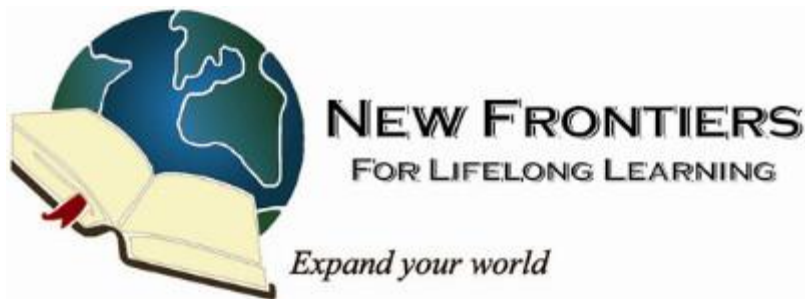




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# FACILITATOR'S HANDBOOK

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REVISED JULY 17, 2017

## ***Document Revision History***

<b>Date</b>	<b>Description</b>	<b>Author</b>
June 1, 2017	Review and revise procedure and document	Judith Slentz
June 16, 2017	Revise verbage for clarification & add Revision History table	Jennifer Wong

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## I. INTRODUCTION

The Curriculum Committee is composed of all the NFLL facilitators and others with Curriculum tasks. The committee meets the second Thursday of January, February, August, September, October and other months as needed, see Website calendar for details. The committee welcomes any NFLL member who would like to facilitate a study group regardless of personal expertise.

### A. Policy:

(Disclaimer ratified by New Frontiers Council, June 9, 2003) Mesa Community College (MCC), and NFLL encourages you, as a facilitator, to express your views. Your opinions are not necessarily those of Mesa Community College or the NFLL Governing Council. The tradition of New Frontiers is common courtesy and respect for others in every situation. Your responsibility as a facilitator is to extend these same courtesies to course participants. When expressing your views, you should make it clear these are your personal opinions and not the opinions of others.

The right to offer a class or to participate in a class can and will be denied when an individual violates common courtesy and respect for others, including staff at all facilities. Our use of these facilities is by permission of others and it may be rescinded. Always act as a guest.

### B. Enrollment Policy:

Enrollment is the payment of a NFLL membership fee to MCC; after that the Member is a non-credit Student of MCC and is eligible for NFLL benefits. The fee may be paid on an annual or semi-annual basis. Benefits include learning, social, travel, volunteering and organizational opportunities. Enrollment as an Annual or Semi-Annual Member is required prior to registration in NFLL courses. Members must register for each course they wish to attend.

## II. FACILITATOR ADMINISTRATIVE RESPONSIBILITIES

### A. Facilitators

Each class facilitator will be assigned a Pro-Class Gatekeeper. The gatekeeper will notify you about your class attendees. They will also e-mail a reminder to your class members prior to the first meeting. They will ask you to call those members who do not have e-mail. If you need to contact your class again, you should use your Gatekeeper to do so. If you want further information about your class members, the NFLL Directory has an address, phone, and e-mail information for you to use.

Before the first session, visit the classroom to assure that it meets your needs. Prior to your class, you may want to contact your class members to welcome them to the study group. If there is a room change, be sure to let your class members know. Also, place a sign on both the old location and the new location. Remove the signs after the class.

If your class requires set-up and teardown, you will need to accomplish that within the time which is allotted to you. If you require additional time for set-up and teardown, you need to specify the amount of time you will require on your class proposal to receive the extra time.

If there is a class in progress in your assigned classroom, you and your class members should wait outside the classroom until the class is ended before entering the classroom. MCC classes have priority over New Frontiers study groups.

If you prefer a specific building and/or classroom, please note your requirement on your class proposal so MCC can try to accommodate your request. As Curriculum Chairs, we cannot guarantee MCC will honor a specific request. All we can do is politely ask.

As the facilitator, you should be courteous and respectful always to the staff of the facility which is hosting your class. (Act professionally at all times.) We are guests at their venue and New Frontiers can be disinvented and barred from the use of their facility if we are perceived as being disruptive to their staff.

