

New Knowledge Adventures (NKA) Facilitator Guidelines

Quick Checklist:

1. **Questions?**
 - a. Contact the NKA Curriculum Coordinator Geoff Hogander (208) 232-3437 ghogander@yahoo.com.
 - b. ISU CEWT's Management Assistant Shirley Hockett (208) 282-2789 shirleyhockett@isu.edu
2. **What's the sequence of my responsibilities?**
 - a. Assist instructor to complete Class Information Form (CIF).
 - b. Send completed CIF to Curriculum Coordinator.
 - c. Request class attendance roster from ISU CEWT at (208)-282-3372. Facilitator should register for a limited, fee-based class if participating or as coordinated with the instructor.
 - d. Two weeks prior to class, contact the instructor to remind them about class details.
 - e. Two days prior to class, ISU CEWT automatically sends an email to remind enrollees.
 - f. Manage limited enrollment with a waitlist and coordinate backfilling cancellations.
 - g. Request most current class attendance roster from ISU CEWT's NKA Coordinator and ZOOM roster if applicable.
 - h. Day of, arrive 15 minutes prior to class and ensure instructor parking access.
 - i. Assist instructor with necessary materials and equipment.
 - j. Remind students to place a check mark by their name on attendance roster. Give ZOOM roster to Tech support person.
 - k. Remind students to silence cell phones.
 - l. Introduce instructor with short biography.
 - m. End class on time.
 - n. Collect attendance roster and ZOOM roster if applicable.
 - o. Deliver completed attendance roster(s) to Shirley Hockett either in person at the CEWT office or scan and email to shirleyhockett@isu.edu .



Detailed Procedures

1. Class Information Form

As a facilitator, the first task is to assist the instructor to complete the Class Information Form (CIF) and submit to the Curriculum Coordinator. Forms are located on the web <https://cetrain.isu.edu/nka/>, or from the curriculum coordinator Geoff Hogander (208) 232-3437 ghogander@yahoo.com., or at the ISU Continuing Education/Workforce Training (CEWT) office in the Roy F. Christensen Building #48 (208) 282-3372 A.K.A. 777 Memorial Dr. suite 184, or ISU CEWT's Management Assistant Shirley Hockett (208) 282-2789 email shirleyhockett@isu.edu

Class Information Forms are due the 2nd Tuesday in October for Spring Semester and 2nd Tuesday in May for Fall Semester

- a. Fill in all blanks, except those in gray at the bottom of the form. If a fee is required, ensure the amount is accurate, and how, when and where to pay.
- b. Ask the instructor for a date and time that will work best for them. The curriculum committee will work diligently to make this date fit into a meeting space schedule. If NKA is unable to locate adequate meeting space on the preferred date, facilitator will be requested to offer alternate dates to the instructor.
- c. The title of the course should be short and catch the interest of potential students.
- d. Proof the final Course Information Form that has been reviewed by the Curriculum Coordinator before the NKA catalog is sent to the print shop. Ensure the course you are facilitating is listed correctly.
- e. Send approval and/or changes to Curriculum Coordinator. When exchanging corrections with curriculum coordinator, respond in a timely manner as there are often more than 100 courses in the curriculum each semester.

2. Class Reminder and Rolls

- a. Upon request, ISU CEWT can send the facilitator a list of enrolled students referred to as 'the attendance roster' & ZOOM roster via an email attachment. If preferred, the facilitator can pick up a printed copy of the attendance roster & ZOOM roster at ISU CEWT.
- b. Touch base with the instructor about two weeks prior to class date to ensure location, parking pass and course materials are in order. Request a bio for your introduction.
- c. Students are encouraged to inform ISU CEWT if unable to attend prior to class date. An updated or current roster can be requested up to the day of class.
- d. Waitlisted students will be called if a cancellation by another student is received by ISU CEWT. However, for fee-based courses, the instructor typically requests fees to be paid in advance. For fee-based courses with waitlists, the facilitator will coordinate the waitlist order. In this scenario, the instructor/facilitator coordinates directly with ISU CEWT to backfill vacancies.
- e. If the class is a lecture, you may inform waitlisted students that they can come to the classroom and occupy space in the back of the classroom. NKA often experiences up to a 30% absence rate with no communication by the enrolled student in non-craft and no fee classes.

