you can access all course material on a regular basis either from the GCCC campus or from home. Additionally, certain technical abilities will be required, such as installing necessary plug-ins and uploading files. If you have a problem with a personal computer or interrupted network connection, know that you are still responsible for submitting your work on time. If there is a problem with the Canvas system, notify your instructor and Canvas support (877) 259-3991 (or email online@gcccks.edu).

BUSTER LIVE DISTANCE: On-campus students and distance students will attend class together. On-campus students attend class in person while distance students attend remotely, entirely through scheduled, synchronous live Zoom sessions. Distance students are recommended to have their own webcam-enabled laptops for this course.

TIME COMMITMENT
A course is measured in credit hours. Each credit hour requires about 45 hours of work.
If this is a hybrid course, please enter your time breakdown

CLASSROOM DECORUM
Click or tap here to enter text. Add your own policy. Delete what does not apply.
Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.
Use appropriate language for an educational environment:
- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *The Core Rules for Netiquette* (http://www.albion.com/netiquette/corerules.html (Links to an external site.)Links to an external site.) by Virginia Shea.

CELL PHONE POLICY
Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor.

ATTENDANCE

Delete the policy that does not apply to your class.

GUIDELINES:

1. Attendance at GCCC is highly recommended.
2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.

GUIDELINES:

Online attendance is highly encouraged to be successful in this class. Attendance online is defined as a learner who logs into the classroom and completes at least two activities in the course each week. Students are required to complete an assignment the first week of the class to maintain their enrollment in the course.

COLLEGE-SPONSORED ACTIVITY ABSENCE POLICY:

1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow the same criteria.

ASSESSMENT

TESTS

Explain your testing policy: announced, unannounced, when, etc.

HOMEWORK

Explain homework policy: standard due days/times, types, how much to expect, location, etc.

MAKE-UP/LATE WORK POLICIES

Explain make-up/late work: due date/time, penalties assessed, conditions that must be met for late work, etc.

EXTRA CREDIT POLICY

Explain extra credit policy: if you grant extra credit, how, etc.

ATTENDANCE

Enter how attendance affects grading in your class—or if it doesn't count toward the class grade. NOT the campus-wide attendance policy.

FINAL EXAM
Provide details about the final exam: cumulative, type of exam, etc.

GRADING SCALE
After your numerical grade has been calculated, your letter grade will be determined as follows:

90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D
below 60% = F

COMPUTATION OF GRADES
Identify if you calculate grades based on points or percentages—include percentage breakdown. Attendance/participation cannot be worth more than 15%.
Homework = %
Attendance/participation = %
Tests = %
Final Exam = %

ADA/EQUAL ACCESS
In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Students who wish to receive accommodations must work with the Accommodations Coordinator and notify the instructor during the first week of class of any accommodations needed for the course. Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638 and/or at the email address accommodations@gcccks.edu.

EQUAL OPPORTUNITY
Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Human Resources office at Garden City Community College, 801 Campus Drive, Garden City, KS 67846 620-276-9574.

COPYRIGHT DISCLAIMER
Content provided in this course may be copyrighted and protected under U.S. Copyright

laws. Access to materials provided as part of this course is for educational purposes only and limited to the duration of your enrollment in this course. You may not copy, download, upload, or otherwise redistribute and of the films, images, music, articles, or other content provided as part of this course. Any such reproduction or distribution is illegal and punishable under U.S. Copyright law (U.S.C. 17).

For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.

Instructor reserves the right to modify the syllabus.

TENTATIVE CLASS SCHEDULE
Click here to enter text. Arrange by Unit or by Week.

Process for New Course Offering - All Schools

This form is to be completed for a course that has never been approved by the Curriculum Council.

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.	**Recommended / Not Recommended** X _Jodi Vargas_ 4/2/2025 *Department Chair / Date* _____ *Date of Department Mtg.*
STEP THREE: Request is sent to the Head Principal for consideration.	**Recommended / Not Recommended** _____ 4-3-25 *Head Principal Signature / Date*
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	**Skyward Course Information Completed** _Jodi Vargas_ 4/2/2025 *Department Chair*
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	**Recommended / Not Recommended** _____ *Curriculum Council Chair Signature / Date*
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	**Recommended / Not Recommended** _____ *Asst./Deputy Superintendent Signature / Date*
STEP SEVEN: Request is presented to BOE for approval	**Approved / Not Approved**
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	_____ *Date Zendesk Submitted* _____ *Date Forms Delivered*
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	_____ **Date Changes Complete** ☐ **Forms Returned to Office of Curriculum & Instruction**

**Course Not Approved (Notes from Curriculum Council):

Request for New Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR	
Professional Submitting Request: Brandon L. Fisher	Building Submitting Request: GCHS
Department of Submission: Counseling	Date Submitted to Department Chair: 4/2/2025
Date Completed by Professional: 4/2/2025	
Course Name: HIST 102 - Survey of Civilization II	SKYWARD INFORMATION: Short description of course (15 characters) *prints on transcripts* GCCC SurOfCivII Long description of course (30 characters) GCCC Survey of Civilization II
Kansas Course Code (KCCMS): 04051 - World History - Overview	
Please attach the following: ☐ Standards/Course Objectives ☒ Syllabus ☐ Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased <u>for</u> <u>additional credit to be offered?</u> ☐ YES* ☒ NO *If yes, please attach information regarding curriculum to be purchased that includes cost.* **If approved by building principal, Council will assume that cost of new curriculum is not a concern.* Does this course have the potential or need for a supplemental salary? ☐ YES* ☒ NO *If yes, please attach an explanation of the supplemental including cost and hours.*
List any pre-requisite courses:	Indicate the following: ☐ Required Course ☒ Elective Course ☐ Either (depends on grad reqs)
BELOW TO BE COMPLETED BY COUNSELOR	
Course Length: ☐ 1 quarter ☒ 1 semester ☐ 2 semesters **Credit to be Earned:** 0.5 **Is this a dual credit course?** (YES)/ NO **Is this a GCCC course?** (YES)/NO **Number of USD 457 Credits:** 0.5 (3 GCCC	NOTES:

credit hours = 0.5 credit at USD 457)

GPA Set: ☐ normal ☒ indexed

Skyward Filter:

☐ LA ☐ OC ☐ FA ☐ MA ☒ SS ☐ PE
☐ SCI ☐ CO ☒ GE ☐ FL ☐ STEM

TECHNOLOGY ON BACK

BELOW TO BE COMPLETED BY TECHNOLOGY

☐ KCCMS Mapping Confirmed

☐ Skyward Updates including any Course Code Assigned —> _____

☐ Grad Requirements & Filtering Confirmed

☐ GCHS Registrar/Counseling Department Notified of Completion

☐ Forms Returned to Office of Curriculum & Instruction

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

Survey of Civilization 2

COURSE INFORMATION
Course Number-Section: HIST-102
Final Exam: Click here to enter text.
Start/End Date: Click here to enter text.

INSTRUCTOR INFORMATION
Instructor: Click here to enter text.
Phone: Click here to enter text.
Email: Click here to enter text.
Office Location: Click here to enter text.

CONTACTING INSTRUCTOR
Best method of contact.

EMAIL RESPONSE TIME
How often students can expect you to check email and voicemail.

SYLLABUS STATEMENT FOR HEALTH/SAFETY/SICK POLICIES
COVID-19 has brought many changes, and both students and teachers need to work together, understanding evolving needs created by the pandemic.

For this specific class, you are asked to do the following: *Below is sample language that can be included in your syllabi to help students understand basic expectations. The list of actions can be modified.*

1. Complete your daily health screen on the GCCC Mobile App and follow the instructions on your health pass.
2. Stay home if you are not feeling well (seeking medical care when appropriate). Communicate with your instructor early so s/he can work with you to stay current in class.
3. (may not be needed for your class) Wear a mask in class. Students needing accommodations should speak with the instructor privately about arrangements to complete the course work or task remotely.
4. Sanitize hands and workspaces/desks/tables before and/or at the end of class
5. Communicate needs and concerns with instructors

The course delivery mode may be changed due to safety or health concerns (ex. if an instructor becomes ill or if the course needs to change due to size). Students will be advised when any changes occur.

SYLLABUS STATEMENT FOR FACE COVERINGS
To protect the health and safety of the Buster and Garden City communities, the college has adopted a three-phase plan for the wearing of masks. Phases 2 and 3 require masks in all

classroom and learning environments. If the college moves to phase 2 or 3, students will be notified on the gcccks.edu web site as well as on the Student Feed of the GCCC Mobile App. Separately, in some classrooms where there are subject-specific needs or additional health concerns, masks may be required regardless of whether the college is in phase 1, 2, or 3. If you are in a classroom with masks required, **that requirement will be clearly listed in the course syllabus.**

Based on requirements from the Finney County Health Department, specific classrooms and all students and teachers within them may be required to wear masks for periods of time (usually two weeks or less). If this classroom moves to "masks required," your instructor will inform you through a Canvas inbox message or an announcement in Canvas, and signage will be posted on the classroom door.

At no point should the professor or other students put themselves into an unsafe situation while attempting to enforce a face-covering policy. Campus Security: 620-272-6828.

SYLLABUS STATEMENT FOR CONTACT TRACING
In Kansas, a person who may have been exposed to an infectious or contagious disease by being within close proximity of an infected person is known as a contact. For COVID-19 contacts, Kansas law (L.2020 Special Session, Ch. 1, Section 16 (h)) allows this community college to share contact information when we become aware of a confirmed case involving COVID-19 if the contact consents. For the safety of our academic community, we have adopted the policy that your use of and presence at our facilities as students, faculty, and staff is your consent to our release of contact information to public health authorities. If you do not wish to provide such consent, you may opt-out by signing a written form and providing the signed form to the Records Office in the Student and Community Services Center (SCSC). The opt-out consent form can be picked up at the Student Services desk in the Student and Community Services Center (SCSC)or online at: https://www.gcccks.edu/covid-19/opt_out_form.aspx.

COURSE DESCRIPTION
DESCRIPTION: This course begins with the scientific revolution and the Age of Enlightenment and continues to the late twentieth century. It covers the Old Regime and International Balance, the Industrial Revolution, the age of world wars, the Cold War and political polarization, to the age of information. This course aids in understanding the forces which have shaped this world of international politics, economics, and culture.

PREREQUISITES: None

GCCC'S GENERAL EDUCATION OUTCOMES
Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as awareness of cultural diversity and social responsibility. Employability skills include communication, problem solving, and work ethic. These outcomes align with the college's

Survey of Civilization 2

commitment to engaging students in the collection, analysis, and communication of information.