You are key to the success of NFLL. Each member should try to expand course offerings and accept leadership roles. As a class facilitator, please, attend the Open House to answer any questions about your course(s). You may provide handouts to potential class members.

B. Purchases for your Class

Please contact the Committee Chair with any request at least 4-6 weeks before you need to make a purchase for your class. Any uncoordinated purchases will not be reimbursed.

C. Risky Business Classes

When attending 'Risky Business' at-risk functions, MCC requires a release form be signed and on file for each category of risk. Go to the Classes tab on the website and choose Risk Forms to locate the one that is needed.

D. Class Proposals Forms

You must submit a Class Proposal Form for EACH class you institute. The form can be printed from the NFLL website at [newfrontiers.mesacc.edu](http://newfrontiers.mesacc.edu) under the Classes tab. The proposal outlines the scope of the course, desired times and identifies needed resources. Proposals must be submitted prior to the cutoff date. Currently the cutoff dates are Fall: July 1; Spring: Nov. 1; Summer: April 15. Proposals submitted early make it easier to produce the Schedule. The desired size of the class will influence the assignment of your classroom so be sure to type in the number you want in the class limit spot. State any needed release form in the class description. Include a street address and brief driving/entrance directions for a confusing or an off-site location.

E. Planning Class Times on the MCC Campuses

Often there will be a MCC class meeting right after your class, especially in the large lecture rooms. Plan to have classes end 10 minutes before the advertised time. For instance: 1:30 – 3:00 class should end at 2:50. Let a guest speaker know this policy also.

Visit your assigned room to make sure you have the **equipment** needed. If you need help to operate the equipment, contact the media center, 480-461-7687 for Dobson MCC, a couple of days before class to learn how. If you know someone who knows how, ask them to help you. MCC prefers users transfer information to a personal thumb drive instead of using a personal laptop. Your presenter may be familiar with the equipment but needs an MCC password if they plan to use the MCC computer. (Every NFLL member has a mcc.edu email address. You can obtain a password so you can LOG ON and SIGN OUT when you are through.)

If a microphone is needed, contact the Media Center at least a week before your class:

NOTE FROM MEDIA: The wireless microphone for BP4 is housed in the Psychology office. Once the microphone has been picked up, it needs to be charged overnight. Please contact them for use of the microphone:

Contact Psychological Science  
Southern & Dobson  
Building: BP 43A  
P: 480-461-7032

Media does not deliver clickers for classroom use. If the coordinator is requesting one, then it will need to be checked out from Media and returned to Media by the coordinator. Media contact info:

Contact Media  
Southern & Dobson  
Building: AS 4  
P: 480-461-7217

NFLL has microphones that are available through Rosa Pardo (Dobson 2 mics and 1 pointer) and Neva Hansen (Red Mountain 1 mic and 1 pointer). The New Frontier's microphones are to be charged overnight. Contact Rosa Pardo at 480-461-7841, 7:30 AM to 4:00 PM. Contact Neva Hansen at 480-461-6330.

There is a Podium Operation Guide on the website. If the presenter brings his/her own laptop, they can plug it into the projector. If the MCC computer is used, make sure the computer is logged off after class.

If there is a problem on the actual class day, you may contact the Help Desk (the # is on the phone in the room). Clickers are to be personally ordered through Instructional Services 3 weeks ahead of time. A completed and submitted proposal only records the need for a microphone or clicker, it does not order it. Once any microphone has been

picked up, it needs to be charged overnight. When finished with a day's presentation, the microphone and clicker are to be returned to the department lending it.

