CORRESPONDENCE COURSE COMMITTEE

DEFINITION AND OBJECTIVE

The Correspondence Course Committee shall be a standing committee reporting to the Distance Learning Coordinator.

The objectives of the committee are:

1. To develop a curriculum of courses that will appeal to all age levels and levels of proficiency and which enhances the object of ANG as stated in the Bylaws, i.e., "The object of this Guild is for educational and cultural development through participation in and encouragement of interest in the art of needlepoint."
2. To recruit teachers to submit proposals for correspondence courses.
3. To evaluate proposals and recommend correspondence courses to the Board of Directors.
4. To edit, critique and arrange for piloting of all accepted courses for Correspondence Courses and other ANG Educational distance-learning opportunities to ensure the highest quality instructions for the courses.
5. To coordinate course descriptions and photography for the *Education Directory* in even years for distribution with the November issue of *Needle Pointers*.
6. To monitor registration for all courses to determine the advisability of retaining or replacing courses.
7. To manage the program in accordance with the teachers' contracts and with the guidelines in the *Education Directory*.
8. To make recommendations to the Board for consideration and action.

STRUCTURE AND TERM OF OFFICE

1. The Correspondence Course Committee shall be composed of the following members:
    - Chairman/Registrar
    - Board Liaison
    - Pilot Coordinator
2. Committee appointments will be made by the Board in even-numbered years. Term of office will begin at the end of the national seminar in even-numbered years, to correspond with the publication of the *Education Directory*. Committee members will be invited to attend the committee meeting at seminar before their term of office begins. This invitation will not include reimbursement of expenses for attendance at the committee meeting.
3. The term of office for appointed members of the committee is two (2) years. All

members of the committee serve concurrently.

4. The Board may reappoint a committee member for an additional term.
5. At the conclusion of the term in office, all files and records will be transferred to the new Chairman or the Distance Learning Coordinator.

RESPONSIBILITIES AND PROCEDURES

The Chairman/Registrar:

1. Presides over committee meetings held during the annual seminar or whenever necessary, ensuring that key decisions are documented.
2. Corresponds with committee members throughout the year.
3. Sends a written report of committee activities, including enrollment statistics, to the Distance Learning Coordinator a month before every meeting of the Board of Directors.
4. Coordinates selection of courses:
    - Gathers names for potential instructors for new courses.
    - Sends information and guidelines for course proposals to prospective instructors.
    - Conducts a selection process among the members of the Correspondence Course Committee for proposals that have been received.
    - Submits recommended courses to the Distance Learning Coordinator for presentation to the Board of Directors at a Board meeting in odd numbered years.
    - Notifies prospective instructors of acceptance or rejection of proposal(s).
    - Notifies instructor and the Distance Learning Coordinator when a development fee is to be paid. Fees shall be $300 for a new course, $100 for an encore course.
5. Issues contracts:
    - Submits proposed contract form to the Distance Learning Coordinator for Board approval.
    - Sends duplicate unsigned contracts with timeline, policies and other pertinent information to each instructor along with a IRS Form W9 and photo release form.
    - Receives returned contracts no later than four (4) weeks after the postmark date of the contract.
    - Makes a copy of the instructor signed contract and retains with the photo release form.
    - Forwards signed contracts and Form W-9 to President, who will sign and return one copy to the teacher and one copy to the instructor.
    - Notifies the instructor and the Board if a contract becomes invalid for any reason
    - Maintains a contract file on each teacher.
6. Sends names of courses that have been canceled or are being retired to the Distance Learning Coordinator for inclusion in *Needle Pointers* magazine.
7. Schedules seminar functions to be listed in the Seminar Participant's Handbook with the approval of the Distance Learning Coordinator and the Seminar Coordinator as follows:
    - Even years: a printed flyer with proposal guidelines for attendees interested in proposing a correspondence course and all current correspondence course teachers.
    - Odd years: a joint Educational Services activity directed at the ANG Seminar attendees.
8. Arranges for display of Correspondence Course projects or materials in the Exhibit at Seminar by obtaining the required Exhibit submission information as published in the Seminar brochure from the contracted instructors and submitting to the Exhibit committee on behalf of the instructors. This may be obtained and submitted in electronic form.

