

CURRICULUM COMMITTEE MINUTES

The Curriculum meeting was held in the Saguaro Room of the Mesa Main Public Library at 9:30 a.m. on January 10, 2018.

Jennifer Wong, Chair, opened the meeting.

27 people were in attendance: Jennifer & Sam Wong, Con & Kathee Rutherford, Rea Dias, Bob & Rose Dukelow, Sue Boldin, Suzanne Brown, Diane Grogan, Ann Bloxam, Ruth Brooks, Mary Adamick, Nancy Spence, Karen Wartick, Ann Schubert, Diana Pearce, Patty O'Brien, Dick Falconer, Don Nilsen, Dave Ramis, Gary Epp, Shiela & Archie Millhollon, Jeff Hirschl and Dan Scarpone.

Jennifer asked attendees to check off their names as having seen the map layout for the Open House. Ann Bloxam offered to send the map and the table assignments to each facilitator.

Jennifer asked for a replacement facilitator for the Aging Eye on April 9, Dobson campus. Diane Grogan volunteered to facilitate the class. The class schedule will require revising. Diane's email is Dtgrogan@cox.net. Her phone is 480-290-5874. **Note: The online catalog is always the most correct and up-to-date.** Some corrections and room assignments happen after the class schedule goes to press.

Old business which was discussed is as follows:

A request was made to clarify how long it should take to process class proposals. When the class proposal examiner receives a class proposal for examination, he/she should process the class proposal in a timely manner, allowing sufficient time to contact the class facilitator and/or guest presenter, if necessary, to change class information such as class date and/or time and then revising the class proposal so it reflects the correct class information

An Example: For the spring catalog,

November 1 - Deadline for receiving the proposals

November 23 - Initial draft of class schedule completed

November 29 - Proofreading of class schedule completed

November 30 - Send class schedule to class facilitators for review

December 7 - Deadline for class facilitator to provide feedback

December 8-17 - Revise class schedule

December 18-22 - Print class schedule

January 2 - Class scheduled delivered to MCC

January 3 - Mail class schedule to members

New business which were discussed are as follows:

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

- Jennifer Wong - Chair
- Jean Bruno - Secretary, Class Proposal Examiner, Class Schedule Proofreader & Gatekeeper
- Rea Dias - Grid Master & Gatekeeper
- Dovie Bryan - Class Schedule Designer
- Patty O'Brien - Guest Gift Coordinator
- Ruth Brooks - Communications Liaison & Guest Facilitator Coordinator
- David Ramis - Inventory Coordinator
- Ann Bloxam - Class Statistics, Service Hours Coordinator, Pro-Class Schedule Coordinator & Gatekeeper
- Gary Kleeman - ASU Emeritus Liaison
- Jane Severin, Diane Batchlor, Pat Tanski - Gatekeepers
- Sam Wong - All around helper especially on AV equipment

2. The **inventory list of the DVD library** is now available for viewing at New Frontiers' website (newfrontiers.mesacc.edu).

You are all welcome to check out our library and consider using the lectures on DVD to facilitate a class in the near future.

Simply call Dave Ramis at 480-427-4101 or email bonnie.ramis@gmail.com. He will be happy to tell you how to obtain the DVD, how long you have to keep it, etc.

3. The Use of Microphones for Classes First off, determine if you will need one well in advance like 2 weeks before your class.

The biggest problem is finding one that works in the room you are using. The office in the BP building has one for Rooms BP4 and BP5.

It is suggested that you contact the AV media people on the campus you will be at and ask them for help. Do this 2 weeks before your class is scheduled.

A request was made for Curriculum to buy a hands-free, wireless microphone for use by the class facilitators. The New Frontiers Council is taking it under advisement.

The microphone is primarily needed on the Dobson campus where 80-100 people congregate. Another solution would be to limit the class size and offer it at another time.

4. Volunteer Recognition New Frontiers will be recognizing its volunteers for the 2017-18 school year with a Volunteer Appreciation Lunch at EVIT on Friday, April 20. More details to be announced later on.

5. 2018 Spring Semester Statistics

(a) Number of Classes

On November 1, we received class proposals for 107 classes. With 6 classes which were either consolidated or were canceled by the guest presenter, class facilitator or by Curriculum, we are offering a total of 101 classes to our members during the Spring semester.

Some reasons for the cancellation were the class facilitators or guest presenter had a change of plan which made it necessary to cancel the class. However, a few classes were canceled because of Curriculum's inability to find a class facilitator for the class.

Of the 101 classes which are being offered during the Spring semester,

- 14 are repeat classes
- 13 are ongoing classes
- 72 are new classes
- 2 classes are combined into 1 class

Of the 101 classes, 14 classes, or 14% of the total number of classes being offered, are classes on DVD.

(b) Class Facilitators - A total of 56 class facilitators are either presenting their own class or are facilitating a guest presenter.

- 29 class facilitators are presenting their own class
- 25 out of 29 class facilitators are veteran class facilitators who are presenting their own class
- 3 out of 29 veteran class facilitators are both presenting their own class and facilitating guest presenters
- 4 out of 29 class facilitators are first-time class facilitators
- 2 out of 4 first-time class facilitators are also facilitating guest presenters 27 class facilitators are facilitating guest presenters of which 4 are first-time facilitators

Note: If you, as a new facilitator, have questions about what to do, call Ruth Brooks. Her phone is 480-363-2794 and her email is rrbrooks93@gmail.com.

