

Short Term Programming Proposal

Purpose

To extend CCS programming and theological education by augmenting the central CCS program with short term continuing education offerings

Goals

1. To increase the offering of CCS programming by extending the range of:
 - Geographic venues
 - Leadership
 - Subject matter
2. To encourage those unfamiliar with CCS to pursue further theological studies
3. To provide those familiar with CCS pedagogy an opportunity to learn with a participatory, action-reflection model
4. To provide those familiar with CCS pedagogy an opportunity to design and lead a program with a participatory, action-reflection model
5. To extend the visibility of the school

Proposals

Several members of the CCS community will be asked on an annual basis to consider designing, hosting, and leading a short term course within Canada on behalf of the college. Those interested in leading such courses will be asked to submit proposals which will be due by May 1 of each year.

A proposal will include:

1. Name(s), contact information, and social insurance numbers of leaders (for tax purposes)
2. Proposed course title, purpose, and goals
3. Proposed program outline detailing:
 - a. Content and lesson plans
 - b. An outline of the expectations for participants. These are to include aspects of each of the following:
 - i. Pre-admission screening interview conducted by leadership in order to clarify course expectations and community norms.
 - ii. Pre-session preparation e.g. pre-reading, reflection exercises
 - iii. Work during the sessions e.g. journaling, case studies, planning teams, peer assessment
 - iv. Full participation in sessions of the course (barring emergencies)
 - v. Adherence to established CCS learning circle community norms
 - vi. Post-session assignments e.g. research papers, community projects
 - vii. Evaluation
 - c. Procedure for reviewing CCS norms
 - d. Student Evaluation process*
 - e. Length and timing of the program
4. Location and venue
5. Deadlines and Caps
 - a. Statement of registration deadline (to enable cancellation, if necessary, to be communicated in a timely and courteous fashion to any affected parties)
 - b. Indication of minimum and maximum numbers of participants

6. Budget proposal complete with
 - a. Revenue projections e.g. registration fees, grant possibilities, in-kind contributions
 - b. Expense projections e.g. CCS administrative costs, leadership honorarium, supplies, rental fees**
7. Publicity Plan in the region, apart from CCS's national advertising e.g. Conference e-mail, Presbytery, local networking
8. Letters of Support from at least two referees which address the ability of those in leadership to facilitate the course (e.g. leadership abilities, administrative skills, grasp of content) and suitability as a representative of CCS (e.g. pedagogical fit, professional ethics)

Criteria

On an annual basis, a member of CCS program staff and a member of the Program Committee will meet to assess submitted proposals. Program proposals will be assessed according to the following criteria:

1. Budget
 - a. Clear financial viability
 - b. Clear financial accountability
 - c. No financial burden for CCS
 - d. Potential financial benefit for CCS
2. Leadership
 - a. Demonstrated awareness and skill in working with an action-reflection pedagogical design, style, and facilitation
3. Topic
 - a. Subject areas within the realm of theological education, spiritual formation, social justice and ministry development that
 - i. Extend the present topic areas of the CCS program or
 - ii. Investigate themes covered in the core CCS curriculum in unique ways or in more depth or
 - iii. Meet the needs of the church or community in a timely and poignant fashion

4. Time Length

Diversity of course options will be considered, for example:

- Weekend retreats
 - Weekly evening or daytime sessions spread over a period of time
 - Monthly meetings for a season or over the course of a year
 - Intensive week long courses
5. Credit
 - a. Courses will be offered for interest and continuing education purposes only:
 - i. No certificates will be awarded
 - ii. No credit can be transferred toward a CCS diploma
 6. Proposed dates, deadlines, and student numbers will be assessed against the demands on staff and timetable scheduling.

If a Proposal is Approved

1. Approval will be communicated in a timely fashion to applicants in early May.
2. CCS will be responsible for national advertising, registration and administration.
3. The program leader(s) and CCS staff will communicate and consult on a regular basis throughout the set up and duration of the project

4. After the completion of the course, the leader(s) will submit a written report and evaluation to the Program Committee.

For Your Information

Visit the CCS website for information on:

Educational Stance <http://ccsonline.ca/About/values.html>

CCS Learning Model <http://www.ccsonline.ca/About/aboutCCS.html#learningmodel>

CCS Planning Process http://www.ccsonline.ca/Resources/Student/StudentKit/planning_process.pdf

Norms <http://www.ccsonline.ca/Resources/Student/Norms.pdf>

Guidelines for Readiness http://www.ccsonline.ca/Program/guidelines_for_continuing.pdf

When planning evaluation of students

- * Criteria would normally be based on the CCS guidelines for readiness

When preparing a budget

** Leadership will be compensated on an honoraria basis (typically, \$150 per day of the course)

** Administrative fees will be assessed at 30% of the total budget