



# Continuing Education

## Welcome!

Thank you for your interest in teaching for the Tacoma Community College Continuing Education Department (CED). Our program staff is committed to responding to the interests and needs of our communities, including Gig Harbor, the Key Peninsula, and Tacoma. We offer classes, events, lectures, and workshops in a variety of categories including personal interest, lifelong learning, and job and career training - in both face-to-face and online formats.

We value our instructors. We realize that quality instruction by talented, creative, and invested teachers is what makes our programming stand out. We are here to help you share your interests and passions with community members who want to continue learning! If you have suggestions/comments/concerns about the department, please let us know – we like to be innovative and try new things so let us know what you are thinking.

Janice Tayler, Program Manager

### Tacoma Community College Emergency Contact Information

Campus Public Safety (Building 14)	253.566.5111
Fire Department – EMS (Emergency Medical Service)	911

### Tacoma Community College values diversity and is an Equal Opportunity Employer and Educator

Tacoma Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, genetic information, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). Provides reasonable accommodations for qualified students, employees, and applicants with disabilities in accordance with the Americans with Disabilities Act and Federal Rehabilitation Act. The following persons have been designated to handle inquiries regarding non-discrimination policies: Stephen Smith, Title II and Title IX, 253-566-5054; Dolores Haugen, Section 504 Officer, 253-566-6090. Tacoma Community College is a smoke-free/drug free environment.

## Continuing Education Instructor Contact Information

### Tacoma Community College Emergency Contact Information

Campus Public Safety (Building 14) 253.566.5111  
Fire Department – EMS (Emergency Medical Service) 911

### Continuing Education Department (CED) Contact Information

Janice Tayler | Program Manager 253.460.2356  
[jtayler@tacomacc.edu](mailto:jtayler@tacomacc.edu)  
Zachare Rogue Daugharty | Program Coordinator 253.460.2358  
[zdaugharty@tacomacc.edu](mailto:zdaugharty@tacomacc.edu)

### Campus Information

Gig Harbor Campus 253.460.2424  
3993 Hunt Street Northwest  
Gig Harbor, Washington 98335

Tacoma Campus 253.566.5000  
6501 South 19<sup>th</sup> Street  
Tacoma, Washington 98466

### Human Resources

Claire Jordan | Employment 253.566.5075  
Teri Ievers | Recruitment 253.566.5341  
Mark Linder | Payroll Coordinator 253.566.5024  
Rebecca Montgomery | 253.566.5182

### Department Contact Information

Access Services 253.460.4437  
Computer Help Line 253.460.4357 (HELP)  
Facilities Help Line 253.566.5152  
Library  
• Circulation Desk 253.566.5087  
• Reference Services 253.566.5134  
Operator 253.566.5000  
Parking & Security 253.566.5173  
Print Shop 253.566.5126

### College Alerts (Omnilert)

CED instructors are required to subscribe with Omnilert to receive an email and/or text message on campus safety announcements, emergencies, incidents, and weather via **TCC Alerts!** <https://tacomacc.omnilert.net/subscriber.php>

### Additional Information

Campus Services: <https://www.tacomacc.edu/tcc-life/campus-services/>

Please consult the Campus Directory online at <https://www.tacomacc.edu/directory/> for a complete list of Department, General Information, and Personnel Numbers.

## Tacoma Community College Policies

Tacoma Community College, its employees and its students adhere to a variety of policies. The major policies of the college are on the Tacoma Community College site under Policies. For more information on Tacoma Community College, policies please contact the CED or Human Resources.

**Policies:** <https://www.tacomacc.edu/about/policies/>

## Continuing Education Instructor Information

### Course/Class Proposal Submission

- Who works on the proposal?
    - The instructor submits an initial rough draft to the CED Program Manager for consideration.
    - The Program manager and the instructor approve the final draft.
  - What goes in the proposal?
    - Course curriculum
    - Recommended text
      - Instructors are encouraged to avoid requiring a text
    - Instructor Material Reimbursement (estimate)
      - Instructors must provide a per-student estimate of Instructor Material Costs.
      - Required text and/or materials are included in the price of the course and the responsibility of the instructors
    - Student Supply List
      - Instructors must provide a per-student list of materials each student will need for the course.
      - Supply list and recommended text and/or materials are not included in the price of the course and are the responsibility of the student.
- No materials will be sold by instructors in the classroom***
- When is it due?
    - 90 days prior to the first day of the quarter
      - The scheduling of classes for each quarter begins 90 days prior to the start of each quarter.
      - If/when, you are asked to submit information for a coming quarter, please respond as quickly as you can, and include any updates regarding classes and teaching availability.

- Once schedule information is in print, we are not able to accommodate requests for schedule changes and such requests will generally result in class cancellation.
- How/Where is it submitted
  - The initial proposal submission is made online via our Jot Form.
    - <https://form.jotform.us/50956585000151>

### **Promotional Resources**

The CED makes every effort to market all of its classes as widely as possible. To do this we utilize the Tacoma Community College website, the CED Facebook page, and online calendars. Once a quarter we email and mail schedules to residences in Tacoma and Gig Harbor along with press releases for special events. Instructors are welcome to link to our website and to encourage students to participate with us on social media platforms. We encourage instructors to market to your personal and professional networks.

