**Committee on Education**

**Course/Workshop Proposals Review Procedures**

Assign subgroup leaders (3 to 4) from the course/workshop liaisons for the review of preconference or other proposals.

Reviews may include new course/workshop proposals as well as current courses/workshops offered by SAA.

Once proposals are received, the subgroup leaders will utilize all members of the Committee of Education as well as outside experts to assist in the reviews. This will help gain additional expertise and give the course/workshop proposer/presenter a broader perspective.

Each subgroup leader will receive:

+evaluation form

+workshop proposals\

+vitae/resume of workshop presenter

+handouts, outlines, slides, previous evaluations or other additional materials if available

The leader emails these materials to every member of his/her review group. The objective of the review for each proposal is to focus on assessing the learning objectives/outcomes as well as the currency, clarity, and the content of the course/workshop. The main goal of the review is to assess what the content is covering and make suggestions for the developer/instructor for improvement (if necessary).

Each reviewer will be given instructions, materials and a deadline to have the evaluation form back to the SAA office. The subgroup leaders will remind reviewers of the deadline and answer any questions, as appropriate.

It usually takes 2 to 3 hours to review 2 to 3 courses/workshops.

A strategy for files names of the reviews might be:

Shorthand4 workshop\_reviewerslast name.doc (e.g., photosonline\_landis.doc or elecsignatures\_dean.doc)

**2013 Deadlines:**

October 3: Deadline for submission of Pre-conference workshop proposals.

October 10: Solveig emails the titles to the subgroup leaders based on their ACE Category

October 24: Solveig disseminates proposals, etc., to the appropriate subgroup leader.

December 16: Subgroup leaders provide their group’s reviews to Solveig.