- F. **New Frontiers Pro Class Registration System**  
Members self-schedule. If a Class is closed due to registration limits, a Wait List is formed within Pro-Class. If someone removes themselves due to a change in plans, the first person on the Wait List will be notified. If someone who has not registered shows up, (you should download and print the list of registered students), please ask them to wait to be seated until all the registered class members have been seated.
- G. **Student Insurance**  
While engaged in New Frontiers Classes, MCC insurance covers students.
- H. **Classes that Include Transportation by Carpool**  
There is a distinction between a carpool and a caravan for insurance purposes. The facilitator may choose whether they desire a carpool or a caravan and adhere to these differences. "A caravan will be covered through student insurance, but carpooling will not.
- A caravan is a formal way of organizing the travel portion of the trip, i.e., there is a lead car and an end car, everyone follows each other, there may be pre-set times for stopping, taking a break, gas, etc.
  - Carpooling is informal. Everyone is on their-own with the only requirement being a set arrival time. A classic example is our Trailblazer hiking group. Members may choose to carpool to a hiking site. They are not covered by MCC student insurance while in the car. When they begin hiking, they are covered by the MCC insurance.
- I. **Off-Campus Partnership Facilities**  
Several facilities partners with New Frontiers. Partnership members can attend courses without being New Frontiers members. If you have a class at a partnership facility, contact the facility administrator to confirm your classroom booking, how many of its members plan to attend your course and let them know how many NFLL members are attending. This communication will help ensure sufficient accommodation for the number of attendees and help you to have adequate handouts. Also, discuss any special needs such as microphones, podium, AV equipment, chairs and tables etc. A list of the administrator's names, phone numbers and/or email addresses and map can be provided by the Curriculum Committee Chair. Only in the off-campus facility classroom are members covered by student insurance.
- J. **Summer Session**  
The summer program consists of classes sponsored by NFLL and the Mesa Active Adult Center. There is no Open House and most classes are held at the Center. The deadline for facilitators to submit their summer class proposal is April 15th. Attendees enrolling in the classes sponsored by the Center must do so by telephoning the Center. Attendees enrolling in the NFLL classes must do so by contacting the facilitator by email (preferably) or by phone or just showing up. Each facilitator is responsible for their classes. Members of the Center may attend the NFLL classes. At the end of the class

session(s), the title of your class and the number who enrolled along with the actual total number of attendees should be sent to Ann Bloxam, the Curriculum Committee Statistics Officer. All statistics then are compiled into a report to MCC. If you have any questions, concerns etc. about the summer program, contact the Co-Chair of Curriculum.

K. Facilitating a Guest Presenter

Please remember that the person may have information available regarding their work and/or business; BUT, NFLL members are under NO OBLIGATION TO READ OR TAKE INFORMATION HANDOUTS ([See Section VIII. Non-Solicitation/Non-Disclosure Agreement Form is found in the Facilitator's Toolbox](#)). They may have business cards available at the end of the class for individuals who may be interested. This is to assure that NFLL is not endorsing any products or services. No selling of anything inside the classroom-if a student wants something they are to go to the presenter's car. Ask the presenter to sign the form before their class starts. Announce, "Presenter is to inform us and NOT sell to us." Return the signed form to the Curriculum Chair who will record it and send it on to the Council President. Facilitators for guest presenters should pick up a gift at Open House from the Guest Speaker Coordinator. The gift is presented to the guest speaker at the end of his/her lecture(s). A summary for "Facilitating with a Guest Presenter" is available at the end of the Handbook.

L. Visitors to Classes

Visitors are welcome to most classes that have no size limit, with your permission, based on available seating in your classroom. Allowing visits is a marketing tool. If a visitor is attending on a frequent basis, we like to see them become a New Frontiers member.

M. Class Attendance Forms

Ideally, each facilitator should have an **emergency contact number** for each class member. The Attendance Emergency Contact List Form (included in Facilitator's Toolbox) may be used, but you may keep track of attendance using whatever method is most comfortable for you. At the end of your last class or series of classes, give the Curriculum Statistics Officer the number of enrollees and the number of members who attended (no names, just numbers). Suggestion: For the large classes, ask someone in the back row to "count heads" for you to get a more accurate number. Also, if 100 or more copies were made for your class, include the number of copies made. This will help in preparing the budget for copies to be made for similar future classes.

N. Sunshine Lady

Be aware of a person missing several sessions. You are encouraged to contact absentees, since we want our members to know we are concerned about their well-being. If the person is ill, contact the "Sunshine Lady" in the Membership Committee; and, she will make certain a card is sent to them. Encourage your class participants to let you know if they are unable to attend a session or sessions or if they are unable to continue taking the class. At the end of your series of classes, please, shred the list containing emergency numbers.



