

Minutes of Curriculum Meeting

October 12, 2017

Mesa Main Pubic Library, Saguaro Room

The Curriculum meeting was held in the Saguaro Room of the Mesa Main Public Library at 9:30 a.m. on October 12, 2017.

Jennifer Wong, Co-Chair, conducted the meeting.

8 people were in attendance. They were Jean Bruno, Bobbie Gray, Nancy Spence, Steve Wylie, Jennifer Wong, Sam Wong, Frank Rickey and guest, John Bergstrom.

The minutes of the September 14, 2017 meeting were read. The date for the Spring Open House was corrected. The correct date of the Spring Open House is now Friday, January 12, 2018.

1. 2017 Fall Semester

(a) Rescheduling Classes

Some classes needed rescheduling. When guest presenters and/or facilitators are flexible with the time, day of week, and location, the class proposal examiner and the guest presenter or the class facilitator on a mutually acceptable class date, time and location of the class. Then after the grid is finalized, the information goes to Pat Esparza and Neva Hansen who then work to assign classrooms to our classes. Changes sometimes have to be made even after the class schedule is completed. Room assignments are not available at press time. Therefore, members should be forewarned to check the room assignment when they register for the class.

This Fall, one of our classes was rescheduled from Monday, October 23, to Wednesday, October 25 and moved from Dobson to Red Mountain.

Another class was moved at the request of the guest presenter who required a dark room. Two more classes were moved to another classroom due to the class size.

(b) Open House

Open House took place, as scheduled, on Friday, September 15, from 1:00 - 3:00 p.m. We had about 30 new members sign up.

Set-up of the class signs in the Atrium began at 10:00 a.m. with a crew of 6 people. Set-up was completed by approximately 11:15 a.m.

Class facilitators and guest presenters especially were seated according to common interests in order to promote conversation with each other's neighbors. This proved to be a good move since a guest presenter struck up a conversation with a neighboring class facilitator and, based on the conversation, decided to change the name of her topics for the upcoming Spring semester in order to avoid duplication.

In all, 31 out of 44 class facilitators and 12 out of 36 guest presenters participated in Open House. 7 of the 12 guest presenters were first-time guest presenters.

During Open House, we had 2 first-time guest presenters sign a Non-Solicitation Agreement since they represented a for-profit organization.

Prior to Open House, it was suggested that all class facilitators have hand-outs available of the classes they were facilitating. Most class facilitators and some first-time guest presenters had hand-outs available for passersby to take with them. As anticipated, hand-outs for the classes which generated the most interest were all gone by the time Open House was over. An analysis of some hand-outs indicated that on average, passersby took with them a total of 10-15 hand-outs.

In addition to providing a table for our Social and Volunteer committees, we also provided a table for MCC's Journey Through Generations and Study Abroad since MCC felt our members might be interested in participating in these two programs.

A few class schedules were taken to Open House which proved to be a good move as some guest presenters were interested in looking at it so they could see the classes which New Frontiers is offering and decide whether they wanted to join New Frontiers when they retired.

During Open House, one member indicated he was interested in holding a class during the Spring semester on American history. Another said she would be interested in doing a class and would think about it. Several guest presenters also indicated they would be willing to present classes during the Spring semester on topics such as "Emergency Preparedness", "Do You Think You Don't Have Stress" and "Pain Management".

(c) Pro-Class Registration

Pro-Class registration was opened on Tuesday, September 19, at 9:00 a.m.

Some members had problems with the system recognizing their user name and password. The user name is a number that New Frontiers assigns to each member and

is not the MEID number which MCC gives to new students. The password is "Welcome 1" unless the member changed it specifically to suit themselves. This information should be clarified in the class schedule.

A recurring problem is users are being dropped while they are still registering for classes. It was suggested that members sign up for 4 classes at a time, go out and return to the site to avoid having classes "dropped". This advice should appear in the class schedule's instructions.

(d) Fall Classes

After registration, 18 classes were near 100% registration and/or had a waiting list. They are Japanese Relocation, Oral Traditions, Better Posture, Walk around the Riparian, Kuan Yin, Palestine, Computer Maintenance, The Arizona Trail, Nan's Secret Trail, Reiki Level Im The beat Goes On, American & World War I, Dementia or Normal Aging, Walking to Machu Picchu, Stress, Hormones & Belly Fat, Games, Wildlife of Arizona and Staying Safe Online.

Further analysis of class registration indicated the safety classes and financial classes were not popular. Two classes on Fire and Safety attracted 13 and 15 persons respectively. Maybe only class should have been offered. Unbiased Financial Advice attracted only 4 persons. Reverse Mortgages attracted only 8. Investing in the New Normal attracted 5. Color Me attracted 1.

Computer, current events and exercise classes were popular.

The report further indicated the following:

Classes with a class limit of 7-11 were completely filled.
Classes with a class limit of 20-25, on average, were half-filled.
Classes with a class limit of 30-35 were either completely filled or 90% filled.
Classes with a class limit of 50 were either completely filled or 70% filled.
Classes with a class limit of 100 were 50% to 55% filled.

After September 19, a blast email was sent out to members encouraging them to register for more classes. Registration increased by as much as 5-10 seats, indicating that it is worthwhile to actively promote registration for classes after the registration date has passed.

2. 2018 Spring Semester

(a) Number of Classes

To date, we have 36 class proposals for the Spring semester.

(b) Open House

Spring Open House has changed. It is now scheduled for January 12 at the Red Mountain campus in the Community Room. Nancy Spence would like to see the Spring schedule moved up to avoid the gap and to encourage people to attend more by starting with a bigger bang. MCC classes begin January 13, 2018 and end May 11, 2018. If class registration follows the Open house on January 12, New Frontiers can begin way before the previously stated February 5 when the Open house was scheduled on January 26th. This timetable needs to be re-visited.

On Tuesday, October 10, Curriculum and Membership's co-chairs went to inspect the Community Room as well as the conference room and board room where orientation will take place.

The thinking is to have orientation in the conference room and then move the group to a conference room for orientation, then on to the board room where about 6 laptops would be installed so new members can use the laptops to enroll to become a new member. They would then pass through the area in the community room where the class facilitators and guest presenters are seated on their way to the Enrollment Center downstairs in order to pay their membership dues.

Refreshments will be placed in a corner of the Community Room so the class facilitators, guest presenters and passersby have easy access to the refreshments.

3. Volunteer Hours

Meeting participants were reminded to keep track of the amount of time spent on New Frontiers' business. If facilitating, report it to Ann Bloxam shortly after their class ends. Report all prep time spent to Ann Bloxam by next May. (Tracking our time helps MCC justify their role in promoting community assistance. For them, it is a budgetary necessity.)

4. Class Proposal Deadlines

November 1	Spring class proposals
April 15	Summer class proposals

5. Timeline of Class Schedule

A request was made for Jennifer to outline precisely how much time the class proposal examiner needs before passing the information on to the grid master; Likewise, how much time does the class schedule designer need to prepare the class schedule before the class schedule is sent to the printer, received by the mailing team and how much time is needed for the class schedule to be in the hands of the members before Open House.

6. Next Meeting

The next meeting is scheduled to take place on January 10, 2018 at 9:30 a.m. in the Saguaro Room of the Downtown Mesa Public Library.