

## SOP FOR PROCESSING INCOMING CLASS PROPOSALS

Upon receipt of a Curriculum Proposal (CP), a response is automatically generated and sent to the submitter.

1. Editors evaluate, edit and notify Janice of CPs.
2. Janice adds to calendar in fuchsia and advises Ellen and Patti.
3. Patti/Ellen contact instructor to initially confirm tentative dates and approximately when confirmation can be expected. If the proposal lists a coordinator, that coordinator is advised of the new proposal by Patti/Ellen.
4. Class Coordinators periodically check the online calendar as classes are being added in fuchsia and sign up early in the process to coordinate classes as follows: **to access the future calendar, coordinators must log on to member area. Then, go to home and the homepage calendar. Scroll down to future months and the classes are listed in fuchsia.** The coordinator then advises Janice they have taken responsibility for the class.
5. Curriculum Committee holds Zoom meeting as soon as catalog is published to assign classes that do not have coordinators.
6. Class Coordinators should refer to the Class Coordinator Checklist for step-by-step instructions on what to do prior to, during, and after completion of the class.