- O. **Emergency Procedures**  
 Considering the ages of our attendees, you should be familiar with emergency procedures. At the first session of any class, make participants aware of the emergency procedures at their respective campus. Refer to Section IV “Emergency Procedures” in this handbook. Also, tell them where the bathrooms are located.
- P. **Curriculum Volunteer Hours**  
 April of each year, members should send their volunteer hours related to the Committee to the Statistics Officer, currently held by Ann Bloxam. Volunteer hours include meetings, travel time to meetings, class time as a facilitator, class preparation, team leader work, etc. MCC receives funding related to volunteerism and community education. Volunteer hours for other committees should be reported to those chairpersons.
- Q. **Open Communications**  
 If any occurrence takes place that is out of the ordinary, please notify the Curriculum Chair or Co-chair concerning details of the event. Misunderstandings can potentially become blown out of proportion, so firsthand accounts are important, even if the problem appears to be resolved.

### III. **CAMPUS INFORMATION**

- A. **Mesa Community College (MCC) Campus on Southern and Dobson**
1. **General Information**  
 The main campus is located on the southeast corner of Dobson and Southern Avenues. Several parking lot entrances are located on both streets. Bus stops are also located on both streets. Disabled parking and handicap ramps are readily available. The campus address and phone number is: Mesa Community College (MCC) Southern and Dobson Campus (SD) 1833 West Southern Avenue, Mesa, AZ 85202, phone 480-461-7000.
  2. **Parking**  
 When on the campus as a facilitator, you may use a Temporary Parking Permit-Visiting Instructor form that permits you to park in faculty and staff parking (do not park in the “commuter parking spaces” marked by blue lines). A Temporary Parking Permit may be obtained from Security. You may not use this Pass if you have a Student decal on your car. To use the Pass, fill in your license number, your printed name where it indicates “Issued to” and sign at the bottom at “Instructor’s Signature.” It is also recommended that you put your phone number (preferably your cell) in the upper right corner and “New Frontiers” in the upper left corner of the form in case Security needs to contact you for any emergency that may pertain to your car. You need not fill in the “Expiration Date” if you will be teaching every semester.

## 3. Copying

The MCC Copy Center is in the Academic Support Building. The New Frontiers authorization code will be given to you by the Curriculum Committee Chair. The same authorization code works at all MCC campuses. Copy machines are available for individual use, or you can submit a request for the Copy Center to handle large jobs. When doing your own copying, a 30 to 50-page limit is suggested since so many people use the copy machines. To conserve paper, please print on both sides of the paper. When you finish copying, please push the completed button to cancel the code from the machine so that the next person's copying will not be charged to New Frontiers. When you print many copies at the Copy Center, ask the operator to record the cost of the printing job at the lower left corner of the request form. Give the Curriculum Chair a copy of the completed copy form to assist in tracking copying costs or when you report your class attendance to the Curriculum Committee Statistics Officer include the number of copies you made (over 100). You can make copies using any MCC Copier. Directions on how to use the Copier are on our web site; look under Classes.

## 4. Requesting Copies Online

You may order a printing request using a form online or by sending an email.

Fill in the online form as directed. Do a "save as" to save the form with a file name of your choice.

Or the form in this Handbook can be used. Attach your Copy Request Form AND your document file to an email message to the Copy Center [copycenter@mcmail.maricopa.edu](mailto:copycenter@mcmail.maricopa.edu)

## B. MCC Red Mountain Campus (RM)

## 1. General Information

MCC Red Mountain Campus 7110 East McKellips Mesa, AZ 85215, phone 480-654-7200. The Red Mountain Campus is just East of Power Road.

There are two entrances to the campus. The main entrance is East of Power Road on McKellips Road and has a stop light and left turn lane for easy access. This entrance is marked by a sign that states, Mesa Community College, Red Mountain Campus. You can also reach the campus by continuing north on Power Road past McKellips Road. Turn right on to the "old" campus area known as Acacia Village. This is used to reach the parking lot and quad building where most of the New Frontiers study groups meet. This square compound area is designated on the campus map as RDM V Acacia Village, and houses rooms RDM VI16–124. Note:

## 2. Parking

Several parking areas are available around the buildings including several disabled handicap spaces. At the Acacia Village building, the parking lot is on

the north side of the buildings. It is a large area and parking should not be a problem. Disabled and handicap accessibility is available (see additional parking instructions under the MCC campus section).

