

ACADEMY FOR LIFELONG LEARNING OF CAPE COD, INC.
POLICIES, RESPONSIBILITIES AND PROCEDURES

Section: Committees Date Approved:5/9/03,

Initials: RBS,
Revision Date:04/9/04 DWB
12/13/24 HT

Subsection: Curriculum Committee

POLICY

Bylaw Reference: Article V, Section 1 & 2.

The Curriculum Committee is a standing committee of the Academy for Lifelong Learning (ALL), subject to the direction and control of the Board of Directors.

The Curriculum Committee shall plan and facilitate courses for members, being responsive to the members' interests and providing the Communications Committee with information for use in publicity.

The Chairperson of the Curriculum Committee shall be appointed from the Board of Directors of the Corporation for a term of one year by the President of the Corporation.

The Chairperson is responsible for appointing a committee of new members, as needed, from the Corporation's membership who will serve for a term of one year.

RESPONSIBILITIES OF THE COMMITTEE

1. Continuously plans and facilitates the courses to be offered each semester at ALL under the direction of the Committee Chairperson. This involves recruiting Course Coordinators, seeking new ideas to broaden and enliven the course offerings, and encouraging the Corporation Membership and Cape Cod residents to participate in this process.
2. Works with Cape Cod Community College to allocate classroom space. Also seeks and provides classroom space off campus as necessary.
3. Prepare the class schedule for each semester's course offerings.
4. Publishes the Course Catalog and posts its content on the ALL Website.

5. Works with the Registration Committee to plan and prepare the course catalog and registration procedures on time for each semester.

6. Interview new course coordinators before accepting their course proposals.

7. Provides Course Coordinators with a general orientation to the academy, a Coordinator Handbook and classroom assignment. Acts as a resource to the Course Coordinators as necessary.

8. Seeks ways to honor the volunteer Course Coordinators and other faculty when feasible.

The Committee shall provide an orientation before each semester to welcome current Coordinators, updating them regarding any new procedures, issues, or concerns.

9. Provide a folder/file for coordinators each semester and/or send appropriate information to them.

PROCEDURES—CURRICULUM COMMITTEE

Catalog Production

Catalog Production operates within the policies of the Curriculum Committee.

Course Catalog information must be available to those who plan to take courses with ALL before the beginning of the registration periods, which take place during the month immediately before the beginning of the fall and spring semesters. The information it presents should be accurate, complete, and in a format that avoids confusion and errors on the part of the registrants. The following procedures are currently in effect.

Procedures

Staffing: The Curriculum Committee and the coordinators are jointly responsible for the accuracy of the information provided in the catalog.

General: The catalog will be stored in the appropriate format on the ALL Office computer.

Activities:

1. The Curriculum Committee sets the distribution date of the catalog and informs the publisher of its determination.

2. The Curriculum Committee will use descriptions of each course and will prepare other items (listed below) for inclusion in the catalog.

- a. Explicit information, including the course name; the course number; and the course format, whether it is in the classroom, on Zoom, or in hybrid format, the day of the week on which the course meets; the time it meets; the number of weeks the course is to run; the room/building/location where it meets; class size limits; a description of the course contents and special requirements; and the name and brief biography of the coordinator(s), if the coordinator wishes this information to be included.
 - b. A letter of greeting from the President of ALL, and from the Curriculum Committee.
 - c. A table organized by the days and times of meeting that summarizes the course schedules.
 - d. A campus map.
 - e. Two registration forms.
3. Contents of the catalog are printed in book format.
 4. The Curriculum Committee sets the anticipated distribution date of the catalog and informs the Registration Committee, Board of Directors, and ALL offices of its determination.
 5. A draft of the catalog is reviewed and edited, as necessary, by the Curriculum Committee.
 6. The Master Catalog, with the Registration Form then goes to the Publisher for reproduction, at least seven (7) days before catalog distribution. A final copy of the catalog will be forwarded to the ALL Office to be posted on the ALL Website.
 7. The number of catalog copies is determined by the size of the distribution list which is maintained and updated by the ALL Office Administrator. An additional 50 or more extra copies are also ordered to be used in response to further inquiries from potential students. Any overruns will be returned to the ALL office.
 8. When the Committee and the Publisher complete their work, the Publisher forwards the catalogs to the ALL Office for distribution.
 9. Active course registration is delayed by a minimum of seven weekdays after the initial website posting and catalog distribution are completed.

PROCEDURES- CURRICULUM COMMITTEE

Procedures for Recruiting Coordinators and Course Proposals.

1. A request for new course proposals and coordinators will include a submission deadline and is issued no later than the second week of each semester. It is to be posted on

bulletin boards, announced in classes, and published in the ALL newsletter. In

addition, emails are sent to current coordinators and coordinators from the previous two semesters inviting them to repeat their current course or one they have previously given or to offer a new course.

b. The online course proposal forms will be placed on the ALL website or ALL portal for use by all to minimize paperwork where feasible.

2. Online Course Proposal forms are available on the ALL Portal. The potential coordinator identifies him/herself; qualifications for the course presentation; and a description of the course content. Proposals may also be accepted from sources outside of ALL.

3. As the proposals are received, the Curriculum Committee interviews all new coordinator candidates, evaluating their qualifications and the courses they are proposing.

4. Coordinators are notified of the Curriculum Committee's acceptance or rejection of their proposals.

5. The Curriculum Committee informs the coordinator of the scheduled time and place of the course, including those courses that are on Zoom or Hybrid.

6. A technical training session will be offered each semester before the first-course meeting to familiarize coordinators with the audio/visual equipment that is used in the classrooms. This shall be open to all coordinators.

P&P Committee Review Dates and Initials: 12/03/08; 1/19/09 L.J., N.C., 12/13/24 HT, 2/10/24DT