



PROPOSED AGENDA ITEM

MEETING DATE: June 23, 2016

SUBJECT: RCTC Course Syllabus Development

SUBMITTED BY: Donna Erdman

DESCRIPTION: RCTC would like to have in place a syllabus for each adult education course offered in 2016-2017. Syllabus development will be completed for each course by current RCTC instructors who are interested in completing a syllabus according to the template provided to them. The time and expense allotted is up to 2 hours at \$25.00 per hour for each syllabus written under the direction of the RCTC supervisors. Courses are as listed. Total cost cannot exceed \$3650.00

RECOMMENDATION: Motion to approve payment to the RCTC instructors at the current rate of \$25.00 per hour up to a maximum of 2 hours for each course syllabus written per standard and required format.