3. Printing with the Copy Center on the Dobson Campus  
Requests can be made online or through email with attachments. Acceptable documents that can be submitted for copying to the Copy Center: Black & White and Color Copies of non- copyrighted material. ONLINE: Use form on website. E-mail: Use Copy Center Form in section VI of this Handbook.

#### C. MCC Downtown Center Campus (DTC)

1. Open House and the New Member Coffee  
Open House and the New Member Coffee is held at the DTC on the fourth floor. General Information: MCC Downtown Center, 165 North Centennial Way Suite 208 Mesa, AZ 85201 phone: 480-461-7497. Note: *You should be courteous and respectful always to the staff of the facility which is hosting an event. (Act professionally at all times.) We are guests at their venue and New Frontiers can be disinvited and barred from the use of their facility if we are perceived as being disruptive to their staff.*
2. Parking  
The building and parking structure are located across the street south of the Marriott Hotel. There are two entrances to the parking structure, one across from the Hotel and the other on Centennial Way. All MCC parking are on the second level. Do not park on the ramps. Be sure to have your parking decal on your car window or a MCC yellow parking permit on your dashboard (see additional information under the MCC campus section).
3. Non-MCC Campus Information  
Classes may be conducted at sites other than MCC campuses which includes off campus partnership facilities (see New Frontiers Class Locations in the "Class Schedule). At all times, facilitators should adhere to regulations and requests of the sites. If any problem surfaces, please consult with the Curriculum Chair as soon as possible to determine what, if any, action is required. Please arrange to make your class hand-out copies at campus copy centers. Any special needs should be referred to the Curriculum Committee Chair.

## IV. EMERGENCY PROCEDURES

Attendees must be aware of the emergency procedures for your site. Make sure every enrollee knows the campus emergency number. Also, make sure that every attendee has listed an emergency contact name and telephone number on the attendance sheet. If, on the presentation day, the classroom is locked- call Security.

At the Dobson Campus: 461-7046

At Red Mountain, Security: 654-7257

- A. MCC at Dobson & Southern: Emergency Number 1-7777  
**If the situation seems critical, ask the campus emergency contact to call 911.** The College Safety Officers can administer first aid and stay in contact with the emergency crews while they are en route. The first aid center in the College Safety Office is located on the west end of the Social/Cultural Science Building #14 (on the southwest corner of campus). This office is staffed 24 hours a day, 7 days a week. Note: All parking lots have emergency call boxes.
- B. MCC at Red Mountain at Power & McKellips: Emergency Number 4-7444  
 Phones are in the Faculty Resource Room and in the Administration Offices. For injury or illness, call the emergency number 4-7444. **If the situation seems critical, ask the campus emergency contact to call 911.** Since New Frontiers classes are held in Acacia Village, access to a faculty/administration office is only a few steps away from the classrooms. In addition, every classroom has a telephone. Note: All parking lots have emergency call boxes. In all cases, the Site Coordinator should be notified immediately.
- C. MCC at the Downtown Center on Centennial Way:  
 Emergency Number 461-6116 or if office staff is needed 461-7493 or 911  
 Make yourself aware of staff locations and how they can be contacted most quickly.
- For ALL Emergencies: the MCC CEO is to be notified (480-461-7497). The MCC CEO will notify the appropriate dean's office and will have the insurance forms available, if needed.**

## V. TEACHING TIPS

- A. Getting to Know Attendees  
 For moderate size classes, you may have each person introduce themselves. Encourage people to wear their nametags so names can be used.
- B. Teaching Style  
 Use the style most comfortable for you and most appropriate for your study group. Always be prepared for your presentations. Involve the attendees as much as possible.
- Ask for opinions about topics, ideas, and so forth, and make feedback an interactive dialogue.
- Sharing in small groups is effective. Our age group appreciates being involved in discussions. If you have guidelines or limitations for your class, make sure they are clarified. You should state all course parameters during the first session, or, even better, distribute your expectations in writing to the class. When you question attendees, slowly and clearly phrase your questions. Accept some silence after a question—wait long enough (approximately 10 seconds) for class members to formulate a thoughtful answer. Ask open-ended questions (not "right/wrong" questions), and listen to the answers.

