

# Minutes of Curriculum Meeting

August 10, 2017

## Mesa Main Library Downtown, Saguaro Room

The Curriculum meeting was held in the Saguaro Room of the Mesa Main Public Library at 9:30 a.m. on August 10, 2017.

Jennifer Wong, Co-Chair, conducted the meeting.

21 people were in attendance. They were Jean Bruno, Diane Batchlor, Patty O'Brien, Millicent Salm, Peggy Schultz, Barbara Dixon, Ruth Brooks, Mary Adamick, Peggy Randolph, Barbara Thelander, Diane Grogan, Judith Slentz, Steve Johnson, Nancy Spence, Jennifer Wong, Sam Wong, Frank Rickey, Con Downey, Don Nilsen and Dick Falconer.

Matters which were discussed are as follows:

### Introduction of the Curriculum Standing Committee Members

The members of the Curriculum Standing Committee were introduced. They are:

Jennifer Wong	Co-Chair
	Co-Chair
	Secretary
Pat Tanskii	Grid Master
Dovie Bryant	Schedule Design
Patty O'Brien	Guest Gift Coordinator
Ruth Brooks	Guest Facilitator Coordinator
David Ramis	Inventory Coordinator
Ann Bloxam	Class Statistics, Service Hours Coordinator
Ann Bloxam	Pro-Class Schedule Coordinator
Gary Kleeman	ASU Emeritus Liaison
Rea Dias	Gatekeeper
Jane Severin	Gatekeeper
Diane Batchlor	Gatekeeper
Ruth Brooks	

## **2017 Fall Semester**

This Fall, Curriculum is offering 88 classes to its members.

### **(a) Class Facilitators**

Of the total number of 88 classes which are being offered this Fall, 44 classes will be presented by class facilitators.

A total of 43 class facilitators will be facilitating classes this Fall. Of this total, 38 individuals are veteran class facilitators while 6 individuals are first-time class facilitators, 3 of whom are facilitating their own classes. Some class facilitators are facilitating several classes with some facilitating a minimum of 2 classes while others are facilitating as many as 6 classes.

### **(b) Guest Presenters**

A total of 36 guest presenters will be holding 44 classes for New Frontiers' members. Of the 36 guest presenters, 10 individuals are recurring guest presenters, 20 individuals are first-time guest presenters and 6 individuals are occasional guest presenters.

### **(c) Class Venues**

Of the total number of 88 classes which are being offered to our members, 45 classes will be offered at MCC's Dobson campus while 26 classes will be offered at MCC's Red Mountain campus with 17 being offered at Non-MCC venues.

Since a majority of the classes this semester are being held by guest presenters, the popular venue of choice is the Dobson campus since that is the venue which can easily accommodate a large group of people.

Judging from the number of classes scheduled for both the Red Mountain and Dobson campus, it would appear that the Dobson campus is the favorite venue of choice, especially when the class requires a large classroom. Despite this preference, we need to try to schedule more classes at Red Mountain.

### **(d) Class Grid**

The class grid is a spreadsheet which lists the classes and the class information (class name, class date, day the class will be held, number of sessions, class limit, amount of time needed for set-up/takedown if the time required exceeds 20 mins, name of class facilitator and name of guest presenter) which will be offered each semester. After all the classes are documented on the class grid for the upcoming semester, it is sent to

MCC to have classrooms assigned to the classes which are being held at the Dobson and Red Mountain campuses.

For the upcoming Fall semester, due to everyone's cooperation in sending a majority of the class proposals early to the Curriculum Committee, the class grid was finalized shortly after the July 1 deadline, posted to New Frontiers' website and the class facilitators were informed they were to notify the Curriculum Committee of any changes which were required to be made to the grid. There was little feedback from the facilitators on changes to the grid which enabled the Curriculum Committee to send the class grid to MCC a week after the July 1 deadline. On July 27, MCC stated that they have classrooms assigned to the classes at Red Mountain. However, they will not be able to confirm classroom assignments at Dobson until a week after school begins. Shortly afterwards, Curriculum received the class grid from MCC with classrooms assigned to the Red Mountain classes.

