

Tips for Completing the **Course Proposal Form**

1. **Scheduling Options:** A.) To allow more flexibility in scheduling, choose two in-person preferences for site and day of the week. B.) Indicate “Zoom” if you desire a completely online Zoom format.

Please be aware that

- Zoom facilitators will be asked to demonstrate proficiency in the online Zoom format and/or complete training to allow for an optimum experience for course participants. (Contact the Curriculum Council Facilitator Working Group for information.)
- Facilitators are responsible for familiarizing themselves with the facilities and verifying the technology is available at remote sites.
- Occasional scheduling difficulties may necessitate moving an approved course to a subsequent semester.
- Scheduling questions may be directed to Scheduling Coordinator, Beth Johnson, (630) 336-6159, bethmjohnson@comcast.net.
- Honorariums may be offered to outside speakers and guest presenters. An outside speaker presents in collaboration with the course facilitator. A guest presenter is responsible for presenting the entire course. An outside speaker may be offered an honorarium up to \$150, and a guest presenter may be offered an honorarium up to \$300.

Sites available for scheduling:

Waubonsee Community College

Aurora Downtown Campus, 18 South River Street

Aurora Fox Valley Campus, 2060 Ogden Avenue

Plano Campus, 100 Waubonsee Drive

Sugar Grove Campus, Route 47 at Waubonsee Drive

Batavia – Batavia Public Library, 10 South Batavia Avenue

Batavia – Covenant Living at The Holmstad, 700 West Fabyan Parkway

Batavia – The Landings Senior Living, 2450 West Fabyan Parkway (No computer provided.)

Elburn – Town and Country Public Library District, 320 East North Street

Geneva – Geneva Township Senior Center, 400 Wheeler Drive

Geneva – Greenfields of Geneva, ON801 Friendship Way

Geneva – The Reserve of Geneva, 2508 Kaneville Road

Montgomery – Montgomery Village Hall, 200 North River Street (No technology equipment available.)

North Aurora – Messenger Library, 113 Oak Street

Plano – Plano Community Library District, 14 W. North Street

Sugar Grove – Sugar Grove Public Library, 125 South Municipal Drive

2. **Course/Presentation Description:** The concise description should use illustrative language to detail the content of the course and arouse the reader's interest. Any guest presenters should be identified, and any initial reading assignments should be noted. **The Curriculum Council Working Group may edit the course objective and/or description for style, clarity, and consistency.**
3. **Support Services/Room Configuration:** Complete the Required Support Services/Room configuration sections to ensure that your course is scheduled in an appropriate room that meets your technology needs and that the room is configured to facilitate your presentation.
4. **Questions?** The Curriculum Council Working Group is available via phone, text, or e-mail to answer your questions: Jerry King, (847) 533-2323, JWKing4149@gmail.com; Beth Johnson, (630) 336-6159, bethmjohnson@comcast.net; Susan Foody, (630) 408-1561, liselda@yahoo.com; Mary Hauge, (630) 556-3371, maryehauge@gmail.com
5. **The completed course proposal will automatically be sent to Jerry King and Beth Johnson for processing.**

(06/07/25)