TEXTBOOK INFORMATION
The Earth and its Peoples: A Global History 7th edition Bulliet, Hirsch, & Johnson Cengage publishing 2019 ISBM Student edition 978-1-337-40147-0 Loose Leaf Edition ISBN: 978-1-337-40173-

STUDENT LEARNER OUTCOMES
Students will be able to

1. Utilize the basic tools of the craft of history:

   - Understand the difference between primary and secondary sources and use appropriate critical approaches for both
   - Prioritize, analyze, and synthesize historical materials and ideas.
   - Write and communicate clearly

1. Describe and analyze change over time and global interactions In the interest of seamless transferability among Kansas institutions of higher learning, World History 1500- Present should cover the following: Various Historical Perspectives and the Historian's Craft Through clear communication, students should demonstrate an understanding and be able to analyze and synthesize at least three of the following historical lenses:

   - Arts and literature
   - Cultural identity
   - Diffusions and encounters
   - Economics
   - Environment
   - Ethnicity and race
   - Gender
   - Global thinking
   - Intellectual culture
   - Material culture
   - Military developments
   - Politics
   - Influential individuals and ideas of leadership
   - Social constructs
   - Scientific/technological developments

Significant Political, Social, Economic, Religious, and Cultural Developments circa 1500-1800 Students should be able to describe and analyze the significant political, social, economic, religious, and cultural developments circa 1500-1800, including the following:

- Development and trends in Asia
- Developments and trends in the Islamic world
- Developments and trends in Sub-Saharan Africa
- Developments and trends in the Americas
- The Columbian Exchange
- Developments and trends in the Pacific region
- Developments and trends in Europe

Significant Political, Social, Economic, Religious, and Cultural Developments circa 1750-1914 Students should be able to describe and analyze the significant political, social, economic, religious, and cultural developments and the world, including the following:

- Revolutionary movements
- Ideologies of the era, including liberalism, conservatism, democracy, nationalism, republicanism, and socialisms
- Processes and consequences of Industrialization
- Processes and consequences of Imperialism
- Sexuality/sexual identities

Significant Political, Social, Economic, Religious, and Cultural Developments circa 1914-Present Students should be able to describe and analyze the significant political, social, economic, religious, and cultural developments of the contemporary world, including the following:

- Causes and global consequences of World War I
- Competing ideologies of the Interwar period, including Leninism, Stalinism, Fascism, and Nazism
- Causes and global consequences of World War II
- Causes and global consequences of the Cold War
- Decolonization and state formation in Africa, Asia, and the Middle East
- Sexuality/sexual identities
- Contemporary issues in a global context

KRSN Course HIS 1040 World History 1500 to Present
The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents

COURSE TYPE
Delete this line plus all course types that don't apply to this course.
ACCELERATED COURSE: An accelerated course allows students to complete an academic course in less time than a full semester. This is an intensive course, covering a full semester's work in

considerably less time. Therefore, regular, consistent attendance is vital for success, and students are required to do substantially more work outside of class.

HYBRID COURSE: A hybrid course is a blend of online or independent work and campus-based instruction. A hybrid course offers the benefit of face-to-face instruction and the flexibility and convenience of online or independent work. Each individual course provides specific classroom dates and times while online or independent instruction uses any combination of various methods: video, audio, document files, discussion boards, and written assignments.

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TIME COMMITMENT
A course is measured in credit hours. Each credit hour requires about 45 hours of work.
If this is a hybrid course, please enter your time breakdown

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Click or tap here to enter text. Add your own policy. Delete what does not apply.
Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.

Use appropriate language for an educational environment:
- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *The Core Rules for Netiquette* (http://www.albion.com/netiquette/corerules.html (Links to an external site.)Links to an external site.) by Virginia Shea.

AI and Chat GPT

Students are expected to demonstrate academic integrity and ethics in their use of technology. Tools that use artificial intelligence (AI) to generate written, visual, or other communications are becoming more common, for example OpenAI's ChatGPT.

These are the guidelines for this course:

1) Students should not use AI tools on any graded work without instructor permission. Instructor permission for using AI for graded work will be in the assignment description. If there are reasons to use AI outside of previously granted permission, visit with the instructor in advance of the due date.

2) When the instructor encourages use of an AI, students should still cite that information as coming from the AI. There should be a clear mark in any work of what was completed through the use of an AI tool and what was original student work.

3) Using an AI tool that is not intended for the assignment is considered academic dishonesty. The Academic Ethics policy will apply. The instructor may use an AI detector tool to analyze student work.

CELL PHONE POLICY
Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor.

ATTENDANCE
Delete the policy that does not apply to your class.
GUIDELINES:
1. Attendance at GCCC is highly recommended.

2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.

GUIDELINES:
Online attendance is highly encouraged to be successful in this class. Attendance online is defined as a learner who logs into the classroom and completes at least two activities in the course each week. Students are required to complete an assignment the first week of the class to maintain their enrollment in the course.

COLLEGE-SPONSORED ACTIVITY ABSENCE POLICY:
1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow the same criteria.

ASSESSMENT

TESTS
Explain your testing policy: announced, unannounced, when, etc.

HOMEWORK
Explain homework policy: standard due days/times, types, how much to expect, location, etc.

MAKE-UP/LATE WORK POLICIES
Explain make-up/late work: due date/time, penalties assessed, conditions that must be met for late work, etc.

EXTRA CREDIT POLICY
Explain extra credit policy: if you grant extra credit, how, etc.

ATTENDANCE
Enter how attendance affects grading in your class—or if it doesn't count toward the class grade. NOT the campus-wide attendance policy.

FINAL EXAM
Provide details about the final exam: cumulative, type of exam, etc.

GRADING SCALE

After your numerical grade has been calculated, your letter grade will be determined as follows:

90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D
below 60% = F

COMPUTATION OF GRADES

Identify if you calculate grades based on points or percentages—include percentage breakdown. Attendance/participation cannot be worth more than 15%.
Homework = %
Attendance/participation = %
Tests = %
Final Exam = %

ADA/EQUAL ACCESS

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Students who wish to receive accommodations must work with the Accommodations Coordinator and notify the instructor during the first week of class of any accommodations needed for the course. Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638 and/or at the email address accommodations@gcccks.edu.

EQUAL OPPORTUNITY

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Human Resources office at Garden City Community College, 801 Campus Drive, Garden City, KS 67846 620-276-9574.

COPYRIGHT DISCLAIMER

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Survey of Civilization 2

For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.

Instructor reserves the right to modify the syllabus.

TENTATIVE CLASS SCHEDULE

Click here to enter text. Arrange by Unit or by Week.

Process for New Course Offering - All Schools

This form is to be completed for a course that has never been approved by the Curriculum Council.

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.	**Recommended / Not Recommended** _Jendi Terpstra_ *Department Chair / Date* _2 April 2024_ *Date of Department Mtg.*
STEP THREE: Request is sent to the Head Principal for consideration.	**Recommended / Not Recommended** _____ 4.3-25 *Head Principal Signature / Date*
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	**Skyward Course Information Completed** _Jendi Terpstra_ *Department Chair*
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	**Recommended / Not Recommended**** _____ *Curriculum Council Chair Signature / Date*
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	**Recommended / Not Recommended** _____ *Asst./Deputy Superintendent Signature / Date*
STEP SEVEN: Request is presented to BOE for approval	**Approved / Not Approved**
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	_____ *Date Zendesk Submitted* _____ *Date Forms Delivered*
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	_____ **Date Changes Complete** ☐**Forms Returned to Office of Curriculum & Instruction**

****Course Not Approved (Notes from Curriculum Council):**

Request for New Course Offering – All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR	

Professional Submitting Request: Brandon L. Fisher	Building Submitting Request: GCHS
Department of Submission: Counseling	Date Submitted to Department Chair: 4/2/2025
Date Completed by Professional: 4/2/2025	

Course Name: ENGL 230 – Understanding Old Testament	SKYWARD INFORMATION: Short description of course (15 characters) *prints on transcripts* GCCC Old Testam
	Long description of course (30 characters) GCCC Understand Old Testament

Kansas Course Code (KCCMS): 07006 - Old Testament

Please attach the following: ☐ Standards/Course Objectives ☒ Syllabus ☐ Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased <u>for additional credit to be offered?</u> ☐ YES* ☒ NO *If yes, please attach information regarding curriculum to be purchased that includes cost. **If approved by building principal, Council will assume that cost of new curriculum is not a concern. Does this course have the potential or need for a supplemental salary? ☐ YES* ☒ NO *If yes, please attach an explanation of the supplemental including cost and hours.
List any pre-requisite courses:	**Indicate the following:** ☐ Required Course ☒ Elective Course ☐ Either (depends on grad reqs)

BELOW TO BE COMPLETED BY COUNSELOR	

Course Length: ☐ 1 quarter ☒ 1 semester ☐ 2 semesters **Credit to be Earned:** 0.5 **Is this a dual credit course?** (YES) NO **Is this a GCCC course?** (YES) NO **Number of USD 457 Credits:** 0.5 (3 GCCC	NOTES:

196

credit hours = 0.5 credit at USD 457)

GPA Set: ☐normal ☒indexed

Skyward Filter:

☐LA ☐OC ☐FA ☐MA ☐SS ☐PE

☐SCI ☐CO ☒GE ☐FL ☐STEM

TECHNOLOGY ON BACK

BELOW TO BE COMPLETED BY TECHNOLOGY

☐KCCMS Mapping Confirmed

☐Skyward Updates including any Course Code Assigned ---> _____

☐Grad Requirements & Filtering Confirmed

☐GCHS Registrar/Counseling Department Notified of Completion

☐Forms Returned to Office of Curriculum & Instruction

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

Understanding the Old Testament 3 CR

COURSE INFORMATION
Course Number-Section:
Final Exam:
Start/End Date:

INSTRUCTOR INFORMATION
Instructor:
Phone:
Email:
Office Location: Click here to enter text.

CONTACTING INSTRUCTOR

EMAIL RESPONSE TIME

COURSE DESCRIPTION
DESCRIPTION: This course provides a general introduction to Old Testament history and literature designed to acquaint the student with the origins, purposes, and religious quality of Old Testament books. Attention is given to the development of the Judeo-Christian tradition.

PREREQUISITES: Students enrolled in this course should have tested out of or successfully completed developmental reading and writing courses OR enroll with the instructor's permission.

GCCC'S GENERAL EDUCATION OUTCOMES
Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as awareness of cultural diversity and social responsibility. Employability skills include communication, problem solving, and work ethic. These outcomes align with the college's commitment to engaging students in the collection, analysis, and communication of information.

TEXTBOOK INFORMATION

STUDENT LEARNER OUTCOMES
Students will be able to
1. Summarize the content and context of the Old Testament/Hebrew Bible.
2. Distinguish among various genres and cultural contexts represented in the Old Testament/Hebrew Bible.
3. Apply tools, methods, and results of academic Biblical scholarship to Old Testament/Hebrew Bible texts.
4. Analyze Old Testament/Hebrew Bible texts against the backdrop of ancient Near Eastern, Greek, and/or Roman worlds.

GARDEN CITY COMMUNITY COLLEGE
Understanding the Old Testament 3 CR

5. Evaluate the roles and uses of the Old Testament/Hebrew Bible in religious traditions and contemporary societies and cultures.

KRSN Course Number 1020

The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents.

COURSE TYPE

ACCELERATED COURSE: An accelerated course allows students to complete an academic course in less time than a full semester. This is an intensive course, covering a full semester's work in considerably less time. Therefore, regular, consistent attendance is vital for success, and students are required to do substantially more work outside of class.

