

Curriculum Meeting Minutes
August 10, 2018 9:30-11:00 MAAC

The Curriculum meeting was held in at MAAC in Rm. 2 & 3 at 9:30 am on Friday August 10, 3018

Ruth Brooks, Cochair conducted the meeting.

Attendance: 28 people attended with 20 being facilitators: Ruth Brooks, Rea Dias, Con Rutherford, Kathee Rutherford, Lorna Moreno, Jeff Hirschl, Barry Satterthwaite, Bob Dukelow, Patty O'Brien, Judith Slentz, Frank Rickey, Dovie Bryant, Con Downey, Jean Bruno, Peggy Randolph, Steve Johnson, David Ramis, Dick Falconer, Nancy Olson, Mary Adamick, Diane Pearce, Sharron Crawford, Lew Crawford, Sam Wong, Jennifer Wong, Pamela Carter, Allen Zisner

Minutes had been sent out previously with no mention of changes

1. Announcement:

- Those present were encouraged to fill out Technology Questionnaire (15 filled out during the meeting and returned to Jeff Hirschl)
- See Patty O'Brien for gifts for guest presenters prior to leaving.

2. New Business

Introduction of the Curriculum Standing Committee Members and their roles:

- Ruth Brooks - Co-Chair, manages operations, Coordinator of communication and facilitators
- Nancy Olson - Co-Chair, attends meetings and runs Curriculum meetings
- Rea Dias - Grid Master, Class Coordinator & Gatekeeper
- Ann Bloxam – Takes minutes for Curriculum committee, Class Statistics, Service Hours Coordinator, Pro-Class Schedule Coordinator & Gatekeeper
- Nancy Spence - Open House Coordinator & Class Schedule Coordinator
- Dovie Bryant - Class Schedule Designer
- Patty O'Brien - Guest Gift Coordinator
- David Ramis - Inventory Coordinator
- Gary Kleemann - ASU Emeritus Liaison
- Jane Severin - Gatekeeper
- Diane Batchlor - Gatekeeper
- Jean Bruno - Gatekeeper
- Pat Tanski – Gatekeeper

3. MCC Liaison Report- Ruth Brooks

- Office Move to Desert Willow
 - Neva Hansen & Pat Esparza have moved to Red Mt (DW 136-B), phone # 480-461-6330. If a Microphone or clicker is needed for a classroom at Red Mtn, obtain from Neva.
- Golf cart rides will be available from the parking lot to classes through Public Safety for handicapped members. When calling state, you are a member of NF, where you are parked and what classroom you need to get to.
 - Red Mtn– 480-654-7257
 - Dobson – Public Safety – 480-461-7046.

4. **Innovation and technology** – Subcommittee Meeting - Jeff Hirschl

Those present at 7/16 subcommittee meeting included Greg Master, Jennifer Wong, Sam Wong, Jeff Hirschl, Ruth Brooks, Allan Zisner. Summary of discussion follows:

- Develop additional class offering on Technology training, i.e. computer, smart phone, etc.
 - There is a problem defining the level of difficulty in tech classes and the level of experience required for participant to benefit. Leads to a wide range of abilities of participants and wasted time. Consider better catalog descriptions, including suggested prerequisites.
 - Create inventory of tech classes
 - Schedule MCC computer lab for “hands on” training, by requesting on the course proposal.
 - Review and simplify material of outside presenters before class to assure material is appropriate.
 - ACTION ITEM – Jeff to design tech interest questionnaire and Ruth to distribute.
- Continue to provide DVD lecturers for key subject matters.
 - Facilitators decide which classes to offer.
 - Inventory of DVD courses maintained by Dave Ramis and is available on NFLLL website.
 - Favorite subjects are health, technology and history.
 - Provide orientation training for new and ongoing facilitators at the beginning of each semester.
 - Develop a checklist for facilitators to utilize prior to class session.
 - Facilitators’ handbook and checklist available in “Classes” Facilitator Toolbox section of website.
 - Facilitators’ training presented during first Curriculum meeting (August 9th)
 - ACTION ITEM - Allan Zisner posted podium demonstration video in Facilitators toolbox on website.
- Reach out to new members / facilitators /etc. to supplement curriculum options
 - Course recommendations solicited from entire membership as part of the curriculum planning process
 - Requests to be made at open house for course selections for future semesters.
 - Is a history of class attendance available?
 - Consider collecting course evaluations and future course recommendations at end of each class.
- Explore travel opportunities single and multiple day trips.
 - Overnight travel should be possible for classes where required by course material or objectives.
 - Unsure of where a group dedicated to travel would fit in.
 - Gary Kleemann does ASU retiree group travel. Why not NFLL?
 - Consider setting up exploratory committee to evaluate further, including liability considerations.

5. **Changes to NF website** – Allan Zisner and Tracy Christenson (student at MCC)

- Allan and Tracy demonstrated work-in-progress web site
- Goal is to make it convenient with formatting in place to allow use by all devices (computer, tablet, phone), shorten pages and create flexibility for continuous updating
- On the right side of page will be a running tally of upcoming important events, which will

change frequently.

