

Minutes of Curriculum Meeting

February 7, 2018

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 February 7, 2018.

Jennifer Wong, Chair, conducted the meeting.

14 people were in attendance. They were Jean Bruno, Ann Bloxam, Ruth Brooks, Mary Adamick, Kathee and Con Rutherford, Marlin Fried, Patty O'Brien, Mary Masyga, Dick Falconer, Ruth Huttner, Frank Rickey, Jennifer and Sam Wong

The minutes of the January 10, 2017 meeting were read, corrected and approved.

Before the meeting began, Marlin asked all to take flyers and promote members to sign up for the Mesa Community College student dialogue project, now called the "Human Library" and become a "Human Book" To sign up, go to goo.gl/eD6ZeR. The date is April 10, 2018 for the Dobson campus. The date for Red Mountain will be available shortly.

New Business which was discussed is as follows:

1. Volunteer Appreciation Luncheon

The Volunteer Appreciation Luncheon at EVIT has been changed to Thursday, April 26.

2. Revision of Class Proposal

Because the Pro-class program uses a "short" description that is limited to 23 characters, and because everyone use the proposal form as their original source of information in order to produce the class grid, the class schedule, etc., the proposal form was modified to include a box for the "short" description. This will promote consistency.

3. 2018 Spring Semester

(a) Classes

With two classes being canceled by the class facilitators due to low registration, 99 classes are now being offered this Spring Semester.

“Bookshelf” and “Law School for Everyone” were moved to the MAAC.

The distribution of classes is as follows:

Red Mountain	34 classes
Dobson	40
MAAC	6
Outdoors	4
Other venues	15

The number of classes which were being offered by category are as follows:

Hiking	6 classes
History	11
Arts & culture	10
Science	4
Environment	2
Music	9
Workshop	2
Discussion	8
Health	23
Technology	5
Legal	2
Writing	2
Spiritual	3
Financial	6
Politics	1
Miscellaneous	5

(b) Class Facilitators Training

Training class facilitators seems to be a problem which elicited much discussion.

There were about 4-7 new class facilitators who did not know they should invite their guest presenter to Open House. Since Open House was scheduled for January 12, there was little time for these people to grasp their responsibility even though Curriculum sent the following documents to the class facilitators after the January 10th meeting:- Guidelines for Facilitators of Non-Members Guest Presenter

- Facilitators Instructions
- Supplement to Facilitators Instructions
- IT Help for Classroom

In a separate email, Jennifer also sent the class facilitators instructions on how to obtain a password for their MEID. These instructions were recently obtained from MCC personnel.

One suggestion to help ease new class facilitators into their job is to assign mentors to new facilitators. A greater attempt should be made to make new class facilitators aware that they are part of the Curriculum Committee and can benefit from the knowledge of other more seasoned facilitators. It was pointed out that procedures set forth by the college can change ie. the use of microphones and personal computers. Attendance at Curriculum meetings can help make classes run smoothly with little stress to the class facilitators.

Understanding how the class information on the class proposals flows to the class schedule, who and how many people handles the class proposal, can promote a camaraderie among the people who handle the class proposals, thus facilitating a smooth process with few mistakes.

(c) Class Schedule

Mary Masyga reported her email address was misspelt in the class schedule.

It is essential that all class facilitators check the class schedule when it is sent to them (about 6 weeks after the deadline for accepting class proposals) for their review and immediately notify the Curriculum Chair of any required changes to the class schedule so all revisions can be made in the class schedule before it goes to print.

(d) Open House

As scheduled, Spring Open House was held on January 12 at the Red Mountain campus in the Community Room.

44 class facilitators and 8 guest presenters attended Open House.

Most class facilitators had hand-outs available for takeaway while a few had promotional material ie. books, camera and collage to promote their class.

Several round tables were placed along the side of the room to promote coffee and conversation.

The general consensus was Open House was a success and the Coffee Corner was filled with people having coffee and conversation.

(e) Pro-Class Registration

Registration for classes were held as follows:

- (i) January 4 - Early registration
- (ii) January 17 - Red Mountain campus & non-MCC venues
- (iii) January 29 - Dobson classes

Pro-Class volunteers were available on both registration days in the Desert Willow Building from 9:00-12:00 noon to help our members to register for class.

The advantage of having registration on two days is that we had fewer complaints of timing out problems. We did not have the desired advantage of having two registration days since we received classroom assignments for both the Red Mountain and Dobson campuses after the first registration day was over and the Pro-Class people had to provide assistance two days vs. one day to people who needed help to register for classes.

A few days before registration, Pro-Class sent an email to our members, attaching instructions on how to register for classes and encouraging them to use the Practice Test system to ensure they have no login problems on registration day.

Prior to registration, Curriculum also sent an email to our members advising them to register for 3 classes at a time to ensure they are registered for the class(s) they selected and then check out and logout before logging back in to continue registering for classes.

Most common registration problems were:

- (i) "I cannot log in" or "It won't accept my login/password"
- (ii) "This is too confusing"
- (iii) "I thought I registered but I cannot see what I've gotten" or "I received odd notification (ie. timed out but I know I was less than 30 mins.)"
- (iv) People paying their membership fees on the day of registration and not being able to register immediately

Judging from registration numbers, most of the classes were well received with a majority of our members registering for classes in hiking, the environment, music, spiritual, medical issues and culture, with technology classes still remaining in great demand.

The two health-related classes which were being held at the Fitness Center were a sell-out with 100% registration. It would appear that the selling pitch of having class participants utilize the exercise equipment in the Fitness Center while attending the lecture was a huge success.

On average, most classes had a 50%-70% registration with some classes having a 100% registration.

A few repeat classes had a 50% registration which would appear to indicate that some of the West Mesa members attended the classes when they were first presented at Red Mountain.

Classes which were not well-received were mostly the writing classes.

4. Volunteer Hours

Members were reminded to keep track of the amount of time they spent working on New Frontiers' business and to report it to Ann Bloxam shortly after their class ends if they are facilitating a class and to report their time for ongoing work by May 15 to Ann Bloxam.

5. Class Proposal Deadlines

April 15	Summer class proposals
July 1	Fall class proposals

6. Next Meeting

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