

Minutes of Curriculum Meeting

February 2, 2017

Mesa Main Library Downtown, Board Room

The Curriculum meeting was held in the Board Room of the Mesa Main Library at 9:30 a.m. on February 2, 2017.

Jennifer Wong, Co-Chair, conducted the meeting.

9 people were in attendance. They were Margo Heaps, Mel Heaps, Jennifer Wong, Sam Wong, Marlin Fried, Peggy Randolph, Patty O'Brien, Barbara Dixon and Jean Bruno.

The minutes of the January 5, 2017 meeting were read, corrected and approved.

Revisions to the minutes of January 2, 2017 were as follows:

Revision of the Committee members to document Ruth Brooks as the Guest Presenter Coordinator, Jean Burda as the Grid Master and David Ramis as Inventory Coordinator.

New matters which were discussed are as follows:

Death or Ill Health of Class Members

Since a few members recently passed away, this is a good time for us to be aware if a class member has not been to class for an extended period of time since he/she could be having health issues or is deceased. If we are aware that the absent person has health issues or is deceased, to express our concern, we should contact the Sunshine Lady (Diana Pearce) so she can spread her sunshine to the sick member or express her sympathy to the deceased's family on behalf of NFLL.

Meet & Greet

Meet & Greet took place on January 21st at Margo Heaps' residence. Quite a few Curriculum meeting regulars attended. Patty O'Brien was on hand to give the facilitators gifts for their guest presenters. Jennifer got to know everyone better and a few deals got sealed ie. Ann Bloxam agreed to be a last-minute facilitator, Ruth Brooks committed to taking on the job of

Guest Presenter Coordinator and Bobbie Gray volunteered to be a facilitator whenever we need a facilitator if she is available. So if anyone is new to facilitating or is a new member of the Curriculum Committee, Curriculum social events such as Meet & Greet is a good place in which to meet and get to know better other fellow Curriculum Committee members.

Spring Class Schedule

Since the class schedule was printed and mailed, two class facilitators determined they were unable to facilitate the class they signed up for which made it necessary to find replacements for them. The change was made in Pro-Class.

Prior to registration, we had a few situations where the class date was inadvertently omitted on the class schedule and another where the class location was incorrect. These errors have since been corrected and the NFLL community has been notified of the correct information.

In response to our initial correction, feedback from the NFLL community was instant, with questions such as:

(i) The member thought that the class schedule was online. Jennifer told the writer the class schedule was not only posted online at NFLL's website but it was also mailed out to members for the Spring and Fall semesters.

(ii) Some classes are starting early. Jennifer told the writer they can register early online for the early classes but they should register on January 31 for the classes which are starting after the registration date.

This incident turned out to be a positive experience since the NFLL community communicated what they thought of the registration process.

Open House

Open House took place on Friday, January 27, from 1:00 to 3:00 pm in the Atrium on the 4th Floor of MCC downtown campus.

We had 8 guest presenters and 38 out of 45 Spring class facilitators attend Open House. All of the facilitators either brought hand-outs and/or taped information to their desks so the general public would have more information on the classes which are being offered during the Spring semester.

The general consensus was Open House went well. However, it seemed that the room wasn't as crowded as it was during the Fall Open House. 50 new members joined NFLL at Open House which is one of NFLL's social events since it allows facilitators to visit with each other as well as

visit other fellow facilitators to check out their classes and NFLL members have an opportunity to visit with other fellow NFLL members. Having all the facilitators in the Atrium is a better idea than having them in several classrooms since you can see all the facilitators at the same time in the same room rather than having to go to several rooms before you can see everyone. It was also a good idea to have a few empty chairs in the room as a few members sat down to chat with other fellow members.

Pro-Class Registration

Since a handful of classes started prior to Open House, it was Jennifer's understanding that members were allowed to register early for the classes which started early. They would have to register on January 31st for classes which started after Open House.

In the lead-up to registration, a few facilitators wanted to know how they would receive a list of the people who had registered for their classes. Jennifer told them all facilitators have a gatekeeper who would provide them with a list of people who have registered for their classes.

The most common challenge in registering was logging into the Pro-Class system. Some people said they had a problem while they were registering since they were notified by the system that they had 30 minutes in which to complete registration and they were unable to register before their allotted time expired. A few people felt they were in Pro-Class less than 30 minutes when their time expired and they had to start registration all over again. A few people said they were able to register within the 30-minute time limit by registering for a few classes at a time, checking-out, logging out and then logging back in again to continue shopping.

Marlin suggested that perhaps we could send a blast email out to the NFLL community to encourage members to practice the registration process a day or two before registration to familiarize themselves with registration so they know what to do when it is time to register. Peggy said perhaps she could ask Ann Bloxam to permanently post practice exercises on the registration page so people can go through the practice exercises to prepare themselves for when it is time to register for classes. It could be called Practice/Test.

