**FACILITATOR’S GUIDELINES**

Updated 1/2024

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/media/files/FFL_CIS_Form_2021_v12.pdf> We are currently using version 11 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

1. 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.
2. 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.
3. The title of the course should be short and catch the interest of the potential class member.
4. The instructor’s credentials should reflect only their knowledge about the subject being taught.
5. Proof the preliminary course catalog by:
6. Contacting the instructor for approval of the proposed date, time, and class description, and instructor credentials. (Sending the information via email is best)
7. Check the first draft of the catalog to be sure any fees are listed.
8. Proof of spelling and incorrect information.
9. Send approval and/or changes to the Catalog Chairperson at [lpraeder1@gmail.com](mailto:lpraeder1@gmail.com). WHEN THE CIS FORMS ARE SENT BACK TO YOU, PLEASE READ THEM!! There may be changes you are unaware of. YOU need to double check with the presenter if the changes affect the date and time of the presentation.

Note -- Editing -- The Catalog Committee can not 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.

1. **Class Reminders and Rolls**
2. 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.
3. A week before the class, request ISU to 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, at Pocatello ISU, and she will forward it to the enrolled students.
4. If you personally want to send an email to students, Shirley Hockett will provide you with a contact list to use for that purpose.
5. 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 campus, the instructor will need a temporary parking pass to park. Maxine Smolowitz will send you a temporary parking pass for the instructor. Mail this pass to the instructor along with the letter from the FFL Board found under the facilitator guidelines on the web page.

**4. Day of the Event**

1. 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 Media Center.
2. Make sure requested equipment is available. If you have not requested equipment it may not be available. Contact Audio visual staff for help at CHE206C, Phone (208)282-7909
3. Assist the instructor in getting materials and equipment ready for the class. This includes any art class. Please bring plastic table clothes to cover the tables and cleaning products. Make sure everything is cleaned before you leave.
4. Tape a sign at the classroom entrance giving the name of the class (bring your own painters tape). Remove the sign after the class.
5. Bring a bottle of water for the instructor.
6. If an ISU class is in progress, have members wait quietly in the hallway until the classroom is vacated
7. 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.
8. **Beginning the class**
9. Introduce the instructor, read his biography, act as a liaison between the instructor and class members. Please make certain the class members are to respect the presenter. Questions and comments are to be appropriately applied to the subject information being taught.
10. Remind students to silence their cell phones.
11. Take a picture of the class and/or instructor and send it to the historian.
12. End on Time. Rooms are scheduled.
13. Facilitators tell participants “If you want to visit more than 15 minutes, please exit the room and visit in the hall”
14. Write a thank you note to the instructor after the event
15. **Class Cancellations or Changes**
16. Cancellations must be communicated to the Scheduling office promptly. (208) 282-7856.
17. Request a new date from the Instructor.
18. Notify the Facilitator Coordinator of any cancellations
19. Notify Shirley Hockett of the cancellation or changes and request a note be sent to all students registered for the class.
20. If school is cancelled because of weather our classes are automatically cancelled. And you need to contact Shirley to send this information to class participants.
21. **Classroom Handout Expenses:** Do not ask University Place to make copies.

Handouts should be sent to the class members via email. If someone does not have an email make a few copies to have available.

**ZOOM Classes**

Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for setting up your Zoom Class.

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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 our closet by the desk in the Student Union Building.

B. **(At this time TAB 200 is unavailable )**

C. Computer Username and Password will be given to the facilitators at the facilitator’s meeting**. This information is not to be shared with anyone!** It is important you attend this meeting, because you will be educated on how to set up and use the equipment.

D. 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.

E. 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 your presentation, just in case one method does not work.

F. Rescheduling FFL courses: All room and equipment requests for FFL courses must go through the FFL Curriculum Chair.

G. A Meeting with FFL Facilitators will be held at the beginning of every semester.

H. 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.

I. CHE Building: Check the total numbers registration in your class to see if a larger classroom is needed. Call the Curriculum Chairman

J. Give the presenter a letter of thanks.

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 presenters learn how to use the equipment. Make contact through the Curriculum Chair to set this up.) ASK Micheal….

#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 polices 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 .