### **(e) Classroom Issues**

Return of the class grid from the MCC with the Red Mountain classrooms presented a few classroom issues:

1. One of our regular ongoing Red Mountain classes, which usually begins classes shortly after registration, was assigned a small classroom which made it necessary to change the class limit to 35 from 50. It would appear all of the medium-sized classrooms, which can seat approximately 50 people, were not available for this class.
2. One of our large classes, which had a class limit of 100, was not assigned a classroom. Presumably there were no available classrooms at Red Mountain which were large enough to accommodate so many people. As a result, we intend to move the venue of this class to the Dobson campus if we are unable to reserve the Community Room. It was suggested that we could try to schedule this class by sending a request to MCC to reserve this room. This request would be separate from sending the class grid for classroom assignment.
3. Four of our classes had the class limit changed from 40 to 35 due to the lack of availability of suitably-sized classrooms. This is an indicator that we need to be mindful, when we are setting a class limit for classes at Red Mountain, that the small classrooms there can only accommodate a maximum of 35 people in the room.

Classrooms for the Dobson campus will not be assigned until after MCC's classes have started. Therefore it is anticipated that classrooms will be assigned to Dobson's classes after August 19 which is the day MCC's classes start.

## **(f) Class Schedule**

### **(i) Status of Class Schedule**

Due to the guest presenter coordinator and the class schedule designer's ability to have access to the class grid and class proposals as they were being processed and documented on the class grid, the initial draft of the class schedule was completed by mid-July and was distributed to the proofreaders for editing.

The second draft of the class schedule was completed on August 7, 2017. It is now posted to New Frontiers' website. Facilitators should have a look at the class schedule and email Jennifer with any required changes to classroom information. After the class schedule is finalized, It is scheduled to be sent to the printer on August 21 and mailed to our members on September 1 together with our Fall newsletter.

### **(ii) Name Change of Class Schedule**

Since it was suggested we change the name of the class schedule to Schedule of Classes and Activities to accurately reflect what we are offering (hiking and games classes can be considered to be more of activities rather than classes), it was decided that the Class Schedule Designer would decide whether or not to change the name of the class schedule.

## **2018 Spring Semester**

To date, we have 3 class proposals for the Spring semester.

## **Open House**

Open House is scheduled to take place on Friday, September 15, at MCC Downtown from 1:00 pm to 3:00 pm on the 4th Floor in the Atrium.

All facilitators are expected to participate during Open House to promote their classes and they should invite their guest presenters to also participate in Open House. It was suggested that facilitators should have about 10-15 hand-outs of each class available for interested individuals to take with them. It was mentioned that the guest presenters should be encouraged to bring the hand-outs if they are participating in Open House. If the facilitators are preparing the hand-outs, perhaps they could include clip art or something colorful which will cause the person to remember his interest in the class when he is at home and is looking at the hand-outs which he collected during Open House.

If any facilitator or guest presenter is unable to participate in Open House, please let Jennifer know so adequate seating can be provided for everyone.

## **Pro-Class Registration**

Since there are a few classes which are starting prior to Open House, early Pro-Class registration will be available on September 1 only for the classes which are starting prior to Open House.

Pro-Class registration is scheduled to take place on Tuesday, September 19, at 9:00 am.

Individuals will have a time limit of 30 mins. in which to register for classes. Therefore, before you attempt to register, you should plan which classes you want to first register for and how much time you estimate it will take for you to complete registration. After you have registered for those classes, you can logout and login again to continue registration.

For those who don't have a computer, you can either mail Peggy Randolph a list of the classes you are registering for, give her your list during Open House or you can visit MCC Downton (DTC) anytime from 9:00 am to noon to get help to register online for classes on September 19.

Peggy Randolph advised that Ann Bloxam and Diane Batchlor are both not available to be gatekeepers shortly after registration so only the facilitators whose classes are starting shortly after registration day will receive a list of their class participants shortly after registration day.

