

Christopher Wren Association



Instructor Orientation

August 19, 2009



Welcome

People Here Today

Jim Coomer, CWA President

Don Berg, Executive Director

Joe Fisler, Program Committee Chair

Category Coordinators

NEW INSTRUCTORS



Agenda

- **CWA Organization**
- **Who Are CWA Students**
- **Teaching Aids**
- **WEB Site and Email**
- **CWA Office Responsibilities**
- **Catalog Cycle**
- **Question & Answers**

CWA Organization

*All **Volunteers** Except Office Staff*

- Board of Directors (15)
- Instructors (90)
- Program Committee (Catalog)
- Administration (Exec Director)
- Office Staff (work behind the scenes)
- Member Support (classes & office)

Who Are CWA Students

- Interested in Life Long Learning – *Are the Best!*
- Idiosyncrasies
 - No Tests, Individual Schedule, Like Social Interactions
 - Full Range of personalities...
- ***Okay to Control Participation***
- ***NOT Okay to Invite someone to come***

Who Are CWA Students

(Their Needs)

- Good sound
 - Always use microphone
 - Repeat all questions – then answer
- Start on time – break – finish on time
- Expect your break to be limited – not theirs
- Want some kind of Handouts
- Like references – don't always buy books

Teaching Aids

- Microphones and Hearing Devices
- Computer, CD/DVD Player, Internet, PowerPoint
- Viewgraph, 35mm projector
- Host and A/V Tech Support Are Provided

Recommend Practice -- Before First Class
(Coordination Required with Office)

Web Site and Email

www.wm.edu/cwa

- Current Semester Catalog
- Weekly T&G schedule
- Various Notices
- Archives (Class Notes) – Two Semesters

- **How to get on WEB – Email to Office**
 - Documents – pdf or word format
 - PowerPoint – handout format
 - Handouts – pdf or word format
 - Copyright – **YOUR responsibility**

Email – ChrisWren@wm.edu

CWA Office Responsibility

- **Send** Your Course Confirmation Package
 - **Is your information correct?**
- **Make** Copies of your Handouts
 - 3 weeks = 20 pages/student
 - 6 weeks = 40 pages/student
- Nametag, Parking Passes, Setup Your Classroom
 - A/V Tech Support
 - Host Support

Catalog Cycle

Jan Feb Mar **Apr** May **Jun** Jul **Aug** Sep **Oct** Nov Dec

F
A
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Proposal Requests **7**

Catalog **30**

Registration

14

Classes

S
P
R
I
N
G

25 Classes

Proposal Requests **24**

Catalog **19**

Registration

PROPOSALS

Instructors submit proposals and reviewed by the committee

CATALOG

Office **advises** of final schedule and are **asked to confirm the information**

AUDIO VISUAL

Office notifies of A/V training date and **requests A/V verification**

CLASSES

Three Weeks prior to class start: Office sends notification


Two Weeks prior to class start: Handouts due to CWA office for copying

One week prior to class start: WEB info due to CWA office

After Final Class: Office sends letter with all evaluation comments

SUPPORT

Office makes copies, issues faculty parking pass, makes nametag, sets up classroom, assigns the volunteers



Joe Fisler
and
Questions/Answers...