

Procedure for approving new classes/instructors for Community Education

When a new class is proposed, a syllabus for the class with expectations, requirements, and any equipment or supplies needed, should be prepared for review by the Community Education Committee. If the instructor has not taught similar classes for NMT Community Education before, a résumé including instructor experience, qualifications, and certifications when appropriate, should also be sent to the committee.

The Committee will review the class and instructor qualifications and decide whether or not to offer the course. In cases where "tested experience" is to be used to establish instructor qualifications the Committee will consider evidence of the instructor's competence in the area of instruction and years of experience. Prior experience as an instructor alone does not establish competence.

Community Education Committee

Wm. D. Stone, Director
Leslie Rosenthal, Coordinator
Steve Simpson, Chair of CLASS
Mark Samuels, Chair of Psychology & Education
Melissa Begay, Director of Physical Recreation
Theresa Boracci, Supervisor of Fine Arts buildings

Normal Requirements for Community Ed Instructors

Regular Fine Arts for-credit classes

- Bachelors of Fine Arts, or
- At least 5 years' experience as an artist

Physical Recreation for-credit classes

- Current CPR/First Aid certification, and
- Area-appropriate certification or at least 5 years' experience

Certification courses

- Area-appropriate certification

Non-credit courses

- Area-appropriate certification or at least 5 years' experience