As we prepare for the FALL, 2019 term of New Adventures in Learning, we are again looking for talented people to share their ideas and bring new opportunities to challenge our 500+ members. We hope you will consider offering a class this FALL. We have many new and returning members who would benefit from what you can offer. New members have not experienced many of our classes, so consider repeating a class.

New Adventures is a volunteer group that provides opportunities in lifelong learning. We offer a variety of classes, including lectures, discussion groups, field trips, and hands-on computer classes. They are aimed at adult learners. An information packet that answers some questions about being a presenter for New Adventures is included as Document 2.

IMPORTANT FALL DATES

Submit your class proposal form by June 14, 2019. Since many of us need a reminder, we will send reminders to those of you who have not yet submitted a proposal 5-7 days prior to the deadline.

Classes begin on Monday, September 30, 2019

No classes Monday, November 11, Veterans Day Observed

No classes on Thursday, November 28 through Sunday, December 1 for Thanksgiving

Classes end Friday December 13

For general questions, call the Sun Lakes Center, 480-857-5500. If you have any questions about curriculum, please email classes@newadventures.info. If you know of a potential presenter, we would like you to contact our curriculum team at classes@newadventures.info. We will follow up.

Note that you will find more information about the organization on the Internet at www.newadventures.info.

Be sure to read the next page of this document.
FALL Update – New Adventures in Learning

OTHER NOTES

Read the full text of the three policies that are on the final page of Document 2.

- **Marketing**, promotion, or sale of products/services is not permitted in any New Adventures class. Read the policy in Document 2.

- **Handouts.** Read the policy to learn how to get reimbursed if you have copies made commercially. We have found that handouts are most valuable when they provide references for further reading or other kinds of follow-up options (websites, resources, etc.) as well as definitions for specialized vocabulary. Also useful are materials that can be referenced during the presentation, such as maps or figures that are integral to the topic. We discourage presenters from making lengthy handouts such as copies of all their slides or multiple pages of supplementary materials.

- **Be sensitive** to the diverse nature of the audience, and refrain from comments that might be viewed as prejudicial or bigoted. Read the policy in Document 2.

**EXPECT ACKNOWLEDGEMENT OF YOUR CLASS PROPOSAL.** To ensure that your proposal was received, expect an acknowledgement of receipt from the curriculum team.

**USING POWERPOINT AND MEDIA**

- We use Windows 10 with Microsoft Office 16 in our lab and classrooms.
- We encourage you to come prepared to take advantage of our college computer system. Bring your files, such as PowerPoint presentations, on a thumb-drive/memory-stick.
- For more information about equipment, refer to “Frequently Asked Questions.” You will find it in the Presenter’s Information Packet (Document 2).

**ProClass: Electronic Registration and Class Information System**

During the Spring, 2019 term we launched an electronic registration system called **ProClass**. This system allows our members to establish accounts for computer-based registration for classes, maintenance of our presenter database with established bio-sketches, an online interactive Curriculum Guide, and management of the fee system with Chandler-Gilbert Community College (CGCC). With these efficiencies come some limitations as we replace our previously manual process. Most notable are limitations on topic-based presenter bio-sketches and schedule flexibility. These are explained further in Documents 3 and 4.