HYBRID COURSE: A hybrid course is a blend of online or independent work and campus-based instruction. A hybrid course offers the benefit of face-to-face instruction and the flexibility and convenience of online or independent work. Each individual course provides specific classroom dates and times while online or independent instruction uses any combination of various methods: video, audio, document files, discussion boards, and written assignments.

FACE TO FACE COURSE: Face-to-face courses are campus-based classes that meet in-person at an established time and place. While instructional technologies (like Canvas) may be used to support he course, instruction takes place fully in-person. Students will still be expected to use campus technologies like email and Canvas.

ONLINE COURSE: An online course uses computer-based technologies (i.e. Canvas) to create an online "classroom." Students are instructed in course content through online learning: tutorials, testing exercises, group collaborations, independent assignments, and long-range projects. Each individual course provides a schedule of assignments and deadlines. Students need to have adequate computer skills as they will be communicating with the instructor and classmates online. This course is an online course, and you are responsible for ensuring that you can access all course material on a regular basis either from the GCCC campus or from home. Additionally, certain technical abilities will be required, such as installing necessary plug-ins and uploading files. If you have a problem with a personal computer or interrupted network connection, know that you are still responsible for submitting your work on time. If there is a problem with the Canvas system, notify your instructor and Canvas support (877) 259-3991 (or email distancelearning@gcccks.edu).

BUSTER LIVE DISTANCE: On-campus students and distance students will attend class together. On-campus students attend class in person while distance students attend remotely, entirely through scheduled, synchronous live Zoom sessions. Distance students are recommended to have their own webcam-enabled laptops for this course.

TIME COMMITMENT
A course is measured in credit hours. Each credit hour requires about 45 hours of work.

CLASSROOM DECORUM

Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.

Use appropriate language for an educational environment:

- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *The Core Rules for Netiquette* (http://www.albion.com/netiquette/corerules.html (Links to an external site.)Links to an external site.) by Virginia Shea.

CELL PHONE POLICY
Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor.

ATTENDANCE
GUIDELINES:
1. Attendance at GCCC is highly recommended.
2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.

GUIDELINES:
Online attendance is highly encouraged to be successful in this class. Attendance online is defined as a learner who logs into the classroom and completes at least two activities in the course each week. Students are required to complete an assignment the first week of the class to maintain their enrollment in the course.

COLLEGE-SPONSORED ACTIVITY ABSENCE POLICY:

1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow the same criteria.

ASSESSMENT

TESTS
Explain your testing policy: announced, unannounced, when, etc.

HOMEWORK
Explain homework policy: standard due days/times, types, how much to expect, location, etc.

MAKE-UP/LATE WORK POLICIES
Explain make-up/late work: due date/time, penalties assessed, conditions that must be met for late work, etc.

EXTRA CREDIT POLICY
Explain extra credit policy: if you grant extra credit, how, etc.

ATTENDANCE
Enter how attendance affects grading in your class—or if it doesn't count toward the class grade. NOT the campus-wide attendance policy.

FINAL EXAM
Provide details about the final exam: cumulative, type of exam, etc.

GRADING SCALE
After your numerical grade has been calculated, your letter grade will be determined as follows:
  90 - 100% = A
  80 - 89% = B
  70 - 79% = C
  60 - 69% = D
  below 60% = F

COMPUTATION OF GRADES
Identify if you calculate grades based on points or percentages—include percentage breakdown. Attendance cannot be worth more than 15%.
Homework = %

Attendance/participation = %
Tests = %
Final Exam = %

ADA/EQUAL ACCESS

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Students who wish to receive accommodations must work with the Accommodations Coordinator and notify the instructor during the first week of class of any accommodations needed for the course. Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638 and/or at the email address accommodations@gcccks.edu.

EQUAL OPPORTUNITY

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Human Resources office at Garden City Community College, 801 Campus Drive, Garden City, KS 67846 620-276-9574.

COPYRIGHT DISCLAIMER

Content provided in this course may be copyrighted and protected under U.S. Copyright laws. Access to materials provided as part of this course is for educational purposes only and limited to the duration of your enrollment in this course. You may not copy, download, upload, or otherwise redistribute and of the films, images, music, articles, or other content provided as part of this course. Any such reproduction or distribution is illegal and punishable under U.S. Copyright law (U.S.C. 17).

For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.

Instructor reserves the right to modify the syllabus.

TENTATIVE CLASS SCHEDULE

GARDEN CITY
PUBLIC SCHOOLS

MEMORANDUM

TO: Board of Education
THRU: Dr. Mike Dominguez, Superintendent
FROM: Drew Thon, HR Director
DATE: 2-12-2025
RE: Teacher Apprentice Program

ISSUE:

We recognize the need to grow and support its own future educators to address teacher shortages and build a sustainable pipeline of qualified certified staff. Many current classified employees and High School students are interested in pursuing a teaching career but face barriers related to time, finances, and lack of structured support. The Teacher Apprentice Program is designed to tackle these challenges by offering a pathway for them to earn their teaching certification while working, providing mentorship, financial assistance, and professional development to ensure a successful transition into certified teaching roles.

BACKGROUND:

The Kansas Teacher Apprentice Program was developed to create a structured, supportive pathway for individuals in our community who aspire to become certified teachers. Through a combination of coursework, mentorship, classroom experience, and professional development, the program allows participants to "earn while they learn," reducing financial barriers and building real-world teaching skills. With support from KSDE, including potential tuition assistance and stipends for mentor teachers, the program is designed to strengthen the district's teacher workforce, increase teacher retention, and ensure a seamless transition into the teaching profession. Apprentices commit to working in the district for two years after certification, helping Garden City Public Schools invest in long-term staffing stability.

ALTERNATIVES:

- **Approve** – Approve the proposed teacher apprentice program.

- **Deny** – Deny the proposed teacher apprentice program.

RECOMMENDATION:

It is recommended that the Board of Education approve the launch of the Garden City Teacher Apprentice Program. This program will create a clear, affordable pathway for our current staff to become certified teachers, helping us address staffing needs, retain dedicated employees, and strengthen the future of our classrooms. By investing in our own people, we build long-term stability and support the district's mission of excellence for every student.

FISCAL NOTE:

The fiscal impact of implementing the Teacher Apprentice Program will be minimal. Existing budgeted funds for unfilled paraprofessional positions will be used to cover the cost of apprentices, keeping any additional expenses low. By reallocating these resources, the district can support the program without significant new financial investment.

ATTACHMENTS:

- **Teacher Apprentice Summary**

Teacher Apprentice Program Overview

Purpose: The Garden City Teacher Apprenticeship Program is designed to support dedicated staff members in earning their teaching certification while continuing to work in our schools. This program provides a structured pathway for aspiring educators to gain hands-on experience, receive mentorship, and complete the necessary coursework to become certified teachers.

Benefits:
- Earn While You Learn – Future educators work alongside a highly effective teacher while pursuing certification
- Tuition & Financial Support – Funding opportunities available from KSDE for coursework and certification expenses (subject to availability - up to $2500/yr for tuition, books, and fees)
- Personalized Mentorship – One-on-one guidance provided by experienced educators
- Seamless Transition to Teaching – Classroom experience and professional development tailored to the role of a future teacher

Components:
- Coursework
- Mentorship
- Tiered Classroom Experience
- Professional Development

Eligibility:
- Complete Teacher Apprentice application
- Admitted or enrolled in a teacher education program
- 2 year employment commitment upon completion of the program

Application Period: (due to KSDE by 6/1/25)
- May 6 – May 20
- Interviews will be conducted as soon as possible
- Will select up to 5

Compensation:
- Starts at $15.45 per hour w/ 2% increase per semester
- 181.5 days per school year
- Time off (current staff will keep accrued time)
- Classified fringe benefits
- Bilingual pay, if eligible

Expectations of the Apprentice: [KSDE Checklist](#)
- Complete Apprenticeship Application
- Register with KansasWorks (apprenticeship database)
- Contact Local Workforce Development Board
- Enroll at community college or university
- Complete FAFSA & apply for scholarship/grants
- Provide district with degree plan
- Assume increased responsibility
- Actively participate in in district provided professional development opportunities

Expectations of the Guiding Teacher: [District Resources](#)
- Professional license, experienced & highly effective
- Attend district mentor trainings
- Stipend (KSDE provides $1500/year*)
- Give apprentice experience developing lesson plans, grading assignments, leading a classroom discussion or lesson. *(Per KSDE, the apprentice shouldn't be used as an emergency sub)*
- Develop a detailed plan for the apprentice's training and progress that includes goals, objectives, activities, and timeline for completion

Expectations of the Principals:
- Develop a long-term training plan with the guiding teacher and apprentice
- Evaluate the apprentice and monitor progress using KEEP2 Rubric
- Collect transcripts and update training plan each semester
- Celebrate successes

Expectations of HR:
- Screen applicants, participate in interviews, and make job offers
- Assess apprentice's prior experience & education to determine appropriate wage [Matrix](#)
- Review goals with apprentice, guiding teacher, and administrator each semester
- Provide opportunities for summer work (per KSDE)

MEMORANDUM

TO: Board of Education
THRU: Dr. Mike Dominguez, Superintendent
FROM: Heather Stegman, Director of Curriculum and Instruction
DATE: 05/05/20245
RE: 2025 KESA 2.0 District Action Plan

ISSUE:

Deputy Superintendent Josh Guymon and Curriculum Director Heather Stegman will provide a presentation summarizing KESA 2.0 which is Kansas' school accreditation process as well as Garden City's 2025 KESA District Action Plan.

BACKGROUND:

Kansas Education Systems Accreditation (KESA) was overhauled and the new version (KESA 2.0) was implemented this school year. This is an informational presentation explaining the KESA 2.0 process. We will also be submitting for approval Garden City's Action Plan written by our District Leadership Team during our school improvement day.

ALTERNATIVES:

Approve the 2025-2026 Garden City KESA Action Plan.

Do not approve the 2025-2026 Garden City KESA Action Plan.

RECOMMENDATION:

The Curriculum and Instruction department recommends that the Board of Education consider and approve the 2025-2026 Garden City KESA Action Plan.

FISCAL NOTE:

N/A

ATTACHMENTS:

2025-2026 KESA 2.0 Action Plan

KESA 2.0 Model

Kansas School Improvement Model

Fundamentals

(The foundation for school improvement in Kansas Schools)

Structured Literacy

We provide literacy instruction in pre-K-12 aligned to the science of reading and assure teachers and admin are well-trained and knowledgeable in the elements and implementation of structured literacy.

Standards Alignment

We align lessons, instruction, and materials to Kansas standards and clearly identify what students must know and be able to do. This includes interpersonal, intrapersonal, and cognitive skills in pre-K-12.

Balanced Assessment

We assess students for risk and standards in pre-K-12 and use data to adjust instruction. We have a deep understanding of the purpose of each assessment and how to use the data to raise achievement.

Quality Instruction

We have a culture of high expectations in our classrooms and provide each student access to grade level standards and content through high-quality instructional materials in pre-K-12.

