



DACC Community Education: General Information/Course Proposal Instructions

The following information will help to familiarize you with our calendar, important deadlines, course details, supplies and materials, instructor pay and payroll forms and publicity. Please feel free to contact us with any questions or concerns that you may have regarding this information.

Community Education Calendar: Our program follows a traditional three-semester calendar year (Fall, Spring and Summer). We provide a calendar each term that shows you what days and times our campuses are open as well any holidays that appear during the given semester.

Proposal Deadlines: **SPRING Semester -November 1st**

SUMMER Semester-March 1st

FALL Semester-July 5th

Please note: Even if you have taught for us before, **you must complete a course proposal form for each course you are planning to teach.** If you are teaching a course you have previously taught for us, we will gladly use the description you previously submitted providing it has been within a year of the proposal you are submitting. However, we **must have a current course proposal with all other required information filled out for each course if you wish to teach.**

Courses are selected by the Director of Community Education.

Content of the courses is determined by the instructor. Please keep in mind that the people who choose to take Community Education courses primarily do so for enjoyment and personal growth.

The length of a course is determined by the instructor. Courses can range from one day to multiple weeks in length. You will decide what time period will best suit your objectives and learners. If you are a new instructor, you might us a current schedule for various examples of how you can schedule a course.

Course Times are determined by the instructor. We do find that courses scheduled after work in the evenings and on Saturdays do well.

Minimum enrollment is set by the Community Education office. Unless otherwise discussed, the minimum enrollment needed to "make" a course is four. At the discretion of the Director, courses may "make" with three students.

Maximum enrollment is determined by the instructor; space providing.

Supplies, materials, textbooks etc. Please keep in mind that when you require such items that you must let us know if you will be supplying them, or requiring the student to purchase them prior to the start of your course. These costs will be determined when figuring the cost of your course.

Instructor Pay: The pay schedule indicates the rate of pay per hour, based on the number of students in the course. Most courses have a minimum enrollment of four students. If the minimum enrollment of four participants is not met, Community Education will have to cancel your course. **Payroll checks are issued every 15th and last working day of the month (if any of these days fall during the weekend, instructors will be paid the Friday before).** If all paperwork is in order and your course starts between the 1st and the 15th of the month, you will be paid on the last day of the month. If your course starts between the 16th and the 30th or 31st you will be paid the 15th of the next month.

Publicity: We include a copy of our catalog each semester in the Las Cruces Bulletin. Additionally, we distribute to all current and previous students along with anyone who requests a catalog. Community Education catalogs are distributed throughout the DACC and NMSU campuses, as well as the local businesses in the community. We recommend that you also advertise in areas of interest that you think will bring students to your course(s). Contact the Community Education office for a "Smart Flyer" template to help promote your course(s).

Ready to get started?

Please review the following:

Current Semester Calendar: This document notes the beginning and end dates of the semester, holidays, and hours of operation. Please schedule your course(s) accordingly.

Tips for Writing Course Descriptions: Make sure to read these helpful tips prior to completing your Course Proposal Form.

Community Education Pay Scale: This document details the rate-of-pay based on the number of students enrolled in your course.

Questions: If you have any questions, please feel free to contact Community Education at 575-527-7526 or by email commed@dacc.nmsu.edu.