## **Facilitators' Handbook**

The facilitators' Handbook was revised and updated this past summer by Judith Slentz with formatting by Al Zisner to update the procedures for class registration through the Pro-Class registration system and to make it more user-friendly. It will be revised as needed by the Curriculum Committee. Therefore all questions, comments or suggestions on how to improve the Handbook should be addressed to the co-chair of Curriculum.

With the Pro-Class system, the only people who have access to class participants of each class are the gatekeepers and they act as the go-between the class facilitators and the class participants, providing the class facilitators with the class list of participants prior to the start of class.

Since we had a few incidents in the past with class facilitator having a conflict with the staff of the venue where their class was being held, the Handbook was revised to include reference that the facilitators should be courteous at all times, to the staff of the host venue of their class, since we want to maintain a harmonious relationship with the hosts of our classes.

The Handbook states that classes which are being held at MCC begins on the hour and ends ten minutes to the hour so if a class is in session upon arrival, everyone is to remain outside the class until the class is over. Someone mentioned that each building has a schedule of the classes in that building for the semester so a facilitator can inquire whether there's a class before or after his/her class so he/she knows whether or not he/she can continue the class past the ten minutes to the hour class deadline.

MCC indicated that they give us 20 mins. prior to the start of class if there is no class prior to our class. If we require more than 30 mins., we need to request additional time (facilitators need to mention how much time they require on the class proposal so that information is documented on the class grid).

The Handbook also references what to do in the event that the classroom's door is locked. and who to contact in order to have the door opened. Some doors can be opened remotely, others, including those at Red Mountain, requires someone to physically open the door.

Another situation which you may encounter is the sudden need to switch classrooms. If the switch is sudden and you are unable to notify class participants, MCC will post a sign on the door of the classroom notifying class participants of the new classroom. If there is time to notify class participants, it is the responsibility of the facilitator to notify each class participant of the new classroom and post a sign on the door of the original classroom. Regardless of who posted the sign on the original classroom, after the class is over, the facilitator should remove the sign from the original classroom.

The Handbook also states that it the responsibility of the facilitator to procure a microphone and clicker for his/her class and it is also his/her responsibility to return the loaned item(s) to the place where it was procured. Neva Hansen at Red Mountain and Rosa Pardo at Dobson have these items for loan.

The Handbook also references a Podium Operation Guide which will be helpful to those who are unfamiliar with the operation of classroom equipment. This document is available for downloading on New Frontiers' website (click on Classes, then click on Facilitator's Toolbox and then click on Podium Operation Guide).

When you are testing the classroom equipment prior to class and, especially on the day of your class, you will need to have your MEID (MCC User ID to access your MCC email account) and your password in order to login to the classroom equipment. Your MEID can be found on your MCC student card. It is the first 3 letters of your first name

which is followed by 6 or 7 numbers eg. JEN0000000. Add your MEID to “@maricopa.edu” so it reads “JEN0000000@maricopa.edu”.

Another hand-out which is useful to have at your fingertips is the IT Help for Classrooms. This hand-out references the phone number to call for assistance in the event you are having problems with the classroom equipment.

Reference is also made to the Sunshine Lady. Diana Pearce is currently holding this title. If anyone knows of someone in his/her class who is ill or deceased, you should let the Sunshine Lady know so she can send either a Get Well to the invalid or a Sympathy card to the deceased person’s family.

There is also a section on teaching tips for those who are new to facilitating as well as a list of guidelines for those who are facilitating guest presenters.

## **Class Facilitators**

It is New Frontiers’ policy that all facilitators must be members of New Frontiers so, if any facilitator is not yet a member, he/she must become a member as soon as possible.

The class schedule should mention it, but just in case it isn’t mentioned, if a class includes hiking or exercise of any sort, all class participants must sign a risk form prior to the start of class. If they have already signed the required risk form, they are exempt from having to sign the risk form. This form can be found at New Frontiers’ website. Click on Classes, then click on Facilitator’s Toolbox and then click on Risk Forms.