Structures

(Reinforce lead indicators and sustain fundamentals within the system)

Lead Indicators

(Actions that support implementation of the Fundamentals)

Measures of Progress

(How we know the action is being implemented effectively)

Structures	Lead Indicators	Measures of Progress
Resource Allocation	Budget emphasis on implementing high-quality instructional materials (HQIM) and professional development aligned to state standards and structured literacy.	• Measure • 6 Month Target • 1 Year Target
Educator Evaluation	Educator evaluation processes and conversations account for standards in pre-K-12 and optimizing conditions for learning in classrooms.	• Measure • 6 Month Target • 1 Year Target
Professional Learning	District professional development and mentoring plans account for the alignment of classroom practice with state standards and HQIM to optimize conditions for learning in classrooms.	• Measure • 6 Month Target • 1 Year Target
Professional Collaboration	Collaboration system includes grade level and content area teachers aligning instruction with state standards and HQIM to optimize conditions for learning in classrooms.	• Measure • 6 Month Target • 1 Year Target
Tiered System of Supports	Data analysis and utilization includes screening for risk and performance against standards. Appropriate time is provided for core activities and interventions to meet student needs.	• Measure • 6 Month Target • 1 Year Target
Family, Community and Business Partnerships	Educators, families, and community partners collaborate to ensure students are progressing on state standards, competencies, and postsecondary readiness indicators.	• Measure • 6 Month Target • 1 Year Target

Kansas leads the world in the success of each student.

KESA 2.0

FUNDAMENTAL

Quality Instruction: We have a culture of high expectations in our classrooms and provide each student access to grade level standards and content through high-quality instructional materials.

STRUCTURE

Resource Allocation: Budget emphasis on implementing high-quality instructional materials (HQIM) and professional development aligned to state standards and structured literacy.

LEAD INDICATOR

The Curriculum Review Committee will be formed and trained in 2025. The committee will consist of a variety of stakeholders. The committee will analyze and select rigorous ELA HQIM. We will select a new ELA HQIM that aligns with the science of reading and present our proposal to the Board of Education in February 2026. We will purchase the materials in spring 2026.

WHY?

- Student KAP and Fastbridge scores are consistently low
- Teachers are concerned our current ELA instructional materials are not fully aligned to state standards or the Science of Reading
- Our teachers need high-quality, engaging resources that address all the components of ELA (reading, writing, speaking, and listening) for all readers

TARGETS

- 6 Month: ELA HQIM is narrowed down to 3 choices by the ELA committee after participating in textbook presentations.
- 12 Month: The HQIM will be approved for purchase, and professional development will be scheduled to begin.

DLT Members

Our District leadership team was limited to ten members attending the school improvement day in Sublette.

District Admin
- Dr Mike Dominguez
- Josh Guymon
- Heather Stegman
- Michelle Baier

Building Admin
- Steve Norby
- Brad Springston

Teachers
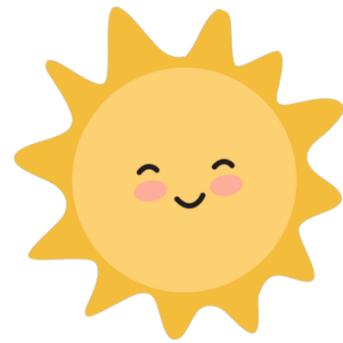- Diane Elliot
- Jenny Bjurstrom
- Tessa Wadel

Data

- Student KAP and Fastbridge scores are consistently low
- Teachers are concerned our current ELA instructional materials are not fully aligned to state standards or the Science of Reading
- Our teachers need high-quality, engaging resources that address all the components of ELA (reading, writing, speaking, and listening) for all readers
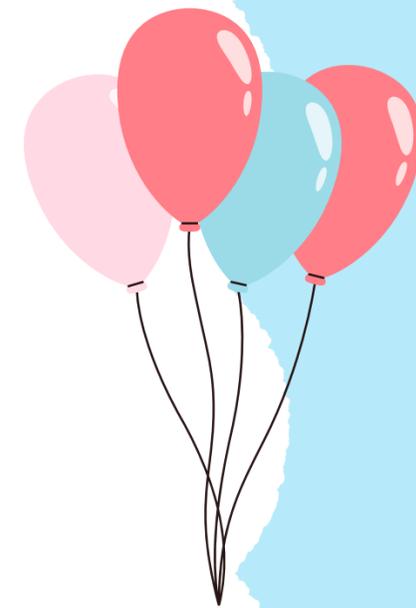
Fundamentals

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Balanced Assessment

We assess students for risk and standards in pre-K-12 and use data to adjust instruction. We have a deep understanding of the purpose of each assessment and how to use the data to raise achievement.

Quality Instruction

We have a culture of high expectations in our classrooms and provide each student access to grade level standards and content through high-quality instructional materials in pre-K-12.

Structures
(Reinforce lead indicators and sustain fundamentals within the system)

Lead Indicators
(Actions that support implementation of the Fundamentals)

Structures	Lead Indicators
Resource Allocation	Budget emphasis on implementing high-quality instructional materials (HQIM) and professional development aligned to state standards and structured literacy.
Educator Evaluation	Educator evaluation processes and conversations account for standards in pre-K-12 and optimizing conditions for learning in classrooms.
Professional Learning	District professional development and mentoring plans account for the alignment of classroom practice with state standards and HQIM to optimize conditions for learning in classrooms.
Professional Collaboration	Collaboration system includes grade level and content area teachers aligning instruction with state standards and HQIM to optimize conditions for learning in classrooms.
Tiered System of Supports	Data analysis and utilization includes screening for risk and performance against standards. Appropriate time is provided for core activities and interventions to meet student needs.
Family, Community and Business Partnerships	Educators, families, and community partners collaborate to ensure students are progressing on state standards, competencies, and postsecondary readiness indicators.

Action Plan

The Curriculum Review Committee will be formed and trained in 2025. The committee will consist of a variety of stakeholders. The committee will analyze and select rigorous ELA HQIM. We will select a new ELA HQIM that aligns with the science of reading and present our proposal to the Board of Education in February 2026. We will purchase the materials in spring 2026.

April 2025

February 2026

October 2025

December 2025

How do we know we are making progress?

- 6 Month: ELA HQIM is narrowed down to 3 choices by the ELA committee after participating in textbook presentations. (August 2025)
- 12 Month: The HQIM will be approved for purchase, and professional development will be scheduled to begin. (February 2026)

What about next year?

Once materials are selected and board approved, our focus will shift to implementation of ELA HQIM with fidelity across the district. Our plan is our 2026 KESA Action Plan will focus on professional development around the implementation of the selected curriculum materials.

April 2025

August 2025

Ongoing 25-26

Questions?

MEMORANDUM

TO: Board of Education
THRU: Dr. Mike Dominguez, Superintendent
FROM: Jessica Nothern, Chief Financial Officer
DATE: April 28, 2025
RE: Buffalo Jones Marquee Sign

ISSUE:
The Board of Education is asked to approve the bid to replace the marquee sign in front of Buffalo Jones Elementary School.

BACKGROUND:
Ben Luna requested funds from the Furniture & Equipment Committee to put towards a new marquee as theirs is extremely dated and low functioning. The committee allocated $15,000 to BJ and Ben has agreed to use his Cost Center and Capital Outlay Funds to pay the remaining balance. The committee discussed the need to start updating these signs around the district as many are in need of repairs. The committee allocated funds to Kenneth Henderson this year as well and will encourage principals next year to go through this process for assistance in updating their signs. We would like to get a rotation started so that we can updated a couple a year. Through conversations with Brandon Anderson it is recommended we pay the additional amount for installation.

ALTERNATIVES:
No other alternatives applicable.

RECOMMENDATION:
1. Approve the bid to Signs Plus.
2. Deny all bids.
3. Recommend an alternative solution.

FISCAL NOTE:
Although this purchase wasn't specifically budgeted for this fiscal year, funds are available through the budgeted amount for District Wide Furniture & Equipment and through BJ's Cost Center.

$15,000 from 016 E 1000 21 0000 002 01 730 DW Furniture & Equipment
$9,100 from 016 E 1000 21 7124 124 00 730 BJ Capital Outlay

Total Cost - $24,100

ATTACHMENTS:

Signs Plus BJES Bid
75 Creative Sign BJES Bid
Complete Signs BJES Bid
Board Packet – BJ Signage

Bidders List
BJ Signage

Complete Signs
Bailey Davis
PO Box 8861
Dothan, AL 36304
bailey@completesigns.net

Signs Plus
Rob Probus
906 S 26th St
Manitowoc, WI 54220
robp@signsplussigns.com

75 Creative LLC
8057 State Hwy 134 E
Columbia, AL 36319

BID OPENING: 4.25.25
                    1:30PM

Bids and Quotations
BJ Signage

Bid Opening: **4.25.25 1:30PM**   Bid
Board Meeting: **5.5.25**

1. *Item, Material and/or Service that is being bid:*

   Illuminated Logo Cabinet
   LED Display
   Pole Cover
   Steel Frame for Display
   Shipping and Installation

2. *Brief description of the item, material, or service listed above:*

   See Above

3. *Period of time item, material or service bid will cover:*

   15+ years

4. *Reason that the item, material or service is needed:*

   Replace old signage due to age and damages

5. *Department and person responsible for the expenditure of the budget:*

   Buffalo Jones Elementary-Ben Luna

6. *Line item and amount budgeted for this item:*

   Budgeted Amount-
   No funds were originally budgeted but the Furniture & Equipment
   Committee allocated $15,000 and BJ will fund the remaining
   amount.

Bid Tabulations
BJ Signage

Bid Opening: 4.25.25   Bid

Vendor	Bid	Duration
Complete Signs	**$24,705.00**	**8-14 weeks**
Signs Plus	**$20,300.00**	**not mentioned**
75 Creative	**$26,762.00**	**5-8 weeks**

RECOMMENDATION: To accept the bid from Signs Plus in the amount of
$24,100 to include installation

Payment to be made from budgeted funds in account:
016 E 1000 21 7124 124 00 730-Contributing $7,000
016 E 1000 21 0000 002 01 730-Remaining Balance

ASCEND
8mm 80 x 240

6 YEAR WARRANTY

36 YEARS
1989 — 2025
OF EXCELLENCE

6'0"

2'0"

4'0"

2'0"

6'0"

2'0"

