

FACILITATOR'S GUIDELINES

Updated 8/2026

Questions? Contact the FFL Facilitator Coordinator:

Kathie Hendrix

Text or call 208 -589-4352

The facilitator provides assistance to the instructor to make sure the event runs smoothly. Tasks include the following:

1. CIS or Course Information Form

As a facilitator your first task is to assist the instructor in completion of the Course Information Sheet (CIS) and submit the form to the Curriculum Committee Chair. Forms are located on the web at <https://cetrain.isu.edu/FFL> then scroll to "course information sheet (pdf)" We are currently using version 13 and it should be submitted electronically.

CIS forms are due the second Monday of November for Spring Semester and the second Monday of May for Fall Semester

- a. Fill in all blanks. What you include on the CIS will be included in the Course Catalog and registration form, so be sure all information is accurate and in complete sentences that are easy to understand.
- b. Ask the instructor for two dates and times they will be able to make their presentation. The calendar committee will work very hard to make their first-choice work in the schedule. If they can not make either of these dates work you will be contacted.
- c. The title of the course should be short and catch the interest of the potential class member.
- d. The instructor's credentials should reflect only their knowledge about the subject being taught.
- e. Proof the preliminary course catalog by:
 1. Contacting the instructor for approval of the proposed date, time, and class description, and instructor credentials. (Sending the information via email is best)
 2. Check the first draft of the catalog to be sure fees are listed.
 3. Proof for spelling and incorrect information.
 4. Send approval and/or changes to the curriculum chairperson at FFLcurriculum@gmail.com .
WHEN THE CATALOG IS SENT TO YOU, PLEASE READ IT!! There may be date changes you are unaware of. YOU need to double check with the presenter if the changes affect the date and time of their presentation.

Note -- Editing -- The Catalog Committee cannot edit titles but can change descriptions as needed. Make sure the title is catchy and appropriate for the class. If you make changes be certain these changes are sent to both the catalog committee chair and the curriculum committee chair.

2. Class Reminders and Rolls

- a. ISU Continuing Education will send you a list of students enrolled in the class and a student roll. To make certain you receive this roll contact ISU with the name of the class, date and time. Recording attendance is optional.

- b. A week before the class, request Shirley send a reminder about your upcoming class to all who are enrolled. If you want to send a special message to students, prepare and send the message to Shirley Hockett, and she will forward it to the enrolled students.
- c. If you personally want to send an email to students, Shirley Hockett will provide you with a contact list to use for that purpose.
- d. You will receive a list of those without emails for you to call.
- e. Limited Classes: Students should be informed to contact you if they cannot attend. When a cancellation occurs, you will contact the first person on the waiting list and invite them to attend the class. If you are a facilitator in a limited class do not enroll as a student in that class.

3. Parking Passes

If your class is held on the ISU Idaho Falls campus, the instructor will need a temporary parking pass. Maxine Smolowitz will send you a temporary parking pass for the instructor. Mail this pass to the instructor along with the letter or email found under the facilitator guidelines on the FFL web page. Notify Maxine Smolowitz if there will be more than one instructor who will need a parking pass or if there will be more than one sessions being presented if she has not sent these passes already.

4. Day of the Event

- a. Arrive at University Place 15 minutes before the start time, if you arrive earlier the room may not be opened. If the room is not open 10 to 15 minutes before time contact the Media Center.
- b. Each of the class rooms have standard equipment. If the microphone is needed, it is located in the CHE computer tech office. If you remove something from the safe you are responsible to return it to said safe.
- c. Assist the instructor in getting materials and equipment ready for the class. For the art class please bring plastic table clothes to cover the tables and cleaning products. Make sure everything is cleaned before you leave.
- d. Tape a sign at the classroom entrance giving the name of the class (bring your own painters tape). Remove the sign after the class.
- e. Bring a bottle of water for the instructor.
- f. If an ISU class is in progress, have members wait quietly in the hallway until the classroom is vacated
- g. Seating Capacity. Due to fire code restrictions everyone must be seated in available chairs. If the numbers exceed, the capacity, the facilitator will refuse entrance to late comers and suggest that nonregistered individuals relinquish their seat to those who have register for the class. Don't move more chairs into classrooms. There will be signs available with the mic stating the classroom is full.
- h. To Begin the class**
 - a. Introduce the instructor, read their biography, act as a liaison between the instructor and class members. Please make certain the class members respect the presenter. Questions and comments are to be appropriately applied to the subject information being taught.
 - b. Remind students to silence their cell phones.
 - i. Take a picture of the class and/or instructor and send it to the historian, Vicky Van Sickle.
 - j. End on Time. Rooms are scheduled.