- C. **Managing Disruptions**  
Rarely will a disruption take place in a New Frontiers course, but if a disruption occurs, remember that you oversee the session. Relax and use humor to diffuse the situation. If bringing the discussion back to focus proves difficult, try a focusing tactic, such as, "That line of thinking takes us away from the topic at hand; let's get back on track." If the discussion turns inappropriate or offensive, cut it off immediately.
- D. **A Facilitator's Personal Emergency**  
Personal medical needs, your car breaks down, a member of your family has an emergency and you can't facilitate that day. Who do you call? What do you do? This is when you contact a Curriculum chair:

**Contact the Curriculum Chairs** with any questions or problems or to share a good story about your presentation(s). Let us celebrate your success with you! Most of all; relax and have fun with your group.

## VI. FORMS

Many forms are available on the New Frontiers web site for downloading. A few are provided here for copying. The New Frontiers website address is: [newfrontiers.mesacc.edu](http://newfrontiers.mesacc.edu) and forms are listed in the Facilitator's Toolbox located under the Classes tab.

- A. **Class Proposal Form**  
Used to submit a Study Group Proposal to register a class to be included in the class schedule. It is found on the New Frontiers website.
- B. **Attendance Record & Emergency Contact Numbers Form**  
May be used to record enrollment information and, also, for attendance. It is listed below and is found on the NFLL website.
- C. **General Assumption of Risk & Release of Liability Forms**  
These forms are required for the various categories of risks involved in certain classes listed under 'Risky Business' in the Schedule of Classes. They are found on the New Frontiers website.
- D. **Non-solicitation/nondisclosure Agreement Form**  
Must be signed by all member or guest presenters. It is located on the New Frontiers website. Return the signed copy to a Co-Chair of Curriculum. It will be recorded and forwarded to the Council President. The form is on the website.
- E. **Purchases Needed Through Petty Cash Form**  
It is necessary to have this form filled in and signed by the Curriculum Chair or Co-chair before presenting it to Pat Esparza for purchases from petty cash. It is included in this document.

F. Copy Center Form

This is a generic form. It may be used to place an order via email with the MCC Copy Center to print a document. See further instructions in Section III under Copying at the MCC Southern & Dobson Campus. It is listed under **Forms** in this document.

VII.

**PETTY CASH FORM**

Mesa Community College

\*Purchases needed through petty cash:

Item \_\_\_\_\_

Cost \_\_\_\_\_

Vendor \_\_\_\_\_

Requested by \_\_\_\_\_

Date \_\_\_\_\_

Submit this form to the Curriculum Chair. Any questions---please call or email the Curriculum Committee Chair. **(Allow 4-6 weeks for processing)**

\_\_\_\_\_  
Chair/Co-Chair Signature

\*If at all possible, it is preferred that this information be submitted using the form on the New Frontiers' website

[newfrontiers.mesacc.edu](http://newfrontiers.mesacc.edu)

Rev. 5/2017

VIII.

**COPY CENTER FORM**

Mesa Community College

Email: [Copycenter@mcmail.maricopa.edu](mailto:Copycenter@mcmail.maricopa.edu)

Only MS Office Documents (i.e. Word, Excel, and PowerPoint)" Attach completed form with document(s) to e-mail.

Please be sure to complete all areas in RED

Submitted digital documents will be deleted once copies are made.