6' Man

Buffalo Jones
ELEMENTARY SCHOOL

SCHOOL CANCELED TOMORROW DUE TO ❄ EXTREME COLD ❄

5'0"
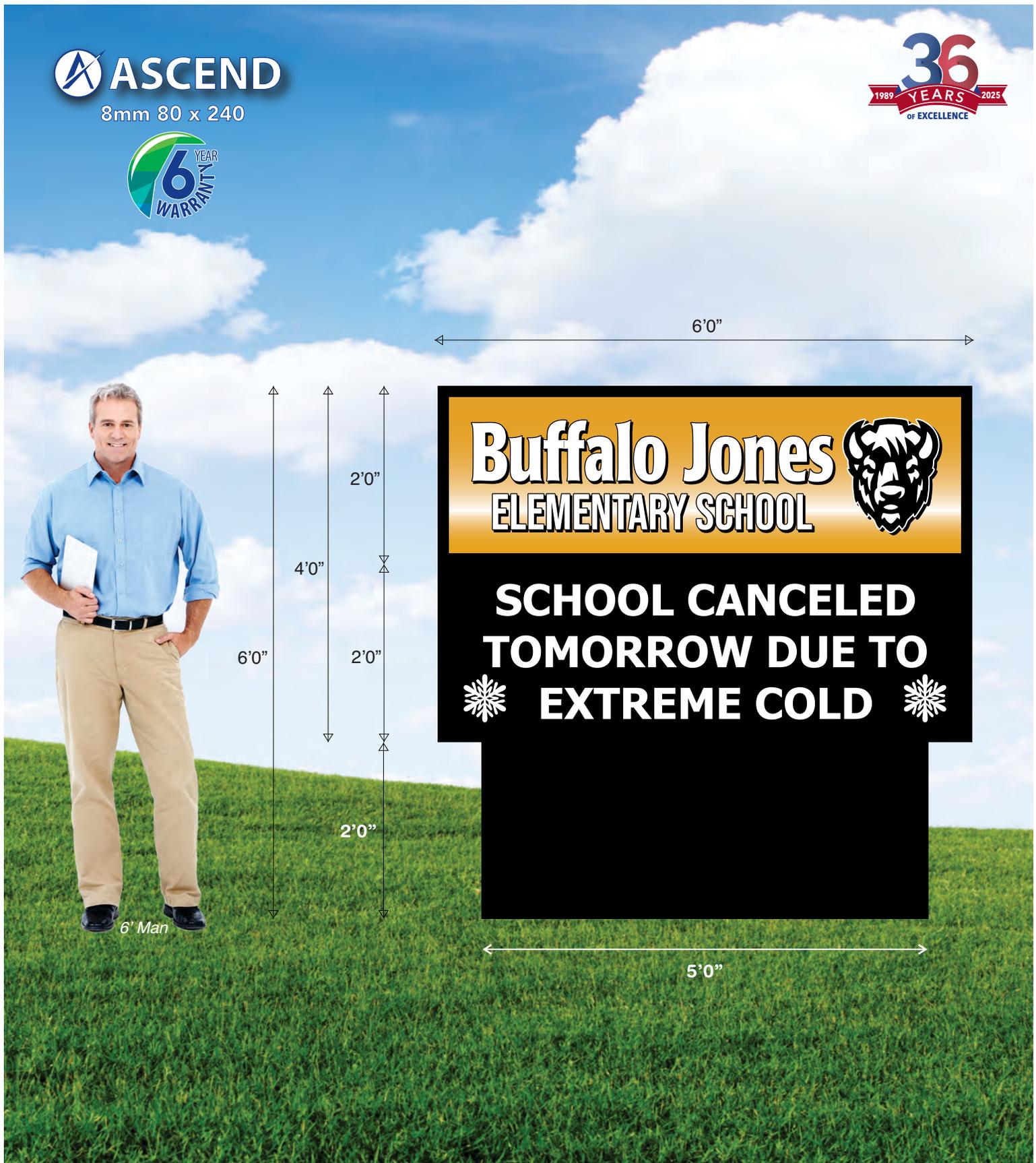
Reference #: *sk- 42763-2*
Product Manager: *Rob P*
Date: *April 22, 2025*

ID Face Vinyl: *Digital Print*
ID Cabinet & Mount Color: *Black*
LED Display: *Full Color*

SIGNS PLUS+
NEW IDEAS-NEW TECHNOLOGY, INC.
800-848-4262
info@SignsPlusSigns.com
www.SignsPlusSigns.com

225

FCC APPROVED
Certificate on file

Proudly Made in the USA

10 YEAR PARTS AVAILABLITY GUARANTEE

MEMBER USSC
UNITED STATES SIGN COUNCIL

APPROVAL

DATE

PRINT NAME

SIGNATURE
A FAX SIGNATURE IS BINDING UPON BOTH PARTIES

ASCEND
8mm 80 x 240

6 YEAR WARRANTY

36 YEARS OF EXCELLENCE
1989 · 2025

6'0"

2'0"

4'0"

2'0"

6'0"

2'0"

6' Man

Buffalo Jones
ELEMENTARY SCHOOL

KINDERGARTEN ENROLLMENT BEGINS!

5'0"

Reference #: *sk- 42763-1*
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10 YEAR PARTS AVAILABLITY GUARANTEE

MEMBER
USSC
UNITED STATES
SIGN COUNCIL

Buffalo Jones Elementary School

708 Taylor
Garden City   KS   67846
Attention: Ben Luna

Rob Probus
Product Manager
robp@signsplussigns.com
Quote #: 42763-Q2
Date: Apr 29, 2025

SIGNS PLUS+
NEW IDEAS - NEW TECHNOLOGY, INC.
4242 McIntosh Ln , Sarasota, Florida 34232
t. 800-848-4262   f. 941-378-4062

Qty	Description
1	8mm ***High-Resolution*** Ascend LED Sign: Double Sided 4' 0"x 6' 0" (HxW) - Active LED Screen Size of 2' 0"x 6' 0" (HxW) with a Pixel Matrix of 80x 240 - High Resolution with 19,200 Pixels Per Side, in a Double Sided Configuration - 1'x 2' Self-contained Aluminum Modular System - Display Pictures, Text, Graphics, Images, and Video Clips - Brightness, up to 10,000 Nits, Average LED Life: 100,000 Hours - Fully Sealed & Waterproof Aluminum LED Panels, IP67 Rated, Front & Back - 6-YEAR Limited Warranty & 10-YEAR Part Availability for LED Panels. Refer to Warranty Document for Complete Details. - Ascend Media Player, Always-on Cloud Based Software Included - Industrial Waterproof Controller, Quad-core Processor, 16 GB On-board Storage PLUS Cloud Storage - Remote Diagnostics - Lifetime In-house Tech Support Included - Remote Calibration for LED Panel Brightness - 100% Solid State System. Zero Moving Parts - LED Panels have No Internal Serviceable Parts - LED Panels Removeable with Quick & Easy Latch System - Bidirectional Data-flow Between LED Panels - Non-daisy Chained PRECISE POWER Control System - Fanless System with Solid Aluminum Heatsinks - 60 Frames per Second for Smoother & More Realistic Imaging - Image Refresh Rate >3,000 HZ for Reduced Motion Blur - 16.7 Quadrillion Colors (On Average the Human Eye can Distinguish 710 Million Colors) - 100 Levels of Auto Brightness Control - ISO 9001 Certified Factory Compliance: FCC Part 15 & ETL Double Sided 2' 0"x 6' 0" Identification Cabinet with Internal LED Illumination - All Aluminum with Welded Unitized Construction and Industrial Graffiti Resistant Finish - Unbreakable Polycarbonate Face(s) with Internal 3m Vinyl Graphics - Graphics, Colors, and Text per Customer Approved Artwork - Pedestal Mount: 2' 0" x 5' 0" (HxW); Overall Sign Height: 6' 0" - Entire Sign Engineered for 125mph Wind Load, Exposure B Electrical Requirements: 1 Circuit, 120-Volt, Max Draw: 11.2 Amps
1	Data Cable Sign Communication, Cat5e (or better) Ethernet Cable - Maximum Cable Length: 328 FT. Provided by Customer - Recommend Belden #7919A
1	Web Based / Cloud Hosting Software Included
1	Shipping Cost Included
1	Signs Plus Installation Included. Permitting is Included. Install New Signs on Existing Signs Plus Foundation & Legs.

Prices are valid for 30 days. Unless otherwise noted in Special Instructions freight & applicable sales tax will be added to your invoice. Organizations exempt from sales tax must include exempt certificate with order.

Total Investment: $24,100.00

Terms

- Authorized purchase order accepted with order. Payment of total invoice amount is due 10 days from the sign(s) ship date.

Unless otherwise indicated in the buyer approved sign installation agreement, Form SIA-0422.2, sign permits, footers, sign erection, electrical service, electrical connection and planters or other decorative masonry or other structures are the responsibilities of the buyer. All signs subject to zoning and code per city/county. Signs Plus furnishes engineered footer drawings when applicable. Buyer acknowledges and agrees that any cancellation may result in charges that exceed the deposit. In the event of payment default disruptions of the LED display operation may occur. The Buyer is responsible for all collection costs incurred by Signs Plus, including but not limited to court costs, filing fees and attorney fees. All legal proceedings will be in Sarasota County, Florida. A 2% convenience fee applies to all credit card transactions.

Special Instructions

Ascend LED & ID Warranty - Refer to Signs Plus Warranty for Complete Details
- Limited Lifetime Warranty on Material & Workmanship on Entire Sign.
- Lifetime Replacement of Makrolon Faces due to Breakage by Vandalism.
- 5-year Parts Warranty on ID Cabinet's LED Illumination.
- 6-year LED manufacturer's advanced replacement parts warranty with Lifetime Technical Support.
- Lifetime FREE web-based software training and support.
- 10-year parts availability guarantee.

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Signs Plus   New Ideas - New Technologies, Inc.
4242 McIntosh Lane - Sarasota, FL 34232   800.848.4262
www.SignsPlusSigns.com

Quote #: 42763-Q2

Date Quoted:Apr 29, 2025

3 of 9

Approval / Authorization

I have read and fully understand the contents of this document and I agree to the stated terms and conditions.

Authorized Signature: _____

Title: _____   Date: _____

Customer:	Ship Sign To:	Invoice To:
Buffalo Jones Elementary School 708 Taylor Garden City, KS 67846 Attention: Ben Luna	Buffalo Jones Elementary School 708 Taylor Garden City, KS 67846 Attention: Ben Luna	Buffalo Jones Elementary School 708 Taylor Garden City, KS 67846 Attention: Ben Luna

Signs Plus   New Ideas - New Technologies, Inc.
4242 McIntosh Lane - Sarasota, FL 34232   800.848.4262
www.SignsPlusSigns.com

Quote #: 42763-Q2

Date Quoted:Apr 29, 2025

ASCEND
Technical Specifications
to Higher Resolution

Pixel Pitch	LED Panel Matrix	Pixels per Square Foot	Min. Text Size	Brightness	LEDs per Pixel
8mm	40 x 80	1,600	2.4"	10,000 Nits	1R, 1B, 1G (SMD)
6mm	48 x 96	2,304	2"	10,000 Nits	1R, 1B, 1G (SMD)

Full Color	**281 Quadrillion Colors**
Average LED life	**100,000 hours**
Control type	**Waterproof Industrial Solid-state Quad-core CPU&GPU Controller**
Communication Options	**Direct Ethernet, Wireless, Fiber, Verizon**
Video File Formats	**AVI, WMV, MPG, RM/RMVB, MOV, DAT , VOB, MP4, FLV,**
Text Formats	**TXT, RTF, WORD, PPT, Excel, etc.**
Image Formats	**BMP, JPG, PNG, TIF, GIF, etc.**
Refresh Rate	**> 3,000 HZ for Reduced Motion Blur**
Frame Rate	**≥ 60 frames-per-second for Smoother & More Realistic Imaging**
Dimming	**100 levels - Light Sensor or Software**
Software	**Ascend Media Player, Always-on Cloud**
Operating System	**Cloud OS, Connect using PC, Mac, iPad,**
Storage Capacity	**Cloud Storage**
LED Panel Construction	**Patented Aluminum LED Panels, 100% Solid State System, Zero Moving Parts**
Cabinet Construction	**Ascend LED Panels Eliminates Traditional LED Cabinet**
Service	**LED Panels have No Internal Serviceable Parts**
Tech Support	**Remote Diagnostics with Lifetime In-House Tech Support**
LED Module Weatherability	**IP67 Rated - Front and Back - Fully**
Thermal Control	**Advanced Solid Aluminum Heat Sink Technology**
Data-flow	**Bidirectional Data-flow Between LED Panels**
Power Control	**Non-daisy Chained PRECISE POWER Control System**
Sign Face & Structural Warranty	**Limited Lifetime Warranty**
Removing LED Panels	**Easy & Fast Latch System**
Future Proof	**Easy Upgrade of Pixel Pitch or Larger Screen Size**
Calibration	**Remote Calibration for LED Panel Brightness**
Working Voltage	**AC 110-volt to 240-volt ± 15%, 50-60-HZ, Sign Size Specific**
Certifications	**UL, ETL, FCC, RoHS, ISO 9001**
LED Panel Warranty	**6-year LED Panel Replacement Warranty**

∞ *Researchers say a healthy human eye distinguishes between 1 - 10 millions colors, we've got them all covered!*
∞ *Refer to sign quote for specific warranty information for your sign*
∞ *All components are certified to comply with FCC Rules, Part 15*

SIGNS PLUS +
NEW IDEAS-NEW TECHNOLOGY, INC.

