

## **2009 – 2010 FAQ's for Encore Campus Instructors**

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**What is Encore Campus?**

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For over 30 years, the Center for Aging Initiatives at Cuyahoga Community College has been the premier provider of lifelong learning opportunities for individuals 55 and older. Based on the concept of providing lifelong learning programs within an academic environment, Encore Campus holds to an education standard that recognizes the intellectual interests of older students.

Held at the Eastern and Western Campuses and Corporate College West (CCW), the Encore Campus programs offer multi-week sessions throughout the academic year. Classes meet on Fridays at the Eastern and Western Campuses or Wednesdays at CCW and students choose from a variety of classes from a wide-ranging selection. Integral to the success of the program, it offers an ever-changing opportunity for intellectual and social stimulation.

**How do I submit a new course for consideration?**

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For each Encore Campus course, which you would like to teach, a [course proposal outline](#) must be submitted. All course proposal outlines are reviewed for their content and appropriateness for the program.

**How do I resubmit a course that I have already taught for Encore Campus?**

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Any instructor, who would like to resubmit a course that they have already taught, can do so on a course proposal outline. The only sections of the outline that need to be completed are the instructor contact information, course title, and the teaching availability.

**What is a course proposal outline?**

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The course proposal outline is the document used to submit courses for consideration. A course proposal outline is required for each course that is submitted. Specifics as desired teaching location(s) and time(s) along with course title, description and weekly course content are part of the outline.

**What are the compensations for Encore Campus instructors?**

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One Campus only (CCW, Eastern and Western Campus)

7 Week Session      \$176.40      (\$ 25.20 per 45 minute course)

Two Campuses on One Day (Eastern and Western Campus)

7 Week Session      \$194.95      (\$ 27.85 per 45 minute course)

**What are the course interests of Encore Campus students?**

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Each spring we survey our students as to their thoughts, suggestions and ideas about new courses. The results of the Spring 2008 course interest survey by campus are below:

- [Corporate College West](#)
- [Eastern Campus](#)
- [Western Campus](#)

**What type of equipment is available in the classroom?**

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Most of the Campus classrooms are now Advanced Technology Classrooms (ATC). With proper notification, a variety of equipment is available for your use in the classroom.

- |                 |               |                           |
|-----------------|---------------|---------------------------|
| VCR             | TV            | ELMO (Document Projector) |
| CD Player       | LCD Projector | PC/Laptop                 |
| DVD Player      | Microphone    | Computer Lab              |
| Slide Projector | Internet      |                           |

***What is the course cancellation policy?***

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When courses do not meet their established minimums, we need to cancel them. Published in each Encore Campus brochure are course minimums and cancellation dates. The registration minimums are as follows; 15 students for course held at the Eastern and Western Campuses. Courses at CCW require 12 students to be enrolled in the course for it to run. Generally, courses not meeting the minimums are cancelled two weeks prior to the start of each session.

***Is there an instructor orientation for Encore Campus?***

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Prior to the start of our Fall session there is an annual Encore Campus instructor meeting. The meeting covers general information regarding the program along with important college policies and procedures as they pertain to Encore Campus. For instructors who are new to the program, separate mandatory orientations are held prior to the start of the Fall and Spring sessions.

***What is the Encore Showcase?***

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The Encore Showcase event is an opportunity to promote new courses. New and returning students attend the Showcase to learn more about the program and courses available. This is a great way for instructors to promote their classes! There are two Showcases held each year, one generally in August and one in November, their locations rotate between the Eastern and Western Campuses.