9. Receives evaluation forms from students, copies and forwards to the teacher, and notifies the committee and the Distance Learning Coordinator in the event a problem arises.
10. Answers all inquiries about the program.
11. Reviews and recommends changes for the guidelines for registration in the *Education Directory.*
12. Monitors the piloting process and receives updates from the Pilot Coordinator.
13. Monitors correspondence course pages on the Web site.
14. Approves committee expense reports and forwards to the Distance Learning Coordinator within one week of receipt.
15. Edits and submits text for the courses in the *Education Directory* and the Web site.
16. With the approval of the Distance Learning Coordinator, arranges for photography of new course pieces for the *Education Directory* and the Web site.
17. Arranges for all courses to be featured at least once in *Needle Pointers* and/or the electronic newsletter during the term of the *Education Directory.*
18. Fulfills Correspondence Course enrollments as follows:
    - Serves as liaison between instructors and students enrolled in courses.
    - Manages the program in accordance with terms of the instructor's contract and the guidelines printed in the *Education Directory.*
    - Implements enrollments through the following activities
        - Mails acknowledgement to student or group secretary
        - Supplies students with course evaluation forms
        - Maintains a course file for the duration of the course
        - Approves extensions beyond the one (1) year limit if requested by instructor
        - Forwards completion certificate requests to the President. The President will send the certificates to the instructor.
        - Maintains databases for each fiscal year containing specific information including:
            - new enrollments
            - ending courses, including whether complete or incomplete
            - members eligible to purchase a correspondence course pin
            - database of current enrollments by course
        - Forwards a report of enrollment activity to the Distance Learning Coordinator in conjunction with the Board report
    - Maintains contact with teachers by:
        - Notifying teacher of new course enrollment
        - Providing forms for the initial and final payment requests
        - Reviewing instructor evaluations for compliance with criteria established in the instructor's contract

Enrollments:

All enrollments are processed through the Association Management Company (AMC) who

- Determines membership eligibility of all students
- Processes payment and forwards funds to the Treasurer
- Forwards enrollment information to the Chairman/Registrar

The Pilot Coordinator:

1. Maintains a list of willing pilot stitchers, soliciting names from as diverse a group as

possible.

2. Oversees the pilot stitching procedure by coordinating with the appropriate distance learning lead. For Correspondence courses, the coordinator is responsible for:
    - Receiving eight copies (six copies for a revised course) of the course booklet from each accepted instructor – must be hard copy booklets.
    - Arranging to have four people, which may include members of the Correspondence Course Committee and should include at least two active needlework teachers, review the booklet for grammar, clarity of directions, accuracy of all graphs and for conformation to level of proficiency as set by ANG policy. These individuals will provide written comments/suggestions to the Pilot Coordinator.
    - Arranging to have the course piloted by four stitchers in the case of a new course and by two stitchers in the case of a revised course, none of whom may work together. The pilot stitchers will not pay for the course or for the course booklet, but will pay the kit fee set by the teacher for any kit provided. If at all possible, 50% of the pilot stitchers for any course should agree to pay and receive the kit if available to ensure that the kits are also adequately evaluated. Piloting of renewing Correspondence Courses is not required.
    - Consolidating the suggestions of the pilot stitchers, reviewers and requesting changes from the instructor.
    - Receiving a copy of the revised instructions, ensuring that all requested corrections have been made.
3. Ensures that the final text of the instructions is of the highest quality.
4. After reviewing for corrections, forwards the revised copy to the Chairman.
5. Asks instructor to correct or revise current booklets as needed during the term of the course if necessary.
6. Participates in the selection process for future Correspondence Courses.

FINANCES

1. Reimbursement will be paid for administrative expenses incurred up to the budgeted amount for the business of the committee. Official ANG forms are available from the Treasurer or the Board liaison. Reports must be accompanied by attached copies of the receipts. Mail check request forms to the Board liaison for approval by the Treasurer.
2. Travel expenses up to $300 will be reimbursed for the Chairman to attend meetings at Seminar per policy 4.03.
3. There will be no other reimbursements.

GENERAL

1. Article XII, Section 2 of the ANG Bylaws state: "The President shall be a member ex-officio of all committees except the Nominating Committee." ANG practice also includes the President Elect.
2. These criteria and guidelines may be changed by the Board of Directors or upon recommendation of the Correspondence Course Selection Committee or Distance Learning Coordinator with approval from the Board.

Approved at Board of Directors meeting, July, 2000
Revised at Board of Directors meeting, November, 2002
Revised at Board of Directors meeting, February 2006
Revised at Board of Directors meeting February, 2007
Revised at Board of Directors meeting February 2009

Revised at Board of Directors meeting May 2011