6 YEAR WARRANTY

info@SignsPlusSigns.com   800.848.4262

ASCEND

TO HIGHER RESOLUTION

We're Making Something Different.

Signs Plus Ascend uses our Advanced Modular System with ultra-bright LEDs, lightweight aluminum frames and waterproof aluminum LED panels. This transformative 100% solid-state design with its future proof functional elements results in long term value.

6 YEAR WARRANTY

Get In Touch

SIGNS PLUS+
NEW IDEAS-NEW TECHNOLOGY, INC.

📞 800-848-4262

✉️ info@signsplussigns.com

📍 4242 McIntosh Ln, Sarasota, FL 34232

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Ascend Raises Your Organization to the
TOP LEVEL

We're Making Something Different

✔ **Precise Power Control**
20% Energy Savings
Creates Less Heat
Longer Life

✔ **Future Proof**
Upgrade to Higher Resolution or add LED Panels to Increase Size or Both! Without Replacing Your Sign.

✔ **Remote Diagnostics & Lifetime Technical Support**
Our In-house Team Provides Support for the Life of Your Sign.

✔ **No Internal Servicable Parts**
Traditional LED Cabinets have Dozens. The Ascend Advanced Modular System has ZERO.

6 YEAR WARRANTY

NEW IDEAS = BETTER SPECS.

Signs Plus Ascend uses our Advanced Modular System with ultra-bright LEDs, lightweight aluminum frames and waterproof aluminum LED panels. This transformative 100% solid-state design with its future proof functional elements results in long term value.

Light Weight Frames
Combining structural aluminum and CNC Machining for extreme precision and reduced weight.

Connectivity
Network with Wi-Fi, Ethernet, Fiber Optic or Cellular Technology.

Waterproof LED Panel
IP 67 Rating.
Fully Sealed LED Modules
Increased Lifespan
IP67 Rating, Front and Back

Ascend Media Player
Always-on Cloud Software Control with Remote Diagnostic System.

6-Year Warranty
6-Year Module Replacement Plus 10-Year Parts Availability Guarantee.

SMD LEDs
Ultra Bright up to 10,000 nits
100,000 Hours Lifetime
More colors than the Eyes Can See!

LED Display Control
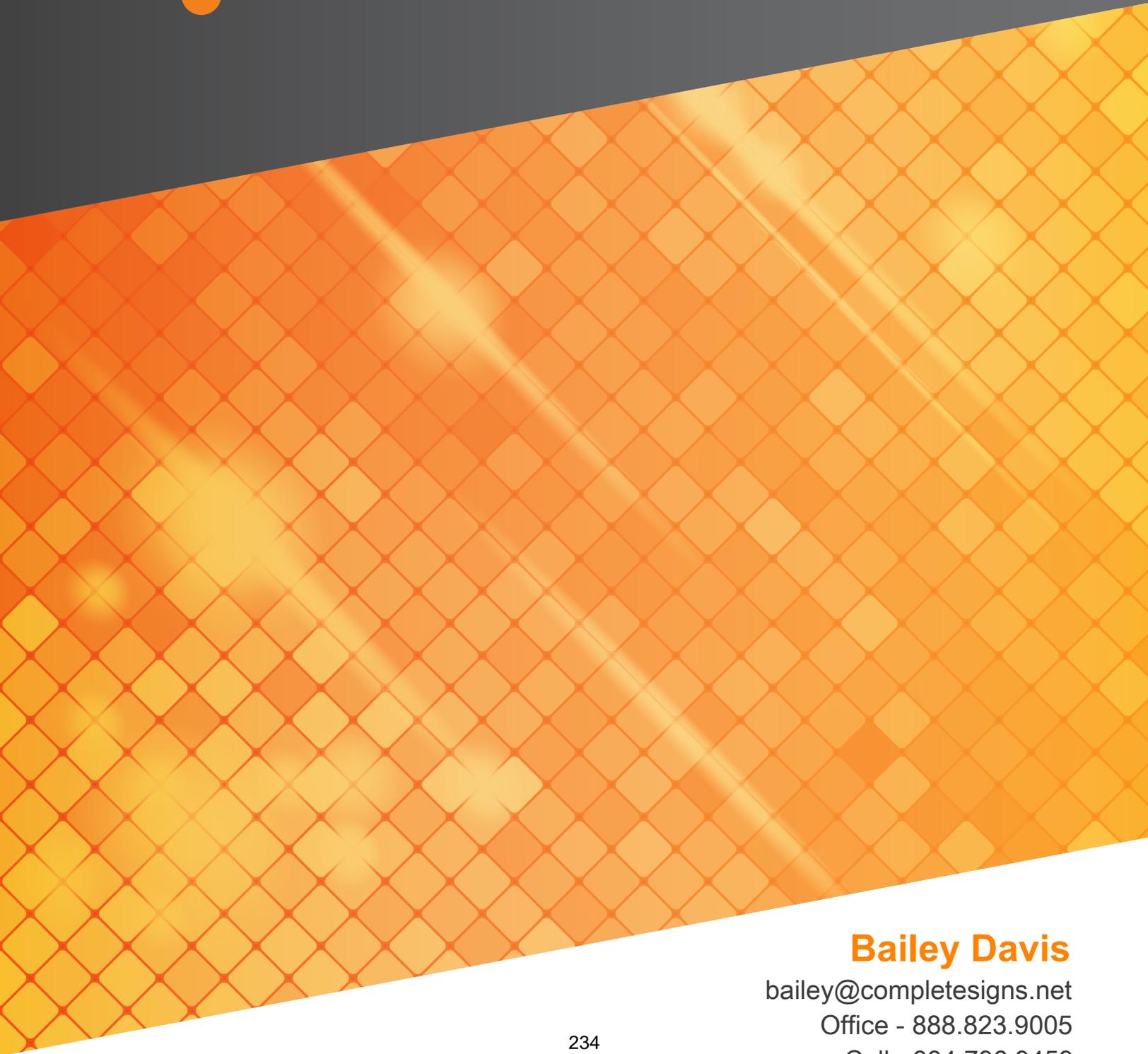Program Display with PC, Mac, Smartphone, Tablet, or any other Internet-connected Device.

A smaller pixel pitch of 4, 6, or 8mm produce higher resolution creating sharper images with crisp details..

A larger pixel pitch of 12, 16 or 20mm results in low resolution and coarse images with little to no details..

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Complete Signs

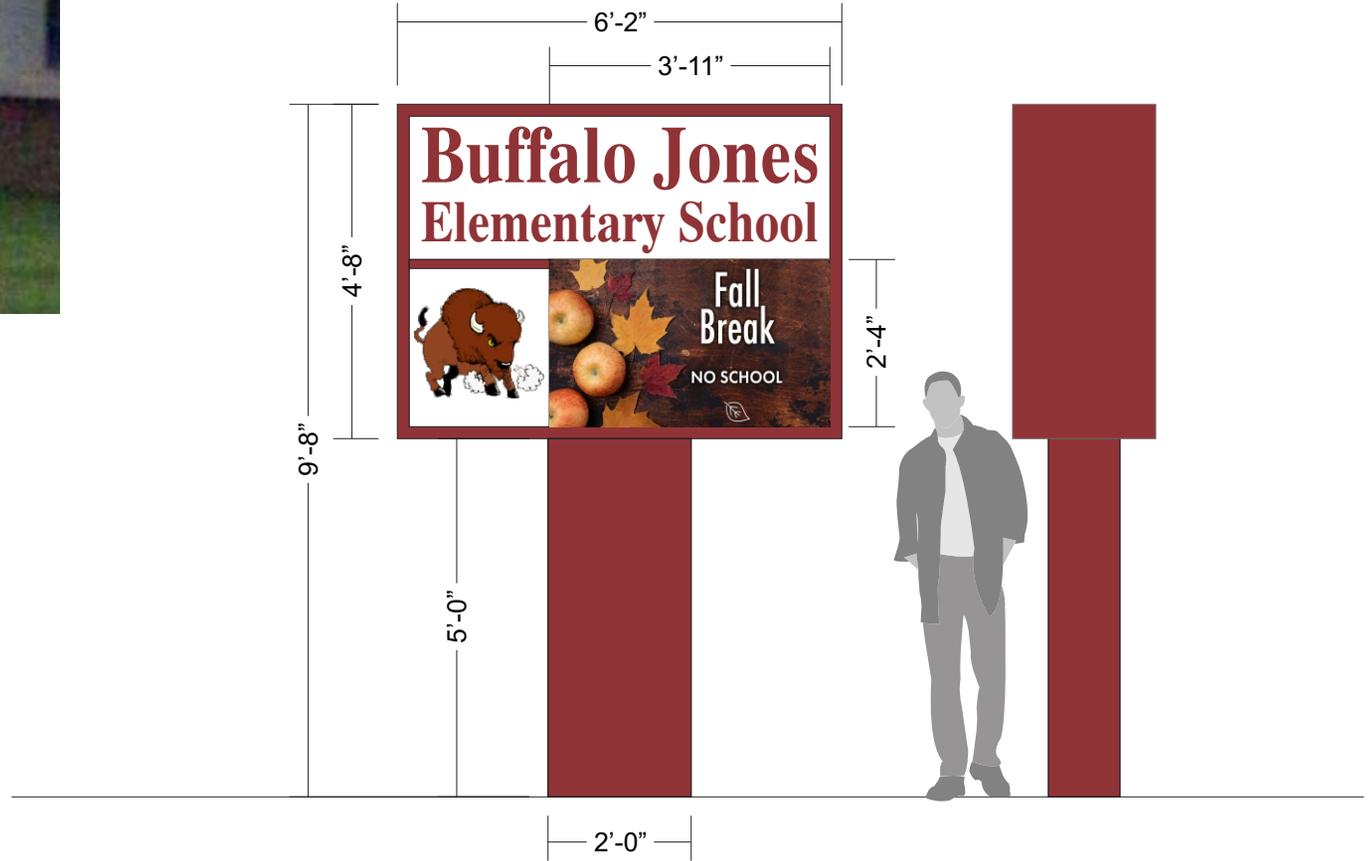**Bailey Davis**
bailey@completesigns.net
Office - 888.823.9005
Cell - 334.796.9459
Fax - 334.556.0218

