

New Frontiers Curriculum Committee Procedures

Class Change During Semester Procedure

This procedure is for any change in a class once the Class Schedule is printed: cancellation, room, date or time change, or other class change during semester.

- When communicating a change in a class, include the **reason** for the class change.
- All the following individuals need to know of any change in a class: Facilitator, Gatekeeper, Class Coordinator, Class Schedule Designer, MCC staff, ProClass Coordinator, Author of Changes at a Glance, Webmaster, Curriculum Chair

When the following person is notified of a change in class...	Then he/she should Notify ...
Facilitator	<ul style="list-style-type: none"> • Gatekeeper for specific class* • Gridmaster (if not sure who this is, contact the Curriculum Chair) • Curriculum Chair • Call members without email to let them know of class change. • Contact the guest presenter, if needed, to let them know of change
Gatekeeper	<ul style="list-style-type: none"> • Notify registrants of the change to class.
Gridmaster	<ul style="list-style-type: none"> • Notifies MCC staff of change in class to manage the classroom change. • Notify the ProClass Coordinator • If not notified of change by a Facilitator, then notify Facilitator, Gridmaster and Curriculum Chair of the change with reason.
Curriculum Chair	<ul style="list-style-type: none"> • Assures that everyone knows of change. • Notify Author for Changes at a Glance with specific changes • Notify Class Schedule Designer • Notify any other person(s) on this list that may need to know.
ProClass Coordinator	<ul style="list-style-type: none"> • Updates the ProClass Class description. • Update "Class List" report and send to Allan to post
Changes at a Glance Author	<ul style="list-style-type: none"> • Updates Changes at a Glance and sends updates to the webmaster for website update.

*Gatekeeper sends an email to the facilitator at the beginning of the semester introducing themselves and how they will assist the facilitator with the management of the class. A gatekeeper manages multiple classes

CURRENT ROLE ASSIGNMENTS: (7/10/20)

Role	Member	Email
Curriculum Chair:	Ruth Brooks	Rrbrooks93@gmal.com
Gatekeeper	Each class is assigned a gatekeeper	Search through your emails by class name to determine the gatekeeper for a specific class
Gridmaster/Class Coordinator	Rea Dias	NFLLRea@outlook.com
ProClass Coordinator	Ann Bloxam	AnnBloxam@hotmail.com
Class Schedule Designer	Dovie Bryan	Dlbryant1@cox.net
Changes at a Glance Author	Donn Cahill	decahill@donncahill.com
Webmaster	Allan Zisner	azisner@q.com
MCC Staff	Neva Hansen	Neva.Hansen@mesacc.edu
	Michelle Chambers	Michelle.chambers@mesacc.edu