

Curriculum Meeting Draft Minutes
October 11, 2018
Downtown Mesa Public Library, Saguaro Room

1. Welcome
2. Present: Con Rutherford, Kathee Rutherford, Steve Wylie, Judith Slentz, Jeff Hirschl, Patty O'Brien, Nancy Spence, Marlin Fried, Nancy Olson, Frank Rickey, Jennifer Won, Sam Wong, Richard Falconer, Mary Adamick, Jean Bruno, Margo Heaps, Bobbie Gray, Ruth Brooks
3. Minutes of August 10, 2018. Moved and seconded to accept as written.
4. Old Business
 - a. New Frontiers DVD Library. The committee brainstormed ideas on how to market and find members interested in utilizing some of our current DVD collection to facilitate a class. Ideas included
 - Have a handout and placard at Volunteer table at Open House to market – Ruth to create and bring
 - With proposal solicitation emails pick a few titles and highlight them asking for interested volunteers – Ruth to do
 - Describe role of facilitator for doing this – This can be varied depending on the facilitators interest in engaging with the topic at hand.
 - Find a mentor to coach re: dealing with equipment. Ruth could help find a mentor for someone who planned to facilitate a class.
 - Include the last time the DVD was used to teach a class in the data on the excel spread sheet – Nancy O. to follow up with David Ramis to see if this can be done.
 - b. Technology Questionnaire – results
 - Jeff Hirschl reviewed the results of the 18 completed questionnaires from facilitators at the August Curriculum meeting. Participants were interested in learning how to use their Droid phones and more advance applications like how to store and manipulate photos.
 - The council has decided to do an online survey monkey that will be sent out in early October that will include revised questions from our Technology and Innovation survey along with other questions that other committees requested.
 - Mesa public libraries provide basic computer classes – Ruth to ask Barbara Thelander to include a short description and a link to their classes in next newsletter
 - Once the committee receives the results then a more informed technology curricular plan can be developed
5. 2018 Fall Semester
 - a. Classroom Assignment – Rea Dias –
 - Do not have yet but Pat Esperza hopes soon
 - b. Class schedule -Nancy Spence
 - The final PDF file was sent to AlphaGraphics on Aug. 23
 - Mailing Party was held on Sept. 5 to package the Fall newsletter, class schedule and a couple of flyers all were taken to the copy room.
 - 621 copies of class schedule were made to include 384-member households, copies for open house, etc.
 - c. Open house – Nancy Spence
 - Scheduled September 21 from 1:00-3:00 in Kirk Student Center at Dobson campus
 - Table set up and assignment for presenters and facilitators completed. These were discussed. There are modifications based on a walk through that Barbara Thelander sent to Pat Esperza to update.
 - Social Committee is hosting a Food Drive at Open House for the “Mesa Market” for students. There was a discussion on whether the Mesa Market really met the need as the Salvation Army has been called in the

past due to students on campus that did not have enough food and were going hungry. Steve Wylie was to contact Peggy Schulz to discuss further.

d. Pro-Class registration and class locations

- 89 Classes are logged into ProClass for Registration on 9-25-18 (Registration opens on 9/5 for all classes starting through 9/28/18).
- 3757 places are available for Registration over all locations.
- 14 classes at "Other" locations (i.e. MAAC, Leisure World, etc.), for 485 places.
- 39 classes at Southern/Dobson for 2025 places.
- 36 classes at Red Mountain for 1247 places.

6. 2019 Spring Semester

- a. Important Dates-Draft Council approved, and Pat Esparza is reviewing from MCC perspective and will let us know. Ruth will publicize once everything is approved.
- b. Number of classes -Received 11 class proposals as of Thursday Sept. 13

6. Report from Council

- a. Strategic plan draft discussed at the August and September meeting with 5 main goals to include elements on increasing communications, technology and other classes, draw in new members through web site and other PR efforts, foster leadership and expand the relationship and connection with MCC.
- b. The council is developing a questionnaire for the general membership to ask about what other kinds of classes and technology is of interest, feedback on the organization and in what ways will the members be willing to volunteer.
- c. Empty bowls (see newsletter for more details) -will be looking for volunteers for 2 hr shifts and is scheduled for
 - Dobson – October 17 from 10:00am to 3:00pm & 5:00pm-8:00pm
 - Red Mtn. - October 24 from 10:00am to 3:00pm & 5:00pm-8:00pm
 - An email will be going out with contact info but start thinking about your schedule and when you want to sign up. Will be looking for 6 for each 2 hr shift
- c. A pilot scholarship/stipend program for up to \$225 for around 5 people is being developed for people who do not have the finances to join New Frontier. This stipend will offer \$45 for the yr or \$25 for the semester. If anyone knows of someone that might qualify they can request the document from a council member to be completed by the applicant. (it's a half page application). The second half of the application is for a NF member recommendation. The council members will receive the relevant documents. If you hear or know of a potential NF member contact Marlin Fried or Ruth Brooks or Nancy Olson and you will be sent the guidelines and application. For now, this is a pilot program to test the guidelines before it is publicized.
- d. Safety in the classroom –This is of concern to everyone these days. MCC has a video (Run, Hide, Fight) posted on their website. Allan Zisner has posted this under the facilitate toolbox. The committee did not feel a class was needed. Just for everyone to review the video.
- e. Ruth has updated the Basic Guide to include how to contact IT help in the classroom and contact info for microphones. Newest version should have an 8/18-footer versus the 5/18-footer that was handed out last month.

7. Volunteer Hours

- a. In 2017-2018- 133 NF members volunteered over 7,600 hours
- b. Please track your Volunteer Hours throughout the year and report to Ann Bloxam by May 31, 2019. Totals are included on the annual Statistics report.
- c. Volunteer Hours are defined as: "Any hours you spend on behalf of New Frontiers facilitating a class,

preparing for facilitating a class (e.g. scouting Trail Blazer routes), participating as a worker in New Frontiers open houses, council or committee meetings (including travel time), or doing business for New Frontiers should be counted as volunteer hours. The hours you cannot count as volunteer time are: sitting in New Frontiers classes that you do not facilitate, attending New Frontiers' social functions or open houses without an assignment that causes you to be there, and participating in other New Frontiers' activities where you have no official capacity or assignment to be there.”

- d. Also please add all hours spent for Volunteer activities through New Frontiers, such as New Frontiers sponsored United Way.

8. Class Proposal Deadlines

- a. Spring '19 – November 1
- b. Summer '19 – April 15

8. Next Meeting – October 11, 2018 from 9:30-10:30 in Saguaro Rm of Mesa Public library.

9. Agenda items

- Open house summary and evaluation
- Issues with beginning of NF semester
- Spring '19
- Council report