Remove Existing Sign

6'-2"

3'-11"

Buffalo Jones
Elementary School

Fall
Break

NO SCHOOL

4'-8"

2'-4"

9'-8"

5'-0"

2'-0"

■ PMS 492c (3630-49) Burgundy

□ White

Proposed:
D/F Internally Illuminated Cabinet w/Flat Faces
w/Vinyl Graphics
Cabinet Painted Burgundy
12mm 2'4''x 3'11'' (60x100) RGB Led
Pole Cover Painted Burgundy
Mounted on Existing Steel

Note: The colors reflected on your computer screen or printed media are approximations of the actual colors that appear
on color charts and catalogs. When ordering a colored product, please make your selections based on how color appears in the appropriate color chart.
Prior to Manufacturing and Installation: Actual Sign Placement To Be Field Verified (Dimensions and Placement Shown is Approximate and for illustration only).Location To Be Approved by Customer.
(Survey / equipment i.e bucket truck maybe required at additional cost) Actual Artwork/Colors/Font to be Supplied or Approved By Customer. (Artwork/ Color/ Font Shown is for illustration/Pricing only).
Be Advised! Production of Product Will Not Begin Until This Drawing or Subsequent Drawing is Approved by Customer or Authorized Representatives Signature and Dated. Artwork, Colors & Dimensions Listed on Final Approved Drawing Will Be Used To Produce Product.
Artwork, Colors & Dimensions Listed on Final Approved Drawing Will Be Used To Produce Product.These Drawings Reflect Exactly What Complete Signs L.L.C Plans To Fabricate For This Project. Please Carefully Review ALL Pages and Content as These drawings supercede all prior written or verbal
communications.If these drawings accurately represent the project, and you would like us to proceed with the job as illustrated , please signs and date below .If there are changes please note them, and return unsigned. You will receive a new set of drawings for your review and approval.

Color renderings are for presentation only and should not be considered as manufacturing drawings.

Complete**Signs**

P. O. Box 8861 Dothan, Al. 36304 P 888.823.9005
F 334.556.0218 signs@completesigns.net www.completesigns.net

Buffalo Jones Elementary School
708 Taylor Ave235
Garden City, KS

Approval: _____ *Date:* _____

Customer: Buffalo Jones Elem School
Created: 1-24-2025
Revised:

Dwg: Pres101

Scale: Proportional
illustrated by: Nikki

CompleteSigns

P. O. Box 8861 Dothan, Al. 36304 P 888.823.9005
F 334.556.0218 signs@completesigns.net www.completesigns.net

Quotation

To: **Buffalo Jones Elementary School**
Pres101

Date: 4/21/25

Item	QTY	Description	Unit Price		Sub Total	
1	1	4'8 x 6'2 led-lit cabinet	$	6,221.00	$	6,221.00
2	2	2'4 x 3'11 (60x100) 12mm full color LED message signs	$	4,842.00	$	9,684.00
3	1	2' wide aluminum pole cover	$	1,000.00	$	1,000.00
4	1	Technical Survey See below	$	450.00	$	450.00
5	1	Steel angle frame for LED mounting	$	950.00	$	950.00
6	1	Wifi Radios	$	550.00	$	550.00
7	1	Install new monument on existing steel	$	4,650.00	$	4,650.00
8	1	Estimated shipping to KS	$	1,200.00	$	1,200.00
9	1	Web-Based Software Training	No Charge		No Charge	
10	1	Web-Based Software	No Charge		No Charge	
11	1	EMC manufacturer's 7 year parts and 1 year labor Warranty *See warranty statement for full terms & conditions	No Charge		No Charge	
	1	School Rebate (To receive this rebate, or must be placed by April 30th	$	(1,000.00)	$	(1,000.00)
12	1	Permit Cost (TBD)			$	-
13	1	Sales Tax (n/a)			$	-

			Total	**$**	**23,705.00**
			Optional - Est. Lease Pmt.	$	526.25

Buyer is also responsible for the following items (when applicable) which are not included in the above price but will be included in the final invoice: taxes; permit fees; the cost of securing permits; sealed engineered drawings; final electrical connections or any additional freight charges. Complete Signs is not responsible for running power to the sign location. Installation pricing is based on anticipated normal wall and soil conditions. Buyer also acknowledges that the final price may be adjusted for unanticipated conditions (such as, but not limited to, poor access behind walls or unstable and/or rocky soil conditions.) A technical survey is required in order to obtain detailed measurements, mounting details, and confirm site conditions. For replacement faces, the price could vary if the existing size is different from size listed on our quotation. The price would go up or down proportionally based on a cost of $30 per square foot. Existing steel poles/support structure will be surveyed and Complete Signs will advise if it is adequate for the cities wind load requirements. If any structural changes are required, Complete Signs will advise and present an updated quote for approval. Payment for all charges shall be in accordance with paragraph 6 of this Agreement.

UPON SIGNATURE OF THE PARTIES (BELOW) THIS QUOTATION IS INCORPORATED IN THE AGREEMENT OF THE PARTIES (AS ATTACHMENT 1) AND SUPERSEDES ALL PRIOR QUOTATIONS.

Customers Signature _____

Complete Signs, LLC Signature _____

Note: Quotation must be signed within 10 days or prices are subject to change.

ATTACHMENT 1   Complete Signs, LLC Sales Installation Contract   Page A1

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Sales & Installation Contract

1. Parties: Complete Signs, LLC, an Alabama limited liability company (Seller), and, _____(Buyer), agree to the sale, purchase, and installation of property (signage) as follows (hereinafter the "Contract" or "Agreement"):

2. Property and Services Being Purchased and Sold: Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller, the property and related services (signage) as described and priced in Attachment 1 (Quotation) which is incorporated into this Agreement by the signature, on Attachment 1, of both Buyer AND Seller. Buyer and Seller agree that any and all prior descriptions and/or representations are incorporated in Attachment 1 and are made a part of this Agreement by signature of the parties (as indicated). The description provided in Attachment 1 (Quotation) is intended to identify the property and installation services to be sold by Seller and purchased by Buyer and may include color drawings or renderings for the purpose of clarification. (Note: Attachment 1 is a multipage document and may include drawings and/or renderings on one or both sides of a particular page.) All such drawings or renderings, if labeled "For Illustration Purposes Only", whether in whole or in part, shall not be considered SPECIFICALLY stated for the purposes of this agreement. Any renderings labeled "For Final Approval" that has been approved by buyer will be considered SPECFICALLY stated. Irrespective of labeling, discrepancies between written descriptions and drawings or renderings shall be resolved in favor of the written description. Minor deviations from the description provided in Attachment 1 may occur during the manufacturing and/or installation process and are expected, acknowledged, and accepted by Buyer. The description and/or pricing of the products and services (signage) to be provided by Seller may be modified only by written modification agreed to and signed by both Buyer and Seller and attached as an Addendum to this Agreement.

3. Representations: Buyer acknowledges and agrees that no representation or warranty is intended or provided as to dimensions, specifications, color, placement, design, construction, or installation unless such dimension, specification, color, placement, design, construction, or installation is SPECIFICALLY stated in this agreement. Any rendering, or part of a rendering, labeled "For Illustration Purposes Only" shall not be considered SPECFICALLY stated. Any renderings labeled "For Final Approval" that has been approved by buyer will be considered SPECFICALLY stated.

4. Artistic and Design Renderings of Property Not Provided by Seller: No representation or warranty of any kind is provided as to any product or property not provided by Complete Signs, LLC (including but not limited to the esthetic effect of such product or property on the overall project) whether or not such product or property is depicted in any artistic or design rendering provided by Complete Signs, LLC.

5. Condition of Property: The property is new.

6. Payment Terms: Buyer agrees to pay as follows:

> A. Initial Deposit:
> • **Fifty percent (50%)** of the total price specified in Attachment 1 (Quotation) shall be due at the time this Agreement is signed. This deposit secures project initiation, including design, permitting, and procurement of materials.
> • Note: This initial deposit becomes non-refundable once substantial performance has commenced, including but not limited to design work, permitting activities, or the ordering of raw materials specific to the project.
> B. Progress Payment:
> • An additional **thirty percent (30%)** of the total price specified in Attachment 1 (Quotation) shall be due upon notification from Complete Signs, LLC that the signage is ready for installation.
> • Note: This progress payment becomes non-refundable once the signage is staged, prepared, and scheduled for installation, including transportation and on-site preparation activities.
> C. Final Payment:
> • The remaining **twenty percent (20%)** of the total price, including any adjustments due to modifications, final engineering, permitting, shipping costs, shall be due upon completion of installation, after the Buyer has completed a final inspection and the signage has been demonstrated to be fully operational and in compliance with the specifications outlined in Attachment 1 (Quotation).
> D. Non-Refundable Payments & Compensation for Work Performed:
> • • All payments made under this Agreement are considered earned based on the work completed and costs incurred at each phase of the project. In the event of contract termination or breach by the Buyer, Complete Signs, LLC shall retain payments already made as compensation for work performed, including labor, materials, administrative efforts, and project-related expenses.

- This retention of payments shall not limit Complete Signs, LLC from seeking additional compensation if the costs incurred exceed the amounts paid, including any direct or consequential losses arising from the breach.

E. Changes & Additional Costs:

- The Buyer shall be responsible for all extra costs resulting from changes requested after substantial performance has begun, including modifications to design, materials, or installation requirements.

- These additional charges will be invoiced separately and are due upon completion of the requested changes.

(F) TAXES: Buyer shall be responsible for all taxes applicable to the sale and/or installation of signage under this Agreement (sales, use, etc.) irrespective of (a) whether such taxes are imposed by the state of Alabama or another jurisdiction; (b) whether such taxes are mistakenly represented by Buyer and/or Seller to be applicable or not applicable to the subject matter of this Agreement; and, (c) irrespective of when such tax applicability is determined and notice received.

7. Delivery and Installation: Estimated delivery and installation date is eight to fourteen weeks from the date of execution of this contract, receipt by Seller of Buyer's deposit pursuant to Paragraph 6, Landlord approval (if required), Buyer's final acceptance of Seller provided design and installation specifications, and Municipality approval and issuance of Permits. The Estimated delivery and installation date are subject to: (1) Reasonable delays in the event Buyer makes changes to drawings and/or specifications after original execution of this contract; (2) reasonable modification and/or delay by Seller; and (3) delays resulting from a force majeure beyond the control of Seller. Delivery and/or installation may also be withheld if Buyer fails to make any required payment as specified in Paragraph 6 above.

8. Ownership: Seller has legal title to the property and is selling the property free of any liens or liabilities.

9. Transfer of Ownership: Following installation on Buyer's premises, transfer of ownership of the property described herein from Seller to Buyer shall occur at such time as Buyer tenders full and valid payment as described in paragraphs 6 above and signs the Delivery and Acceptance Acknowledgment included herewith as Attachment 2.

