

## **Saddleback College Community Education**

### **Class Proposal Process**

1. Potential presenters should review current Community Education offerings, as well as Saddleback College academic offerings, to ensure that the potential class does not duplicate or conflict. Classes that are too similar in nature will not be considered.
2. Potential presenters should submit a class proposal form online by the stated due dates. Proposals submitted after the noted deadline will be considered for the following session.
3. Two to four weeks after the deadline a committee will review all submitted proposals. Consideration will focus on the needs of the community and student benefits.
4. Classes that are selected will be forwarded to Saddleback College's full-time faculty for further review. This is a two-week process. Persons submitting classes that are not selected will be notified via U.S. mail.
5. After the proposal review process is complete, potential presenters will be contacted for an in-person interview and a five-minute presentation of the class. References will be checked following the interview.
6. Agreements will be negotiated for accepted programs, and the Human Resources process will begin for those who are determined to be employees. All presenters are responsible for being livescan fingerprinted in our district (paperwork will be supplied).
7. Further details will be compiled and determined, including presenter bio, catalog verbiage, pricing, etc.
8. Class will be submitted for Board approval.
9. After Board approval, the class will be marketed in the Community Education catalog and website, and on Saddleback College's Channel 39. Presenters are expected to assist with the marketing campaign.
10. The session newsletter, agreements, and additional paperwork (i.e., intent forms, map, AV equipment requests, etc.) will be sent to presenters.
11. Class is held.
12. A post-class evaluation is conducted via email, and future planning needs are discussed.