



Checklist for CC member

Seeking instructors:

Seek potential instructors.

Contact potential instructor to garner interest.

Be sure to contact previous instructors as we never assume they will continue to teach.

Do not guarantee term to potential instructor. Confirm that no solicitation is allowed.

Complete "Class Proposal Form" and forward to LQ Program Director.

This applies to new and former instructors and is due prior to planning meetings.

At next planning meeting, present your class idea and gather consensus from other concerning credentials, class subject interest, and suitability for LifeQuest.

Finally, contact potential instructor to update on class status.

Congratulations! Your instructor is on the schedule:

Ask instructor to fill out "Biography Form" and submit a photo.

Use Biography to create brief introduction to use on first day of class and send form and photo to LQ office.

Fill out "Class Information Form" and return to Program Director.

Extra fee? If in-person, what are their AV needs? If online, do they need Zoom training?

Contact instructor week before class begins.

Do they feel prepared? Know where to park? Have received link for online class?

First day of class:

In-person classes: meet instructor at entrance and escort to class.

Attend class and give brief introduction per each instructor

Less than 3 minutes is appropriate. Help with handouts. In-person: act as liaison to office if technical difficulties arise.

At conclusion of each class OR at end of term, thank the instructor.

Forms:

Class Proposal Form (All instructors, due before planning meetings)

Instructor Biography Form (New instructors, due after class confirmation)

Class Information Form (Once scheduled, due before newsletter is printed)

Collaboration Agreement (Newly approved instructors, due before newsletter is printed)

Recording Disclaimer (Newly approved instructors, due before newsletter is printed)

Opinion Disclaimer (Newly approved instructors, due before newsletter is printed)

Curriculum Committee Candidate Nomination Form (Before Fall Term)