Registration went well. During the time period from 9:00 a.m. to 4:30 p.m., 2,157 out of 3,196, or 67%, of available class seats were filled. 19 classes were completely filled with some having a waiting list.

Classes which were in great demand were history, health, arts and culture, travelogue, estate planning and finance.

National Debt, which is being offered for at least the second time consecutively, was completely filled. Brain Health, which is also being offered for the third consecutive semester on three separate days each semester, is still a sell-out.

As a service to NFLL members each Spring and Fall semester, Peggy Randolph, Marlin Fried, Mary Adamick and Ann Bloxam were available at the computer lab of MCC Downtown Center from 9:00 a.m. to 1:00 p.m. to help members, both walk-ins and phone-ins, to get registered. Everyone was successfully registered. About 6 people went to the computer lab to register, 6 people phoned in for help while 14 people did not have a computer and required someone to register them for classes. It was quiet until 11:00 a.m. This was probably because the people who came in later in the day got frustrated with trying to register themselves and decided to go and have someone register for them. In all, about 24 people were helped that day at the computer lab.

6 people did not create an account until the last minute and time had to be spent tracking them down and getting them to create an account. Going forward, Peggy Randolph would like to have the greeters give each potential member a hand-out explaining how they can create an account and direct them to see someone at the computer lab in order to set up their account. Have them create their NFLL account first and pay last since the cashier is quite close to the exit. New members must pay their membership dues at the cashier otherwise they will not be considered to be a member. According to procedure, after new members have paid their membership dues to the cashier, either Pat Esparza or Neva Hansen will notify Peggy Randolph that they have paid so their membership can be activated. Unless new members' membership is activated or existing members have renewed their membership, they cannot register for classes.

Peggy also said that if a potential member is at NFLL's website and they click "New Member" button, they will be directed to Neva Hansen of MCC who in turn will direct that person to her.

Patty O'Brien said she heard one volunteer say she was so busy she did not have time to visit the facilitators. Therefore maybe we could get people to relieve the Membership volunteers so they can have a break and can visit the facilitators during their break about the classes which they are interested in.

Marlin Fried wanted to know whether we could add a second class for the classes which are popular. However, it was determined that it would be hard to figure out whether we would have enough people signing up to justify asking the guest presenter to do two classes during one semester. The waiting list would be a good indication of whether there's enough interest to justify having a second class. However, Peggy Randolph pointed out that there is a possibility that some people do not place their names on a waiting list but just move on to the next class. Margo Heaps said what we have been doing is have a repeat of the popular classes during the next semester. It was pointed out that Brain Health has been offered as a class for at least three consecutive semesters, it is currently being offered on 3 separate days with a class size of 25 seats, and it is always a sell-out.

Now that registration is over, as a result of our new policy of having new members create their own account themselves, numerous errors were found on the roster which new members made while they were creating their account. Since it is time-consuming to correct members'

mistakes and, since some Pro-Class people felt the members should correct their own errors which they made themselves, a decision was made to leave the errors as is with the hope that when the members see their mistakes on the roster, perhaps it will induce them to be more careful when they are in the Pro-Class system.

Possible Pro-Class Committee

Margo suggested that perhaps we should have a Pro-Class committee which would be under Council since it affects various committees. The Pro-Class committee would have a committee liaison to the various committees which is affected by Pro-Class since Peggy said Pro-Class affects Curriculum, Membership and Communications. The Pro-Class people such as the gatekeepers would attend the Curriculum meetings. However, Pro-Class also affects Membership and Communications since they also prepare labels. If we were to have a Pro-Class committee, Peggy said they should be responsive to the various committees and committee chairs.

Risk Forms

During the January meeting, we discussed the need for members to sign risk forms if they will be participating in classes which could be deemed to be hazardous.

Marlin Fried said members sign a risk form when it is deemed to be necessary. Either he or Beverly Small collects the forms which are then entered in Pro-Class to indicate that a risk form has been signed.

Pat Esparza of MCC advised that she receives all original signed risk forms and stores them in her office. A scanned document of the signed risk forms is then sent to Marlin Fried who then makes an extra soft copy and stores it on a flash drive in Curriculum's cabinet in NFLL's storage room on the 2nd Floor of DTC (Downtown Center) while retaining a soft copy as back-up. In this way, the signed risk forms are being stored in 3 separate locations so there is always an extra set of documents which is accessible in the event that one set is damaged or destroyed. However, Pat only has original signed risk forms for the past two years. Prior to that, the risk forms were scanned as a pdf file and the original forms were then destroyed.

It was determined that it is not necessary to look at the signed risk form if you know that an individual has signed the risk form.