- k. Facilitators tell participants “If you want to visit more than 15 minutes, please exit the room and visit in the hall”
- l. Write a thank you note to the instructor after the event

5. Class Cancellations or Changes

- a. Cancellations must be communicated to the scheduling office promptly. (208) 282-7856.
- b. Notify Shirley Hockett of the cancellation or changes and request a note be sent to all students registered for the class.
- c. Put a notice on the door for the cancellation.
- d. Request a new date from the Instructor if possible.
- e. If school is cancelled because of weather our classes are automatically cancelled. Contact Shirley to send this information to class participants.

6 Classroom Handout Expenses: Do not ask University Place to make copies.

Handouts should be sent to the class members via email. If someone needs a copy they should ask the facilitator.

ZOOM Classes

Contact Dennis Loftus at (208) 569 5574 to set up a Zoom Class.

Helpful Reminders from ISU

- A. Classrooms: all classrooms are equipped with basic equipment only, (i.e. computer, speakers, and document camera) are available to the presenter. Anything in addition to the standard setup will be the presenter’s responsibility. All equipment must be used as intended. Personal computers cannot be used. Bring two thumb drives or alternative. Microphones and (class full signs) are available in the safe in the help desk room in CHE.
- B. Computer Username and Password comes through ISU. **Please renew your password every semester. This information is not to be shared with anyone!** It is important you attend you attend the facilitator meeting each semester where you will be educated on how to set up and use the equipment.
- C. Setup Time: FFL Classes are set up 15 min. before the class starts. If additional time is needed, it is the responsibility of the facilitator (not the presenter) to contact the Curriculum Chairman to make arrangements.
- D. It is the responsibility of the presenter to know how to access and use their presentation. The use of thumb drives or online storage platforms (i.e. Google Drive, Box, iCloud, etc.) is the preferred method for accessing presentations. We suggest having multiple ways of accessing the presentation, just in case one method does not work.
- E. Rescheduling FFL courses: All room and equipment requests for FFL courses must go through the FFL Curriculum Chair. FFLcurriculum@gamil.com
- F. A Meeting with FFL Facilitators will be held at the beginning of every semester.
- G. Art classes: Bring plastic table clothes from the dollar store to cover the tables you will be working on. Be sure to clean up paper scraps in every room we use. Keep your area clean.

H. CHE Building: After registration the Curriculum Chair will check the total numbers registration in your class to see if a larger classroom is needed.

I. Give or send the presenter a letter of thanks. The thank you notes can be found in our cupboard in the safe.

Presenters need to be informed: Review

#1 Presenters should have a backup source. They should have a second flash drive or thumb drive, or saved to the cloud, or Google drive.

#2 Bring all your things for the presentation and know how to run the equipment. (Micheal will set aside time, if needed, to help the facilitator/presenters learn how to use the equipment. Make contact through the Curriculum Chair to set this up.)

#3 Presenter needs to build in question time to prevent running overtime

#4 No open flames, candles, etc.

#5 Not permitted: glitter or a cooking demo. See ISU policies on ISU web site.

#6 Does the Presenter have any special needs? Let the facilitator know. Do you need a special chair, etc.

#7 The facilitator will have a parking pass for the Presenter. See number 3 in this information .