

## Facilitator's Checklist for NFLL

### In an Emergency

- **IF YOU FEEL THE INJURY OR ILLNESS CONSTITUTES AN EMERGENCY, CALL 9-1-1 IMMEDIATELY to hasten the response of paramedics.**
  - Do not attempt to administer first aid unless directed by a 9-1-1 operator.
- **Then contact MCC College Police at 480-784-0911.**
  - All locations have the same phone number now.
  - Save the MCC College Police number to your mobile phone's address book in case you need it.

### The NFLL Facilitator's Role Summarized

- Assist the guest presenter before and during a class as a representative of NFLL.
- Attend NFLL Open House to share information about the class(es) you are facilitating.
- If possible, participate in the Curriculum Committee to bring your ideas, suggestions and to meet other facilitators.
- As a Facilitator, you are a member of the Curriculum Committee.
- Some New Frontiers members act as both the class facilitator and the class presenter for their class(es). The following steps can be adapted as needed.

### Prior to Open House

- **Once you volunteer to facilitate a class, the Facilitator Coordinator will send you the class proposal with the class summary, presenter name, contact information and the presenter's bio.**
- **Call or email the presenter to:**
  - **Introduce yourself, explain that you will be assisting him (or her) as a representative of New Frontiers (NF) and provide your contact information.**
  - **Confirm the class date, time and campus.**
  - **Invite presenter to the Open House to help promote their class(es) and answer questions.** Presenters may provide a short description handout if they desire.
  - **If the presenter represents a business or service, remind them that soliciting for business/product during the class is not permitted.**
    - If they haven't signed a "Non-Solicitation Agreement" send the form for signature and request they return to you soon. This form needs to be signed and returned only once.
    - Send the signed form to the Curriculum Chair, Ruth Brooks, [rrbrooks93@gmail.com](mailto:rrbrooks93@gmail.com).
    - However, the presenter can leave their business cards at the back of the room for after-class pick up. **Presenter cannot sell books or refer to their business in the classroom.**
  - **Confirm the presenter's classroom needs as listed on the class proposal** (microphone, flash drive for presentation, handouts, etc.)
    - **MCC prefers users transfer information to a personal flash drive.**
    - Laptops are discouraged, but if the presenter requires a laptop they will need to bring a VGA/HDMI adapter to connect the laptop to the classroom equipment.
  - **Confirm that the presenter's bio is how they want to be introduced.** Request any other information as needed.
- **A week or two before the class, contact the presenter to clarify the classroom location and parking.**
  - Since the classroom can be changed, it is best to wait to communicate the location.
  - If the presenter may not very familiar with the campus or class location, email them a campus map or the URL of the campus map which shows the building location and parking.

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### Prior to First Class

- **Setup a new Login and Password to login to the classroom computer system or make sure that your existing Login and Password will work.**
  - **Your Login is your MEID** (this is listed on the upper right-hand corner of your MCC Student ID Card, a combination of the first 3 letters of your first name followed by numbers.)
    - This is a DIFFERENT login than is used for the New Frontiers website, <https://newfrontiers.mesacc.edu/>.
  - **If you have registered to use the classroom computer system before, try your login prior to class and make sure that it works.**
  - **If you do not have a password or your password for your MEID does not work, contact MCC HelpCenter prior to class time by calling 480-461-7217.**
    - Explain that you are with New Frontiers and you need a new password for your MEID Login (give them your MEID).
    - The Help Desk may request additional security information before giving you a temporary password.
    - You will need to login with the temporary password and change your password.
    - Restart the computer when you are through.
  - Keep your login and password in a secure location.
  - If you have other non-urgent technology questions, the MCC HelpCenter can be contacted by email at [helpcenter@mesacc.edu](mailto:helpcenter@mesacc.edu).

### Prior to Each Class

- **Check out your assigned room and make sure the room has the equipment needed by the presenter.**
  - **If you are unfamiliar with the classroom assigned to your class and/or need assistance with the audio/video equipment, call for an appointment** with the Computer Technical Services a week or more before class for coaching, logging in and using the equipment.
    - Dobson MCC: 480-461-7687 or Red Mt 480-654-7705.
- **Review the MCC Classroom Technology Guide to see if there is new information to review or possibly print.**
  - On the New Frontiers website, [newfrontiers.mesacc.edu](http://newfrontiers.mesacc.edu), look under **Classes > Facilitator's Toolbox**, locate the **MCC Classroom Technology How to** guide for detailed instructions on how to operate all common equipment in the classroom.
- **Make sure you know how to operate the projector and other classroom technology for your assigned classroom including how to:**
  - Log into the computer with your MEID and Password.
  - Locate the flash drive outlet located on the podium.
  - Turn on and off the projector.
  - Locate the button for putting the screen up and down (if separate function).
  - Project the presentation to the projector and move between screens.
  - If applicable, use the microphone and turn up and down the volume.
  - If a laptop is to be used, understand how to connect to the laptop and bypass the computer.
- **Obtain a Thank You card and gift for the presenter from Patty O'Brien, the Gifts Coordinator, for each class you facilitate.**
  - Patty usually distributes the gifts and Thank You cards at the Open House or the first Curriculum meeting and Facilitator training of the semester.
  - If needed, contact Patty at [bpob@cox.net](mailto:bpob@cox.net) to make arrangements to meet and pick up the gift(s).