10. Other Important Terms and Conditions:

a) Seller is not responsible for damage to any private unmarked underground lines such as but not limited to electrical wires, cable, waterlines, etc. Seller is responsible for damaged done to clearly marked underground lines, to include lines located both within easements and outside of easements.

b) Seller is not liable for the accuracy of the interpretation of any city, county, or state codes. Any attempts by Seller to help with the compliance of any city, county, or state codes shall not be considered a voluntary assumption of the liability for the identification and/or interpretation of such codes. The buyer is ultimately responsible to meet all codes.

c) Seller is not liable for determining property lines, easement locations, or right of ways.

d) Risk of loss for the above product is transferred to Buyer at such time as Buyer takes possession or product is installed on Buyer's premises, whichever occurs first.

e) A 3% transaction fee will be added to amounts paid with a credit card.

f) Accounts not paid within 5 days of the due date or 14 business days after notification that the signage is ready for install per paragraph 6, whichever is earlier, as specified herein are past due. Past due accounts are subject to interest charges of 3 % per month on the amount past due plus any collection and/or attorney fees.

g) Notwithstanding any other provision of this Agreement, it is expressly agreed that Seller shall retain ownership or, if appropriate, a security interest in all signage until such time as Buyer makes all payments as specified in Paragraph 6 above. If any part of the price is not paid as specified in Paragraph 6 above or becomes otherwise past due, Seller reserves, and Buyer grants Seller, the right to peaceably enter upon Buyer's premises during normal business hours, to uninstall signage as necessary, and to take possession of and remove said signage, or at Seller's option, to remotely disable said signage until such time as Paragraph 6 is complied with in its entirety. It is also expressly agreed that, upon commencement of installation, Seller maintains a mechanic's lien and/or a materials lien against the property to which the signage is being affixed, until Buyer performs all of Buyer's obligations under the Contract. If Buyer does not pay Seller in full, per the terms of this Agreement, or if payments to Seller become otherwise past due, Seller reserves, and Buyer grants Seller, the right to file any and all documents or filings necessary in whichever court, probate office, or the like, necessary to perfect a mechanic's lien and/or materials lien against the property to which the signage is affixed. Any additional costs incurred to repossess the signage, disable the signage, perfect the lien, collect on the lien, or re-enable property shall be the sole responsibility of Buyer.

H Seller is not responsible for any 240/120 electrical work.

11. Acceptance; Effect of Acceptance: Notwithstanding any other provision of this agreement, Upon Buyer's final inspection and acceptance of the products and services provided herein shall serve to cure all conflicts or inconsistencies as to the dimensions, specifications, colors, placement, design, construction, or installation of the products and services provided under this agreement. BY ACCEPTING THE PRODUCTS AND SERVICES PROVIDED UNDER THIS AGREEMENT, AND UPON COMPLETION OF BUYER'S FINAL INSPECTION, BUYER ACKNOWLEDGES AND AFFIRMS THAT THE PRODUCTS AND SERVICES ARE PROVIDED IN ACCORDANCE WITH THIS AGREEMENT AND ARE IN ALL RESPECTS SATISFACTORY AT THE TIME OF ACCEPTANCE. Unless otherwise SPECIFICALLY provided for herein, for the purposes of this paragraph, Acceptance by Buyer shall be deemed to occur at such time as Buyer signs a Delivery and Acceptance Acknowledgment or at such time as Buyer fails to object in writing within 5 business days following notification from Complete Signs, LLC that the installation is complete, whichever occurs first.

12. WARRANTY: The parties specifically acknowledge and agree that the products and services supplied herein are commercial in nature (not consumer) and that Seller is not the manufacturer of the electronic signs. Various warranties are generally available from the manufacturer(s) of the products supplied under this Agreement. Buyer acknowledges that Buyer has reviewed all of the manufacturer's supplied warranties. Seller does not adopt any of the manufacturer's warranties even if information about such warranties is supplied by Seller. No manufacturer's warranty, even if provided with this Agreement, shall be considered a part of the Agreement. **All signage, <u>except for all LED signage</u>, is covered under Complete Signs limited one-year parts and labor warranty. Buyer acknowledges having read Seller's limited one-year parts and labor warranty and accepts the terms to said warranty.** Other than the limited one-year parts and labor warranty provided on non-LED signs, **COMPLETE SIGNS PROVIDES NO WARRANTIES OF ANY KIND, AND COMPLETE SIGNS SPECIFICALLY DISCLAIMS ALL WARRANTIES OF QUALITY, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**

13. Interpretation: The dimension; specification; color; placement; design; construction; and, installation specified herein which shall be given full force and effect when interpreting and enforcing this agreement shall be that which was agreed to last-in-time AND is evidenced by an original written agreement or written modification, signed by both parties. In no case shall prior or contemporaneous oral or written representations or agreements not SPECIFICALLY incorporated herein, or subsequent oral representations or agreements, be considered in the interpretation or enforcement of any provisions of this contract.

14. Entire Agreement: This is the entire Agreement between the parties. It replaces and supersedes any and all oral agreements, representations, or understandings between the parties, as well as any prior writings unless such writings are otherwise provided for herein and are attached to and made a part of this Agreement (i.e. Attachments 1 and 2; and/or Addendums signed by both parties).

15. Successors and Assignees: This Agreement binds and benefits the heirs, successors and assignees of the parties.

16. Notices: All notices must be in writing. A notice may be delivered to a party at the address that follows a party's signature or to a new address that a party designates in writing. A notice may be delivered in person, by certified mail, or by E-mail.

17. Governing Law and Interpretation of Provisions:

    a) This Agreement will be governed by and construed in accordance with the laws of the state of Alabama without reference to its conflicts of laws provisions.
    b) This Contract is a product of negotiation between the parties and no provision shall be construed against a party because it was drafted by such party.
    c) The Parties acknowledge that Seller's recording of materials liens, mechanic's liens, and/or lis pendens in other states shall not be considered a waiver of this Governing Law and Interpretation of Provisions clause.

18. Jurisdiction and Venue: Jurisdiction and venue for any cause of action, controversy, or dispute regarding this Agreement or the subject matter hereof shall be properly brought only in the State courts located in Houston County, Alabama or, if federal jurisdiction applies, the Federal District Court for the Middle District of Alabama. Each party consents to the jurisdiction and venue of such courts. The Parties acknowledge that Seller's recording of materials liens, mechanic's liens, and/or lis pendens in other counties or states shall not be considered a waiver of this Jurisdiction and Venue clause. The Parties agree that if Buyer brings an action arising from this Agreement or the performance of this Agreement against Seller in a jurisdiction or venue other than the State courts located in Houston County, Alabama or the Federal District Court for the Middle District of Alabama, then the Buyer will have breached this material term of the contract and may be liable to Seller for reasonable attorneys' fees, travel costs, court costs, and the like. However, if Seller is made a party to a lawsuit by a third party (other than Buyer) in a jurisdiction or venue other than the ones specified herein, and the subject matter of the lawsuit concerns this Agreement or the performance thereof, then Seller may implead Buyer or may file a Crossclaim against Buyer in that other jurisdiction or venue.

19. Counterparts: This agreement may be signed by the parties in different counterparts and the signature pages combined will create a document binding on all parties.

20. Modification: This agreement may be modified only by a written agreement signed by the parties. Subsequent Addendums signed by the parties after the original date of this agreement shall constitute a valid modification of the specifications, terms, and/or provisions contained therein.

21. Waiver: If one party waives any term or provision of this agreement at any time, that waiver will be effective only for the specific instance and specific purpose for which the waiver was given. If either party fails to exercise or delays exercising any of its rights or remedies under this agreement, that party retains the right to enforce that term or provision at a later time.

22. Severability: If any court determines that any provision of this agreement is invalid or unenforceable, any invalidity or unenforceability will affect only that provision and will not make any other provision of this agreement invalid or unenforceable and shall be modified, amended, or limited only to the extent necessary to render it valid and enforceable.

23. Legal Fees: If any legal action is brought to enforce this Agreement, the prevailing party shall be entitled to recover from the other party all costs incurred in bringing or defending such action, including reasonable attorney's fees.

24. Authorization: Buyer hereby authorizes Seller to perform the work specified in accordance with the provisions of this Agreement. Seller hereby agrees to tender the product and perform the specified installation in accordance with the provisions of this Agreement.

EACH PARTY WAIVES ITS RIGHT TO A JURY TRIAL OF ANY CLAIM OR CAUSE OF ACTION RELATING TO OR ARISING OUT OF THIS AGREEMENT.

Agreed to this ____ day of _____, 20___, by and between

SELLER   **-and-**   **BUYER**

_____ (Signature)   _____ (Signature)

_____ (Name)   _____ (Name)

_____ (Title)   _____ (Title)
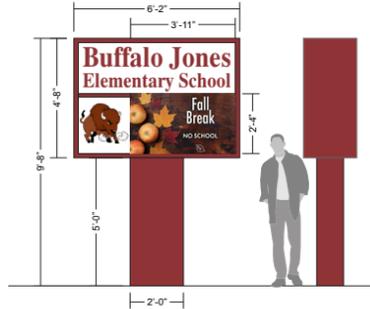
Complete Signs, LLC,
P.O. Box 8861
Dothan, Alabama 36304

75 creative

SeventyFive.us

Quotation

To: Buffalo Jones Elementary School

Date: 4/23/25

Item	QTY	Description	Unit Price		Sub Total	
1	1	4'8 x 6'2 illuminated logo cabinet	$	6,225.00	$	6,225.00
2	2	2'4 x 3'11 12mm LED Display (double sided)	$	5,350.00	$	10,700.00
3	1	2' pole cover	$	1,200.00	$	1,200.00
4	1	steel frame for display	$	995.00	$	995.00
5	1	wifi radio	$	750.00	$	750.00
6	1	survey, shipping & install of signage	$	6,922.00	$	6,922.00

1 year parts, 1 year labor warranty

Permit Cost (TBD)

Sales Tax (n/a)

Total	**$**	**26,792.00**
Optional - Est. Lease Pmt.	$	594.78

Buyer is also responsible for the following items (when applicable) which are not included in the above price but will be included in the final invoice: sales tax; permit fees; the cost of securing permits; sealed engineered drawings; final electrical connections. **75 Creative is not responsible for running power to the sign location**. Installation pricing is based on anticipated normal wall and soil conditions. Buyer also acknowledges that the final price may be adjusted for unanticipated conditions (such as, but not limited to, poor access behind walls or unstable and/or rocky soil conditions.) 50% down, balance due prior to installation. Estimated lead time 5-8 weeks after deposit/signed artwork.

UPON SIGNATURE OF THE PARTIES (BELOW) THIS QUOTATION IS INCORPORATED IN THE AGREEMENT OF THE PARTIES (AS ATTACHMENT 1) AND SUPERSEDES ALL PRIOR QUOTATIONS.

Customers Signature _____

75 Creative, LLC Signature _____

Note: Quotation must be signed within 30 days or prices are subject to change.

ATTACHMENT 1   75 Creative, LLC Sales Installation Contract   Page A1