



DIVISION OF EXTENDED LEARNING

Saddleback College Community Education

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www.saddleback.edu/ce

ADULT PROGRAM PROPOSAL PROCESS

Saddleback College Community Education

Potential presenters should review current Community Education offerings, as well as Saddleback College academic offerings, to ensure that the potential program does not duplicate or conflict with these offerings. Programs that are too similar in nature will not be considered.

Potential presenters should submit a proposal online (www.saddleback.edu/ce) by the stated due dates. Proposals submitted after the noted deadline will be considered for the following Term.

Consideration Due Dates:

Fall	April 1
Spring	August 1
Summer	December 1

Two to four weeks after the deadline a committee will review all submitted proposals. Consideration is based on the needs of the community.

Once proposals are reviewed, potential presenters that are selected to move forward will be contacted for an in-person interview and a five-minute presentation of the program. References are checked following the interview.

After potential presenters are interviewed, and all required program information has been collected, proposals that are selected to move forward will be reviewed by the following:

Saddleback College Extended Learning Division
Saddleback College Full-Time Faculty
Saddleback College Curriculum Committee
Saddleback College Academic Senate

The review process will take, at minimum, one (1) month, and will ensure that the potential program offerings do not duplicate or conflict with any Saddleback College academic offerings.

Following review by Saddleback College Full-Time Faculty, Curriculum Committee, and Academic Senate potential presenters will be contacted. Those who have submitted and are not selected to move forward will be notified via email. Those who have been selected will be contacted to begin the hiring process.

Additional details including presenter biography, marketing verbiage, and pricing are collected, and proposals are then submitted for approval by the Saddleback College Board of Trustees.

Upon Board approval the program or workshop will be listed on the Community Education registration site, and marketed to Community Education participants. Presenters are expected to share in the responsibility of marketing their program or workshop. After the program or workshop is held, participants will have the opportunity to complete a post-class evaluation and provide pertinent feedback.