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### Prior to Each Class (Continued)

- **The Gatekeeper assigned to your class will email a list of attendees with contact information.**
  - Note: Guest presenter does not, nor should they ever receive the attendee's contact information.
  - **If a class attendee does not have an email address, the facilitator is responsible for calling these participants to remind them they are registered for the class.**
  - Notify the gatekeeper of those unable to attend so someone from the waitlist can be notified to attend the class.
- **The Gatekeeper will send the class Sign-in Form a few days before the class.**
  - Verify that the class date and time have not changed and is up to date.
  - Print Sign-in Form prior to class.
- **If needed, request copies or copy handouts.**
  - Request copies online several days before you want to pick them up using your MEID and password at: <https://www.mesacc.edu/employees/copy-center/copy-requests>.
  - The New Frontiers website has a complete guide to use to order copies.
    - On the New Frontiers website, newfrontiers.mesacc.edu, look under **Classes > Facilitator's Toolbox**, locate the **Ordering Copies from the MCC Copy Center**.
  - Or go to copy center to get assistance completing the online form:
    - Dobson Copy Center – Academic Support Building (AS4)
    - Red Mountain Center – Desert Willow next to Neva's office
- **Change in Class**
  - If there is a change such as cancellation, room, date, or time in the class due to facilitator or presenter need, the facilitator should notify the Gatekeeper, the Class Coordinator and Curriculum Chair of the change and reason.
  - Once the rescheduling occurs the facilitator will call those registered who do not have emails.
- **Create and print signs for the door(s) of the classroom.**
  - Create and print sign(s) for the classroom.
  - If there is a last-minute change in classroom, then also create and print signs directing students from original classroom to newly assigned classroom.

### Day of the Class

- **Important Things to Bring:**
  - Sign-in Sheet with 1-2 pens
  - Signs for the door(s), tape and a dark marker pen
  - Your New Frontiers lanyard with name tag
  - Login information: MEID & password
  - Facilitator Checklist that includes needed phone numbers
  - MCC Classroom Technology handout (for reference if needed)
  - The Class Proposal and/or guest presenter introduction
  - Gift and completed thank you card
  - An extra bottle of water for the presenter (to give to presenter before the first class)
- **Arrive early to help the presenter and/or yourself get organized.**
  - The normal classroom door is unlocked 15 minutes before class. If a longer setup and shut down time is requested on the class proposal, then the room will be opened earlier.
    - Also, note that another class might be in session before or after your class.
    - If classroom is locked when it should be opened, call MCC Public Safety:
      - Dobson 480-461-7046, Red Mt 480-654-7257.
- **Login to the computer system and get the presentation started to assure there is no glitches.**
  - If problems, call Technical Services by selecting the **HelpCenter** button on the classroom phone.

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### Day of the Class (Continued)

- **If a microphone was reserved on the class proposal, a microphone SHOULD be found in the classroom before class.**
  - Some classrooms are not setup to use a microphone. The Class Coordinator knows which classroom can use a microphone and will schedule an appropriate room if a microphone is requested on the Class Proposal.
  - For the larger MCC Dobson classrooms, BP4 and BP5, pick up a microphone before class from the office in the building (BP101) before class.
  - For the other classrooms, if a microphone that was requested on the Class Proposal is not found in the classroom, then call Technical Services by selecting the **HelpCenter** button on the classroom phone.
- **Put signs on the door(s) with tape.**
  - If there is a change of classroom, also put signs up on the door of the original classroom.
  - Sometimes it is helpful to print an additional copy of the signs. Arrows can be drawn on the additional signs and they can be placed to further assist the students in locating the newly assigned room.
- **Set the Sign-In Sheet and pens by entrance door.**
- **If possible, greet members as they arrive.**
- **At the assigned class time, welcome everyone, introduce yourself, remind everyone to sign in and introduce the guest speaker.**
- **If needed, ask members for questions.**
  - Please repeat the question so everyone can hear. The guest speaker can then answer questions.
  - Remember that our students are seniors. Speakers should speak up and speak clearly. Do not hesitate to raise your hand and ask the speaker to speak up if needed.
  - Also, if the guest speaker has information to forward to the members after the presentation, the speaker can forward to the facilitator to email out to the members.
- **When the presentation is over, thank the guest speaker and present him/her with the gift and thank you card.**
- **Remove and return the USB memory drive to the guest presenter and assist him/her as needed to clean up and leave the classroom.**
- **Restart the computer and leave on, turn off the projector and other technology.**
- **If microphone was in the classroom, leave in the room.**
  - If you picked up the microphone from the BP101 office, return the microphone.
- **Remove all signs from doors (including original room signs if applicable.)**
- **Pick up Sign-In Sheet and pens.**
- **Leave the room. MCC will lock the room. Smile!**

### After the Class

- **Report number of people who attended class and the length of the class to the Statistics Officer: [AnnBloxam@Hotmail.com](mailto:AnnBloxam@Hotmail.com).**
  - If a series of classes, report attendance at the end of the class.
- **During the semester, track your volunteer times (e.g. meetings, travel time, class preparation and time facilitating classes.) and report to the Statistics Officer.**

### Help us expand course offerings...

- If you have ideas or presenters for a class submit a **Class Proposal Form** found on the NFLL website under **Classes** tab.