- Instructor Biography Page
  - Help us to maintain your best possible online presence by reviewing and updating this information quarterly.
- Online Schedule
  - Alert us to any discrepancies you find within the CED portion of the TCC website such as class information or of any links that do not appear to be working properly.
- Printed Schedule
  - Hard copies of the quarterly schedule are distributed the month prior to the first day of the quarter
  - Additional copies may be available for you to distribute
- Other Marketing Material
  - Any distribution of online or printed material must have prior approval of the CED Program Manager and Tacoma Community College Marketing Department

### **Course Materials**

CED courses often include materials necessary to facilitate instruction. These materials must be identified within the course curriculum and approved by the Program Manager.

- Instructors are encouraged to supply digital copies of course materials two weeks prior to the first day of class.
  - Instructors are encouraged to send course materials to enrolled students via email prior to the first day class and in lieu of printed copies.
- CED staff is available to instructors to print course materials up to three business days prior to the first day of class.
  - Limit 5 pages (single-sided or double-sided) per enrolled student
  - Course materials will not be printed on the day of, or the day prior to, the first day of class.

- Instructors are encouraged to pick up printed course materials three business days prior to the first day of class.

### **Come Early**

- Instructors not familiar with the campus, building, or classroom are required to schedule a tour with CED staff no less than three business days prior to the first day of class.
- Classroom tours and training is subject to availability of CED staff and the assigned classroom.
- Instructors are required to contact CED staff regarding issues pertaining to the assigned classroom.
  - In the event CED is unavailable, and the issue is not time sensitive, please refer to the MyTCC portal and submit a service request via “Support”.
- Classroom Access
  - Classrooms are locked when not in use
    - Tacoma Campus
      - Contact Campus Public Safety for access to your assigned classroom
        - 253.566.5111
    - Gig Harbor Campus
      - Contact the front desk for access to your assigned classroom
        - 253.460.2424
- Instructor Login credentials
  - Instructors are encouraged to test their login credentials no less than two weeks prior to the first day of class.
  - Arrive no less than 15 minutes prior to the start of class.

### **Class Go/No Go**

The CED will cancel classes that fail to meet their minimum enrollment requirement three business days prior to the first day of class. The CED Program Manager reserves the right to cancel any class prior to this deadline in consultation with the instructor. An instructor will not cancel a class if it has met the minimum enrollment requirement by the deadline without the express consent of the Program Manager.

- Go
  - Instructors are encouraged to begin reviewing the class roster no less than two weeks prior to the first day of class. (ctcLink)
  - Enrolled students may receive a First Day of Class courtesy reminder email within three business days of the first day of class.
    - Students enrolling after the add/drop date deadline for their class may not enroll online and are to be informed of the add/drop deadline cancelation policy.
- No Go

- Instructors will receive a confirmation email, along with a courtesy follow-up call, of the class cancellation
- Enrolled students will receive a confirmation email, along with a courtesy follow-up call, of the class cancellation.

### **Emergency Class/Session Cancellations**

- Campus Closure
  - Instructors and students will be informed, via TCC Alerts (Omnilerts), of class cancellation due to campus safety incidents or weather announcements and emergencies
    - <https://tacomacc.omnilert.net/subscriber.php>
- Illness (Instructor)
  - Instructors are to email and phone the CED as soon as possible to discuss canceling a class or session.
  - The CED will notify students of any class or session cancellation via email and phone.
  - Makeup sessions will be scheduled in consultation with the Program Manager and the instructor.
  - Instructors will not make changes to a session or class schedule without the express permission of the Program Manager.

### **The First Day of Class**

#### **Check Your Roster**

- Confirm the students in the class appear on your class roster (ctcLink)
  - Instructors will not enroll students
  - Students not on the class roster must contact the CED prior to the next session.
- Clock Hour or Continuing Education Units (CEU) Roster
  - The CED will provide clock Hour or Continuing Education Unit (CEU's) rosters prior to the first day of class.
    - Refer students to the CED for instructions on procuring clock hour or CEU documentation.
  - Instructors will not sign documents provided by students

### **The Last Day of Class**

#### **One-On-One Meeting**

- Instructors are required to provide a post class summary of their class.
  - What did and did not go well
  - Ideas/plans for improvement
  - Submit receipts for pre-approved instructor material reimbursements.

## **After the Last Day of Class**

### **Class/Instructor Evaluations**

- Enrolled students may evaluate the instructor and the class via an online survey.
  - The Program Manager will discuss the results of the survey with instructors as/if needed.
  - Instructors may request a summary of the survey results.
  - Survey results are anonymous

### **Meetings**

The CED encourages instructors to attend all team meetings to review best practices, policies, procedures and to provide feedback.

- These meetings are not mandatory
- These meeting are not compensated

### **Statement OF Work (SOW)**

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