3. Parking Pass

- a. If the class is being held on ISU campus, parking for both students and instructors can be tricky. If using a classroom in the Roy F. Christensen Building, ISU CEWT can provide temporary parking passes on the day of class only to the instructor and facilitator. To ensure students have easy access to the course classroom, schedule class after 4:00 pm for open parking access with no tickets or fines.
- b. If class is scheduled at any other area on ISU Campus during 7:30 to 4:00 pm a NKA parking pass is required. One can be purchased online during NKA registration for \$5.50 or by going directly to the ISU CEWT department. This parking pass is only good in the

General Parking lots and to be used for NKA classes only. If you receive a ticket you pay the ticket.

4. Day of Event

- a. Arrive at the classroom 15-30 minutes prior to class start time. If class is at Liberty Hall a keycode to unlock the door is required, can be requested through the curriculum coordinator or a NKA board member. The code is valid 30 minutes prior to class start time until class schedule time ends.
- b. Classrooms should be configured as requested (i.e., rows of folding chairs, or no chairs). If necessary, adjust classroom seating.
- c. Ensure a sign-in table is set up near the entry door with the student attendance sheet and a pen for each student to confirm attendance.
- d. Optional to put a sign on the glass door facing outward listing the class name. Affix with painters' tape, not an adhesive that requires cleanup.
- e. Seating capacity to comply with fire codes needs to be adhered to. Facilitators can require non-registered students to vacate the classroom if fire code capacity has been exceeded.
- f. Be aware of the ingress and egress points in the building. Notice where the first-aid kit is located. In an emergency call 911.
- g. Begin class on time by introducing the instructor, read their bio, request all cell phones be placed in silence mode.
- h. Optional - take a picture of the class and/or instructor and send it to NKA Publicity Committee chairperson listed in NKA Catalog.
- i. End class on time and thank the instructor.
- j. Return completed class attendance sheets to ISU CEWT.
- k. Write a thank you note or email to the instructor.

5. Class Cancellation or Changes

- a. If the instructor must cancel the class, call ISU CEWT (208) 282-3372 immediately.
- b. Request a new date from the instructor.
- c. Notify the Curriculum Coordinator of any cancellations.
- d. Request ISU CEWT to send an email to enrolled students regarding cancellation and rescheduling status.
- e. If the local school district has cancelled public schools due to weather conditions, then NKA classes should also be cancelled. Go back to step **a** complete tasks **a-d**.

6. Class Handouts

- a. Copies:
ISU CEWT can make copies of the hand-outs if coordinated two weeks in advance.
ISU Copy Center just inside the Student Union if you enter from the Quad, has competitive photocopying rates. Another option is the Pocatello Public Library. Standard rates are \$.10 black & white and \$.50 color per page. Costs vary at each location.

- b. Reimbursement:
New Knowledge Adventure will reimburse the instructor for any hand-outs up to 10-double sided black and white pages per student. To receive reimbursement, submit the receipt to the NKA treasurer listed in NKA Catalog.
- c. Digital handout:
In lieu of printed hand-outs, you may request the instructor provide you an email with the hand-outs attached to it. Forward this email to ISU CEWT two weeks in advance and request they distribute the digital handouts to the enrolled students prior to class or after the class is finished.

7. ZOOM

Request in advance on the Class Information Sheet. NKA Technical Coordinator Jim Mariani (208) 851-0842, [jms22553@yahoo.com](mailto:jm22553@yahoo.com) will provide technical assistance at Liberty Hall location. At the time of class please get a copy of the ZOOM roster to Technical support for marking attendance.

8. Instructor guidance

Lecture classrooms are equipped with internet and a computer, speakers, and a large screen display for video or power point slides. The instructor may use their own laptop to drive the Power Point (PPT) slides but should bring their digital materials on a USB drive in case the NKA laptop is required as the alternate device. On occasion, the instructor has sent Jim Mariani an email with the PPT as an attachment.

In the event of technical difficulties, if the instructor is prepared to complete the lecture without the aid of video or power point slides, then class can continue as scheduled. Otherwise, cancel the class and reschedule.

Build in time for questions & answers at the end of your presentation.

9. Facility classrooms include:

- a. Senior Activities Center
- b. Liberty Hall
- c. ISU Museum
- d. ISU Craft Shop
- e. ISU College of Technology
- f. Elks Lodge
- g. Assemble' Dance Studio
- h. Home Depot
- i. Juniper Hills Country Club
- j. as well as restaurant and coffee shop meeting spaces or other locations as needed.