NFLL#		Requestor's Name:	
Today's Date:		Date Job Needed:	
Location: campus:		room number:	
Choose one: Pick-up Time <b>OR</b> Delivery Time:			
<b>Special Instructions</b>			
Nbr of Originals:		Nbr of Copies:	Total Copies:
PAPER SIZE:			
COLOR COPIES		PRINT	
WHITE		ONE-SIDED	
BLUE		TWO-SIDED	
GREEN			
YELLOW			
PINK			
ASTROBRIGHT			
CARD STOCK			
TRANSPARENCIES			
OTHER			
		GBC BIND	
		TAPE BIND	
		LAMINATED	
		SHRINK WRAP	
		CUT	
		FOLD	
		STAPLE	
		PAD	
		COLLATED	
		UNCOLLATED	

Revised: 5/2017



## IX. Guidelines for Facilitators for Non-Member Guest Presenters

1. Attend the scheduled Curriculum Committee meetings for any updates during the semester to bring ideas, suggestions, problems etc. and to meet other facilitators. Open House plans are made in January and September meetings, also training is provided.
2. Call or e-mail the presenter and introduce yourself, confirm the class, date, time and room number. Discuss their introduction and request any needed information. The Guest Speaker Coordinator will provide you with the class proposal form with contact and bio information.
3. Check out your assigned room and make sure the room has the equipment needed by the presenter. If you do not know how to operate the equipment, contact the media center 480-461-7687 for Dobson MCC and make an appointment a couple of days before class to learn how. If you know someone who knows how, ask them to help you. (Every member has a mcc.edu email address. Just set up the account with a password so you can enter it in on the college computer and SIGN OUT when you are through.) There are instructions on the computers. If the presenter brings their own laptop, they only need to plug it into the projector. If the MCC computer is used, make certain the computer is logged off after class. If a microphone or clicker is needed contact the Media Center and/or Instructional Support at least a week before your class.
4. Please attend the Open Houses to answer any questions about the course: September and January at MCC Downtown Center, 4<sup>th</sup> floor.
5. If you want, a few days before the class, call or email all the enrollees to remind them of the class start date.
6. Copying can be done by you at the MCC Dobson Copy Center. There are other machines available on campus that has a key code box. Use the NFLL code available from the Curriculum Co-Chair. If a large amount of copies is required (over 50) a request is to be submitted to the Copy Center on the Dobson Campus for printing them. See timing guidelines and additional instructions in the Handbook. Fill out the order sheet form online or from Forms in the Handbook. After you pick up the copies, give a copy of the order sheet to the Curriculum Chairs. When copies are ordered online: [www.newfrontiers.mesacc](http://www.newfrontiers.mesacc), deliver the copy to the Curriculum Chairs through the CC email command in the address line.
7. After the course is completed, submit the number of enrollees-members and non-members, and the number of actual attendees- no names required, to the Statistics Officer for Curriculum Committee. This information becomes part of the Annual Report to MCC.
8. Keep track of your volunteer hours dedicated to the Curriculum Committee for the fiscal year: July 1<sup>st</sup> to June 30<sup>th</sup> of the following year. Report your number of hours by the end of

- April for the Statistics Officer to compile their MCC report. The number of hours does not have to be itemized, an approximate number will do.
9. As a courtesy, present the presenter with a bottle of water at the first class.
  10. On completion of the class, a thank you gift and card is to be given to the guest presenter. Gifts are available for pick-up at the September and January Open Houses from the Gift Officer.
  11. A last-minute **room change** for your class requires a sign on the original room door stating the new location. Another sign then is placed on the new classroom door. Please, remove the signs after class. If a **class is cancelled**, call or email a notice to class members; and, put a sign on the door stating the cancellation and when class resumes. Don't forget to remove the sign after the class. Delegate this job, if necessary.
  12. If a microphone or clicker is needed, please contact the Media Center on the Dobson Campus: AS/4 - Breezeway P: 480-461-7217 HelpCenter@mesacc.edu several days ahead of your class and ask them for help. See Handbook for additional information.
  13. If, on the presentation day, the classroom is locked- call Security.  
At the Dobson Campus: 461-7046  
At Red Mountain, Security: 654-7257
  14. Presenters are not to solicit business or sell products during their presentation. If students want to follow the presenters to their cars to purchase goods or services, that is up to them. Presenters can leave business cards at the rear of the room.
  15. If supplies are needed for your class, please, request these items at least a month in advance. There is NO REIMBURSEMENT for items you purchase without *prior* coordination.
  16. If you run into problems, please, call a Curriculum Committee Co-Chair, first, and NOT the Community Education Office. If they need to be contacted, a Chair will do it for you.