

## USCA CENTER FOR LIFELONG LEARNING CLASS LIAISON RESPONSIBILITIES

Notify the Center for Lifelong Learning (CLL) if you cannot attend a scheduled curriculum meeting. Bring new course ideas and/or updates on in-process courses to each curriculum meeting.

### Course Planning

Make contact with each instructor you are responsible for. A personal contact is preferred if instructors are new to the Center. Give prospective a recent course catalog or refer them to the Center website [www.aikenlearning.org](http://www.aikenlearning.org).

Proposals for new courses should be submitted on the Standard Course Proposal Form. This form is designed to capture information needed to compile the course catalog. The following information is required for the catalog:

- Course title and instructor name
- Instructor bio<sup>1</sup>
- Class description<sup>2</sup>
- Whether the course is to be given in-class, online, or both
- Number of class sessions and duration (60 or 75 minutes)<sup>3</sup>
- Month(s) preferred
- Day(s) of the week preferred
- Time of day preferred
- Instructor e-mail and phone
- Course liaison<sup>4</sup>
- Class size limit
- Class location<sup>4</sup>

1 This should be concise (3-4 sentences), not the great American novel. Use an additional page for this and the course description.

2 Again, be concise, but include enough information to clearly convey what the course will cover.

3 Six (6) is the maximum number of course sessions.

4 These will be decided when the course schedule is made up.

A copy of each course proposal form must be submitted to the General Interest Curriculum Chair and the business office (Business & Education Building room 111, phone 803-641-3756).

If the instructor has not instructed for us before, refer them to the business office so they can be set up as a vendor (to ensure payment).

### Before The Course Begins

The liaison will ensure that the instructor gets a copy of the Lifelong Learning Instructor Guide.

The liaison should encourage the instructor to submit their course materials as a PowerPoint presentation on a flash drive. Determine with the instructor what A/V equipment is needed. If the instructor prefers to use his/her personal Apple laptop, an Apple-capable classroom will need to be scheduled.

The university no longer provides hard copies of class handouts. The liaison should encourage the instructor to provide a set of class handouts in PDF format that can be emailed to the registrant. The instructor should email the handouts to [christiana.favre@usca.edu](mailto:christiana.favre@usca.edu) with instructions for distribution.

Instructors are paid \$ 75 per class session, regardless of the length of the course (max. 6 sessions) or the number of instructors. If the course has an admission fee, instructors will be paid \$ 75 or the admission fee, but not both. The liaison should direct the instructor to the business office to complete the necessary paperwork to ensure payment.

The liaison will obtain a temporary parking pass for the instructor, if applicable, from the business office.

### Classroom Setup

The liaison should confirm catalog information with the instructor at least one week before the first class session.

If either the liaison or the instructor needs an A/V training session before the course begins, the liaison will arrange this with the business office.

Pick up the course attendance sheet from the business office prior to the first class session.

### Conducting the Course

The liaison introduces the instructor and ground rules for the course at the first class session, following a script provided by the Curriculum Committee. The liaison also explains the importance of completing the attendance sheet and the in-class evaluation form.

Make sure each class begins and ends on time. Work with the instructor to maintain an optimal learning environment for participants.

Make sure the instructor is informed of any course/room changes. The business office will notify the participants.

Return all paperwork to the business office after the last class session. It is recommended that the liaison review the completed in-class evaluation forms before giving them to the Curriculum Committee Chair for analysis.

Finally, be sure to write a thank-you note to the instructor after the course is completed. Get CLL notecards from the business office.