(c) Guest Presenter - 38 guest presenters are presenting a class during the Spring semester. Of this number,

- 10 are ongoing guest presenters ie. they present a class each semester
- 16 are first-time guest presenters
- 8 are second-time guest presenters
- 4 are occasional guest presenters

(d) Class Grid - The class grid was completed and sent to MCC for classroom assignment on or about November 7. Since then, it has been revised several times and resubmitted to MCC for classroom assignment as class information changed. As soon as the class grid was finalized, it was posted to New Frontiers' website.

(e) Class Schedule - The first draft of the class schedule was prepared shortly before Thanksgiving (November 23), a week ahead of schedule, due to the class schedule designer having access to the class proposals shortly after they were processed by the class proposals examiner. However, last-minute revisions were made to the class schedule, largely due to a miscommunication of information between the class facilitator and the class proposal examiner.

The class schedule was finalized about December 8 and was posted at New Frontiers' website. After some last-minute changes, the final copy was sent to the printer on December 19 and was mailed to our members on January 3.

6. Spring Open House is scheduled for January 12 at the Red Mountain campus in the Community Room which is Room M-200 in the Mesquite Bldg.

New members will register on the greeters table in the Community Room before they move in a small group to the orientation and enrollment rooms in the Palo Verde Building. While they are waiting to attend orientation, they will visit with class facilitators and have refreshments. After they have paid their membership fee to the cashier, who will be located in the enrollment room, they have the option to either leave the campus or return to the Community Room to visit more with the class facilitators.

Facilitators are requested to bring information about their class as an enticement handout. One person suggested a Who? Where? When? What? Format. About 20 copies would be more than enough.

7. Pro-Class Registration - Early registration for classes which are starting prior to Open House will take place on January 4.

Registration for classes at the Red Mountain campus and at non-MCC venues will take place on Wednesday, January 17, at 9:00 a.m.

Registration for classes at the Dobson class will take place on Monday, January 29, at 9:00 a.m.

As in the past, the Pro-Class people will be available on both registration days in Room DW-133 of the Desert Willow Building from 9:00-12:00 noon to help our members to register for class if they do not have a computer or are experiencing difficulty registering for classes.

To Members: When you register for classes you will need your new frontiers username and password. This is not the same as your MCC MEID number and password.

Register for three classes at a time; then logout; and log-in again to sign up for more classes.

8. Reporting to Ann Bloxam - annbloxam@hotmail.com

At the end of every class you facilitate, send Ann the number of people who attended the class. Include yourself.

Keep track of the time spent preparing for and attending the class as a facilitator.

Keep track of time spent attending Curriculum meetings.

Send the total time spent by May 15 to Ann Bloxam.

Question: Why is this necessary? Answer: Colleges such as MCC receive tax money. Our involvement in New Frontiers counts as Community Service.

Question: Is it important for people to actually sign the attendance list if Ann only wants numbers? Answer: Yes. In the event there is any kind of incident, the college needs to know exactly who was there. You should collect their emergency contact information as well. How long you keep the information was not known.

9. Class Proposal Deadlines

April 15 - Summer class proposals

July 1 - Fall class proposals

10. The next meeting is scheduled to take place on Wednesday, February 7, 2018 at 9:30 a.m. in the Saguaro Room of the Downtown Mesa Public Library.

Review of Facilitators Handbook

Check the handbook for contact information such as Security and if the classroom is locked; AV media if you need help; microphones that are available through our New Frontiers; contact people (Neva Hansen t Red Mountain and Rosa Pardo at Dobson Campus).

If you need to make copies of materials, you can do so on the Dobson campus using NFR912 code. Be sure to log off when your task is completed so that New Frontiers is not charged for copies which other people make.

The Sunshine Lady is Diana Pearce. Her phone is 480-663-3384. Her email is dianapearce@cox.net. Contact the Sunshine Lady if you know of someone who has a long-term illness or has passed away so she can send either a Get Well card to the individual or a condolence card to the deceased person's family.

Non-solicitation forms should be signed by the presenter and given to Jennifer. A presenter is welcome to leave a calling card and tell the audience where to purchase things that are mentioned in the lecture but he/she is not to sell directly nor solicit the email addresses of those who attend. Privacy matters!

Bob Dukelow, Archie Millhollon are past chairpersons and Don Nilsen has used the AV equipment at both campuses. If a presenter is knowledgeable and has their own computer, it can be used. However, access to the college system will still require the MEID number and password to turn the system on for screen control, etc. If the computer is old, adapter cables may be needed. This is the explanation behind the suggestion that all presenters use a flash drive.

Sam Wong reported that a video was made concerning the use of AV equipment. It should be available for viewing at newfrontiers.mesacc.edu web site.

Courtesy matters - Don't interrupt a class. Vacate the room 10 minutes before the hour. If no class was in your room before the start, you may call security to open the room 20 minutes before you are scheduled to begin.

The meeting was adjourned around 11:20 AM