

Class Coordinator Checklist (revised 5/30/25)

POC info:

► **Ellen Wallace**, Curriculum Committee Chair and Point of Contact – 703-785-3824 (cell), ephelan80@hotmail.com or curriculum@lilnova.org

► **Janice Viola**, LLI Administrator, (703) 323-3746 (leave a message), admin@lilnova.org . The LLI Office is in the CFH building, Room 216-D.

Upon Publication of the Class Catalog

When the Class Catalog is finalized, contact the instructor via email, introduce yourself and confirm the date and time. *After sending this email to the instructor, if you do not hear from the instructor within two weeks, please contact them by phone. This is a new procedure. We have been told by a couple of instructors that our emails are either not showing up or being routed to junk mail. Notifying them using the coordinator's personal email may solve the problem, but in rare cases we may need to call.*

Before the Class

- **About 1 month before class**, contact the instructor, review any equipment needed, and obtain a bio, if a more detailed one than what is in catalog is preferred for introduction to class.
- See separate instruction “How to Coordinate a Live LLI Class at NOVA” if class is at NOVA,
- Ask instructor to arrive 30 minutes early; provide directions; if complimentary parking is wanted, notify Janice to send the coupon code/kiosk instructions to instructor.
- Determine if instructor has briefing materials for posting on LLI website for attendees to read before the class or after the class and provide Janice with instructions. Note that the site <https://lilnova.org/index.php/courses/online-course-materials/> is open to all, without sign-in.
- Be sure you and the instructor exchange cell phone numbers.
- Janice will email the coordinator the class roster and send class reminder to attendees at least one week prior to the class date.

About 3-5 Days before the Class

- Touch base (email, phone) with instructor. Any questions? All set? Ensure they reply.

Day of the Class

- Arrive at class about 30 minutes early. Make sure the classroom is unlocked, and number and arrangement of seats are appropriate. Try to have a class roster (with email addresses) with you, but it no longer needs to be set out for signing in by attendees. If classroom door(s) are locked (rare problem), see site-specific info below at bottom of next page.
- For NOVA classroom, be sure to use the frequently updated “How to Coordinate a Live LLI Class at NOVA” Instruction which contains the **log-in ID and current password (important!)** and phone number for NOVA IT Support (703-323-3099, Option 2), who can respond quickly (in minutes).

- If for any reason the class needs to be canceled, the venue cancels, or you are unable to coordinate the class, immediately call Ellen Wallace 703-785-3824 as soon as possible. A secondary point of contact is Janice via email listed above.
- If the instructor does not arrive on time, try to contact them on their cell phone. If that fails, and instructor does not arrive by 15 minutes after class start time, tell students class is cancelled, and that we'll attempt to reschedule it at a future date. **Call Ellen Wallace and email Janice to inform them.**
- Be familiar with Cancellation Policy (Inclement Weather) [Cancellation Policy \(Inclement Weather\) – LLI NOVA](#) on LLI website, and if FCPS is opening late, closed, or closing early, determine if your LLI class needs to be canceled. If so, call the instructor to ensure they know, and email Janice to send out a cancellation email, if they can, in a timely fashion; YOU do not have to do that. Remember, LLI **members should be able to learn on their own** of the FCPS closings from evening/morning news, even if an email does not manage to get to them.

During the Class

- Start the class on time.
- Introduce the instructor and read bio.
- Make any necessary announcements
- Ask all attendees to silence electronic devices.
- Facilitate the question-and-answer period and close at the designated time, making sure to thank the instructor.

After the Class

- Leave the room as found, close the door/s, and return the visual aids as appropriate.
- If this is a first-time instructor, prepare a draft of a letter for the LLI president to sign, thanking the instructor, and sharing any positive comments you have. Email the draft to BOTH Janice and to the LLI/NOVA president. The signed letter will enclose an embossed leather LLI/NOVA bookmark.
- If the instructor has held an LLI class before, please send an email within a few days of class thanking them, and adding any complimentary remarks you think appropriate.

*****Locked Classroom Information*****

***If the classroom is locked or A/V equipment is not in place, contact:**

- Greenspring Village: Check with the front desk where you sign in.
- Mason District Governmental Center: Office of the Supervisor. Turn right prior to the doors to the Main Community Room and follow the hallway to the Supervisor's Office.
- NOVA-Annandale Campus: Unlocked rooms are rare. Call IT Support at 703-323-3099, Option 2. Alternative is to call Campus Police, 703-764-5000; unless they are on a rare emergency, they will respond quickly.