



CURRICULUM GUIDELINES

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The Academy has developed a two tier curriculum. One is the primary overall core curriculum that covers a three year period. The other one will be given to Sections and for each upcoming July 1 – June 30 year at the spring New Chair Orientation.

The Academy needs Section and Committee Chairs to consult with their groups and provide feedback by the end of June on whether any courses should be added; if any “core” program should be an “elective” or vice versa; and, the timing of when the programs are offered (12, 18, 24 or 36 months).

At the start of each MCBA fiscal year (July 1), Chairs should notify the Academy of Law if they do not plan on including any of the identified Core or Elective programs so that the Academy of Law knows in advance and can then proceed with the program(s) or take the Section or Committee’s reasoning into consideration for not proceeding.

If Section and Committee Chairs notify the Academy that they will not proceed with any designated **Elective** programs, they will need to identify what if any Elective(s) is being developed as substitution.

The planning timeline is below with programs being finalized 12 weeks out. Program that are finalized only 4 weeks in advance will not take place unless it is needed as a result of new legislation or other critical factors that require a program be held despite the short timeframe. This is to ensure speakers adequate time to prepare and sufficient notice to those who will want to attend.

Core Timeline

14 Weeks prior to curriculum date of program:

- Remind Committee/Section of the upcoming program and when (month) to take place.
- The designated program chair has the next 2 weeks to let the CLE Program Manager know of the final date and time and confirmed speakers, preferably using the CLE Proposal Form (can be found online).
- Alternative is to let Program Manager know that the Section/Committee is not proceeding with the program. [Ideally the Chair will indicate this prior to the 14 week mark.]

12 Weeks prior to program date:

- If the date, time and presenters have not been finalized, the Program Manager will consult with Academy members to proceed with the program.

- If a program chair has been designated, the Academy may work with the chair to work on the program, or, the Academy or Program Manager will assume these responsibilities to ensure that the program is developed and promoted with adequate time for speakers to prepare materials and attendees to work the program into their schedules.
- “Save the Date” information to be posted on MCBA website.

10 Weeks before the program:

- Program flyer drafted, posted on website, and other advertising begins (eDocket, CLE eDocket, membership mailing, etc).

Elective Timeline

The primary difference between the Elective and Core programs is that Sections and Committees are relied upon to replace the scheduled Electives with more timely or “hot” topics.

14 Weeks Prior to Curriculum Date of Program:

- Remind Committee/Section of the upcoming program and when (month) to take place.
- The designated program chair has the next 2 weeks to let the CLE Program Manager know of the final date and time and confirmed speakers, preferably using the CLE Proposal Form (can be found online).
- Alternative is to let Program Manager know that the Section/Committee is not proceeding with the program. [Ideally the Chair will indicate this prior to the 14 week mark.]

12 Weeks Prior to Program Date:

- If the date, time and presenters have not been finalized, the Program Manager will consult with Academy members to proceed with the program.
 - o *An extension may be granted once* but must be requested at this time.
- If a program chair has been designated, the Academy may work with the chair to work on the program, or, the Academy or Program Manager will assume these responsibilities to ensure that the program is developed and promoted with adequate time for speakers to prepare materials and attendees to work the program into their schedules.
- “Save the Date” information to be posted on MCBA website.

10 Weeks Before the Program:

- Program flyer drafted, posted on website, and other advertising begins (eDocket, CLE eDocket, membership mailing, etc).

Please contact the CLE Program Manager with questions and concerns at any time.

Thank you for helping MCBA continue to provide quality programming at good value to the local bar who prefer relying on MCBA to meet their biennial requirements.