All guest presenters are required to sign a Nonsolicitation Agreement if they are representing an organization which they may promote during their presentation. They are only required to sign the Nonsolicitation Agreement once. By signing the Nonsolicitation Agreement, they agree not to provide a presentation for educational purposes only and they will not promote their organization’s product or business during their presentation. This form can be found at New Frontiers’ website. Click on Classes, then click on Facilitator’s Toolbox and then click on Nonsolicitation Agreement.

You should check your classroom shortly after you receive notification of your classroom to determine whether it is big enough for the size of your class. If you need a bigger room, email the Curriculum Co-Chair to request a bigger classroom. If the classroom is adequate for the size of your class, do not request a bigger classroom. Only request a bigger classroom if the number of people who are in your class will not fit into the classroom which is assigned to your class.

You should check your classroom before the date of your class to familiarize yourself with how to operate the classroom equipment and how to connect your or your guest presenter’s storage device (thumb drive or laptop) to the classroom equipment. It would

be prudent to make an appointment to have an IT technician meet you at the classroom when you are checking out your classroom to show you how to operate the classroom equipment and make sure you can confidently operate the classroom equipment on the day of your class.

If you are facilitator for a guest presenter, you should notify the guest presenter that he/she should arrive at the class 20 mins. prior to the start of class in order to get his/her equipment connected to the classroom equipment.

The guest presenter should be encouraged to bring his presentation on a thumb drive.

If the guest presenter insists on bringing his/her laptop to class and he/she has a laptop which has an HDMI connection, he/she will need to bring an adapter which converts the his/her laptop connection to VGA so the laptop can be connected to MCC's classroom equipment.

If you are facilitating a guest presenter, you should pick up a gift for your guest presenter from Patty O'Brien. If your guest presenter is presenting several classes, you should give him/her his/her gift at the end of the first class. At the end of the second or third class, he/she receives a Thank You card.

## **Volunteer Hours**

Since New Frontiers is a non-profit organization which is operated entirely by volunteers, it is important that we keep an accurate tally of volunteer hours spent by all of our committee members. The volunteer hours will be included in the Curriculum Committee's annual report to Council. Council, in turn will prepare an annual report to MCC. The annual report will also be used as a marketing tool to give to potential guest presenters.

Therefore, since you are all committee members, you should document how much time was spent preparing for your class, traveling to and from your class as well as lecture time. 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. In addition to your time, Ann will also require the number of people who registered for class as well as the number of people who attended the class.

For those who are doing ongoing work for Curriculum, you should document all your time spent on Curriculum matters and turn them in to Ann by no later than May so Ann can tally up all the data she has received and can prepare an annual statistics report which will then be used to prepare Curriculum's annual report to Council.



## **New Frontiers' DVDs**

Con Downey has several boxes of DVDs which he turned over to Dave Ramis, the Inventory Coordinator, to inventory the DVDs and post the updated list to New Frontiers' website.

It was suggested that we approach the MAAC to determine whether they would be agreeable to letting us have a storage room in which to store our DVDs. Someone observed that, if we were to store our DVD library at the MAAC, the MAAC may want us to make our library available to MAAC members. Also, people who borrow the DVDs may forget to return them. It was suggested that if we charged \$10, for example, that might be incentive for borrowers to return the DVDs.

## **Distribution of Gifts for Guest Presenters**

Patty O'Brien advised that she has gift bags for the facilitators who have guest presenters. She has the gifts in her car which the facilitators can pick up after the meeting is concluded.

Patty also explained there is a Thank You card in the bag which is to be signed by the facilitator and included with the gift.

If the guest presenter has more than one class, he/she is to receive the gift at the end of the first class. At the end of each succeeding class, he/she is to receive a Thank You card as a token of our appreciation.

## **Class Proposal Deadlines**

November 1	Spring class proposals
April 15	Summer class proposals

## **Next Meeting**

The next meeting is scheduled to take place on September 14, 2017 at 9:30 a.m. in the Saguaro Room of the Downtown Mesa Public Library.