



## DACC Community Education: General Information/Course Proposal Instructions

The following information will help to familiarize you with our calendar, important deadlines, class details, supplies and materials, instructor pay, payroll forms and publicity. Please feel free to contact us with any questions or concerns that you may have regarding this information.

---

**Community Education Calendar:** Our program follows a traditional three-semester calendar year (Fall, Spring and Summer). We provide a calendar each term that shows you what days and times our campuses are open as well as any holidays that appear during the given semester.

**Proposal deadlines for AY 2011-12:** Fall Semester; May 20 2011. Spring Semester: November 5, 2011. Summer Semester; March 4, 2012.

**Please note:** Even if you have taught for us before, **you must complete a course proposal form for each course you are planning to teach.** If you are teaching a course you have previously taught for us, we will gladly use the description you previously submitted providing it has been within a year of the proposal you are submitting. However, we **must have a current course proposal and syllabus with all other required information filled out for each class if you wish to teach.**

**Classes are selected** by the Director of Community Education and Community Education Advisory Board.

**Content of the classes** is determined by the instructor. Please keep in mind that the people who choose to take Community Education courses primarily do so for enjoyment and personal growth.

**The length of a class** is determined by the instructor. Courses can range from one day to multiple weeks in length. You will decide what time period will best suit your objectives and learners; however we do ask that your class does not exceed 18 total hours. If you are a new instructor, you might use a current schedule for various examples of how you can schedule a class.

**Class Times** are determined by the instructor. We do find that classes scheduled after work in the evenings and on Saturdays do well.

**Minimum** enrollment is set by the Community Education office. Unless otherwise discussed, the minimum enrollment needed to “make” a class is four (4).

**Maximum** enrollment is determined by the instructor; space providing.

**Supplies, materials, textbooks etc.;** Please keep in mind that when you require such items that you must let us know if you will be supplying them, requiring the student to purchase them, or in rear cases, Community Education to purchase, these costs will be determined when figuring the cost of your class. For example, if the student is required to purchase any items to take the course, we will consider lowering the cost of the course as opposed to if we are providing the book for each student. We recommend that you require the student to purchase supplies or materials and provide them with a list prior to the class starting. We do not purchase books for new classes since we do not know if the class will make or not and Community Education does not want a surplus of unused texts.

**Instructor pay:** A pay schedule can be found on our website for web users or will be included within this packet for those that wish to access the information in a hardcopy format. The pay schedule state what instructors will be paid per hour based on the number of students in the class. Most courses have a minimum enrollment of four students. If the minimum enrollment of four participants is not met, Community Education will have to cancel your class. **Payroll checks are issued every 15<sup>th</sup> and last working day of the month ( if any of these days fall during the weekend, instructors will be paid the Friday before).** If all paperwork is in order and your class starts between the 1<sup>st</sup> and the 15<sup>th</sup> of the month, you will be paid on the last day of the month. If your class starts between the 16<sup>th</sup> and the 30<sup>th</sup> or 31<sup>st</sup> you will be paid the 15<sup>th</sup> of the next month.

**Payroll forms:** It is required that your payroll forms be completed in in at least a month before your class begins. All mandatory paperwork will be completed during our Community Education Instructor Orientation. If this is not possible then make an appointment with Elisa Montoya prior to coming in to the office.

**Publicity:** We include a copy of our catalog each semester in the Las Cruces Bulletin. Additionally, we distribute to all current and previous students along with anyone who requests a catalog. Community Education catalogs are distributed throughout the DACC and NMSU campuses, as well as distributed to loci business in the community. We recommend that you also advertise in areas of interest that you think will bring students to your class. Contact the Community Education office for a “Smart Flyer” template to help promote your course(s).

**Ready to get started?**

**Please review the following:**

**Current Semester Calendar:** This document notes the beginning and end dates of the semester, holidays and hours of operation for Campus'. Please schedule your course(s) accordingly.

**Tips for Writing Course Descriptions:** Make sure to read these helpful tips prior to completing your Course Proposal Form.

**Community Education Pay Scale:** This document details the rate-of-pay based on the number of students enrolled in your class.

**Course Evaluation Form:** Each instructor is required to disperse, collect and return completed evaluations to the Community Education Office shortly after the last class.

### **Complete and Submit:**

**Course Proposal Form:** One (1) proposal form will need to be completed for each class you wish to teach. This form will be electronically submitted to Community Education. If you require a printed copy please contact us to either mail one to you or come by the office and pick it up. Please keep a copy of each proposal for your records.

**Resume or CV:** Each new instructor will need to submit a resume or CV along with your proposal for. Your resume or CV can be emailed to [elisamon@nmsu.edu](mailto:elisamon@nmsu.edu) or faxed to 575-527-7701.

**Instructor Contract:** Each instructor will need to complete and return the instructor Contract. This document will only need to be completed once and will be filed in the instructor personnel file.

**Employee Information Form:** All new instructors will need to complete and return the Employee Information Form.

**Questions:** If you have any questions, please feel free to contact Community Education at 575-527-7527 or by email [elisamon@nmsu.edu](mailto:elisamon@nmsu.edu).