Margo Heaps recommended that if we were to have a cabinet in the library, that that would be the place to store a soft copy of the risk forms since it would be on MCC's property and, since it can be locked, we can store confidential documents there. In the meanwhile, Marlin is to keep both copies of the scanned documents which are currently in his possession.

Sam Wong suggested storing the risk forms in the cloud by opening an account with either Microsoft or Google Drive. Anyone can access the file. Margo wanted to know whether you can easily access a particular person's risk form.

Since the risk forms would most likely be in one pile, Marlin said the risk forms could be separated so Risk Form #1 would be in one pile, Risk Form #2 in a different pile and Risk Form #3 would be in its own separate pile.

Apparently anyone who attends NFLL's annual picnic should sign Risk Form #3 because the picnic is considered to be an excursion.

Patty O'Brien suggested that starting with next Fall, we could have everyone sign all three forms. Marlin said MCC is against that, that you sign the forms only on an "as needed" basis.

Marlin pointed out that Social and Curriculum are keeping their risk forms separate. Jennifer suggested that perhaps one person should be in charge of keeping all risk forms.

Community Outreach

Sam and Jennifer have been receiving a few leads for possible classes so they will follow-up on those leads.

Sam and Jennifer recently attended another Lovin' Life after 50 Expo and reconnected with one of the people Sam had initially approached last November about doing a lecture for NFLL on eye problems. He was still interested in arranging a lecture for NFLL so Sam and Jennifer will follow-up on that.

New Members

Guest Facilitator Coordinator - Ruth Brooks

Grid-Master - Jean Burda

Inventory Coordinator - David Ramis

Inventory Coordinator

As the Inventory Coordinator, David Ramis will be responsible for keeping track of NFLL's videos. Everyone agreed David is a good choice for this job since he does class lectures on video.

Jennifer said it would not be an issue if the facilitators kept the videos in their possession as long as they placed a sticker on the videos which belong to NFLL stating it is the "Property of New Frontiers" and the Inventory Coordinator is aware of the location of the DVDs since some people do repeats of the class lectures on video.

Class Proposal Deadlines

April 15 Summer class proposals
July 1 Fall class proposals

Summer Semester

Since the summer semester is upcoming, Marlin wanted to know whether we are prepared for the summer semester. Jennifer said no one has yet submitted class proposals for the summer semester. Margo explained the summer semester begins as early as June 1 and ends August 18 at the latest since MCC's Fall semester begins on August 19 (Saturday) with classes starting on August 21.

The procedure for handling the summer semester is we receive class proposals and then use the class description from the class proposals to provide a brief write-up of the classes. A list of classes is then posted on NFLL's website with a request that interested class members should contact the facilitator directly to register for classes. The Red Mountain campus is available for classes (Monday to Thursday) during the summer. Off-site venues such as the MAAC can also be used for summer classes.

Upcoming Important Dates

According to Margo, MCC's Fall semester begins on August 19 (Saturday). Therefore Open House can be held as early as either September 1 or 8. It should take a week to get classrooms assigned. We can have registration as early as September 5 or 12, depending on when Open House takes place.

The deadline for receiving Fall class proposals is July 1.

Assuming the deadline to receive Fall class proposals is July 1, we should be able to get the class schedule off to the printer on August 21. We do not have to have classroom assignments before we print the class schedule. Mailing can be done during the Labor Day week.

According to Peggy, classroom assignments are a problem. We send the grid to MCC as soon as it's finished and we don't usually get classroom assignments until the 3rd week of September. We need to have classroom assignments in place by Open House. The first couple

of weeks after school starts, MCC is constantly changing their classrooms so we have to wait until they have classrooms assigned to all their classes before we can have classrooms assigned to our classes.

NFLL classes must end by December 7 when MCC's exams start.

Based on the above discussion, important dates for the Fall semester are as follows:

August 21	MCC classes start
September 4	Labor Day
September 4	Send class schedule to printer
September 11	Class schedules delivered to Rosa Pardo
September 12	Mail out class schedule to members/post class schedule online
September 22	Open House
September 26	Pro-Class Registration
September 26	NFLL classes start
October 9	No class - Columbus Day
November 10	No class - Veterans Day
November 23-27	No class - Thanksgiving
December 7	NFLL classes end

Volunteer Hours

Volunteer hours for time spent preparing for your class, traveling to and from your class as well as lecture time counts as volunteer hours. Time also spent traveling to and from and attending Curriculum Committee meetings also count as volunteer hours. Your time should be turned in to Ann Bloxam shortly after your class has ended.

For those who are Committee members and are accumulating ongoing volunteer hours, your volunteer hours should be turned in to Ann Bloxam in April.

Next Meeting

The next meeting is scheduled to take place at 9:30 a.m. on August 10, 2017 in the Saguaro Room of the Downtown Mesa Public Library.