- A calendar will be available that can be adjusted from a monthly view to detailed list for the month. The web site features a print button to allow those who want a print copy at their fingertips.
- Front page will be marketing to attract new members with hot link at bottom to page for joining and all the information related like applying, getting an MCC ID card, parking pass, etc.
- May be able to have contact info live (only for members)
- Shared ideas for upcoming pages. Separate pages for each committee that may contribute content. It's quality vs quantity.
- Goal is to have a draft up around Thanksgiving for a couple of weeks to obtain feedback and fix glitches.
- Asked people to send him their vision statement about New Frontiers.

6. 2018 Fall Semester

(a) **Classes** - Rea Dias Gridmaster

- Curriculum is offering 90-classes to its members with 12 classes starting before the official NFLL fall session of Oct 1.

(b) **Class Facilitators and Guest Presenters**

- Of the total number of 90 classes which are being offered this Fall, 40 classes will be presented by class facilitators.
- Fifty class facilitators will be facilitating/presenting classes this Fall. Some class facilitators are facilitating several classes.
- Guest Presenters-Thirty-six guest presenters will be holding 48 classes.

(c) **Class Venues**

- Of the total number of 90 classes which are being offered to our members, 39 classes will be offered at MCC's Dobson campus while 36 classes will be offered at MCC's Red Mountain campus. Fifteen classes will be offered at Non-MCC venues.

(d) **Class Grid**

- The class grid is a spreadsheet which lists the classes and the class information listed on the course proposal. After all the classes are documented on the class grid for the upcoming semester, the grid is sent to MCC to have classrooms assigned to the classes which are being held at the Dobson and Red Mountain campuses.
- The class grid was finalized shortly after the July 1 deadline, posted to New Frontiers' website and the class facilitators provided feedback on changes needed.
- Rea asked that people use the latest Class Proposal posted on the NFLL website to complete information for future courses and to send these to her in word format to improve efficiency of the process.

(e) **Class Schedule** – Ruth Brooks reported for Nancy Spence

- The salmon-colored class schedule is being mailed to 384-member households for the 2018 Fall semester. This is compared to the 326-member households for the 2018 Spring semester
- We presently have 433 members.
- Draft Class schedule in on the website under Classes
- Timing for Printing of Class Schedule
 - Aug. 23 – Nancy is sending the class schedule to Alpha Graphics for printing (Confirm with Dovie, Peggy Randolph and Barbara Thelander)
 - Sept. 4 is the delivery date --- The materials (schedule, newsletter etc.) should be delivered by Alpha Graphics. (per Jane Osborn)

- Sept. 5 is the date for mailing to our members (meeting at AS 195 from 1:30-4:00)
- (f) **Open House** – Ruth Brooks reported for Nancy Spence
- Scheduled for Friday, Sept. 21, 1:00-3:00 p.m.
MCC Dobson Campus – Kirk Student Center
Navajo Room - BU 35-S
 - Golf Cart Rides from parking lot to Open House (BU 35-S) are available for handicapped members. Anyone needing a ride should call either:
Public Safety 480-461-7046
Student Life & Leadership 480-461-7285
 - Of the 49 Facilitators and 36 guest presenters possible for Fall only 4 guest presenters have notified Nancy that they are not attending.
 - Let Nancy know by Sept. 1 if class facilitator and/or guest presenter will not be attending
 - Volunteers are needed to help with set-up for Open House. Set-up begins at 10:00 a.m. Notify Nancy Spence if you are volunteering
 - Not covered during meeting – Social Committee will host a Food Drive at Open House. Email will be forthcoming on more details.
- (g) **Pro-Class registration** – Ruth Brooks reported for Ann Bloxam
- All classes are populated in Pro-Class
 - There are 4 test classes to use for practice now
 - Early registration is scheduled to open Sept.5 for all classes that start before Oct. 1
 - Regular registration is scheduled to open Sept. 25

7. Volunteer Hours - Nancy Olson presented

- Curriculum committee provided approximately 3,502 volunteer hours out of a total of 4,178 volunteer hours contributed by all committee volunteer members in NF last year.
- Class facilitators need to keep track of their volunteer hours and report it to Ann Bloxam soon after their class has ended. If anyone is doing ongoing work for Curriculum, they should report their volunteer hours to Ann Bloxam by May 15, 2019 so their volunteer hours can be included in the NF annual report
- Preparation for class, travel to and from class and committee meetings and attendance at committee meetings and any work you do for Curriculum count as volunteer hours

7. Class Proposal Deadlines - Nancy Olson presented

- November 1, 2018 for the Spring 2019 semester

8. Next Meeting - Nancy Olson presented

- Scheduled for September 13 9:30-11:30 in Saguaro Rm at Mesa Library

Meeting was adjourned. Facilitator training occurred using the updated Facilitator's Basic Guide as an outline. A video showing how to set up the Podium was viewed. This video is posted on the NF website under the Facilitator's Toolbox in the classes dropdown menu. Experienced facilitators contributed tips they found helpful. New facilitators attending included Sharron and Lew Crawford, Pamela Carter and Lorna Moreno.