

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

Attending: Ruth Brooks, Nancy Olson, Con Rutherford, Kathee Rutherford, Nancy Spence, Rea Dias, Ann Bloxam, David Ramis, Jean Bruno, Patty O'Brien, Peggy Randolph, Judith Slentz, Margo Heaps, Richard Falconer, Jeffrey Hirschl.

- a. Welcome (Nancy O.)
- b. Minutes of September 13, 2018 were introduced and approved.
- c. Fall 18 Open House
  - i) Forty two facilitators and 17 guest presenters attended to represent their classes.
  - ii) Open house summary and evaluation presented (Ruth Brooks for Nancy Spence)
- (1) When facilitators turn in a proposal, they use the short name for the class. That **short name is the only one used in all future lists** and can be followed by a subtitle, but the short name always comes first. Approved.
- (2) No classes will start before Open House. Approved, except Coffee and Conversation I and II.
- (3) Mail Class Schedule to Guest Presenters or send them the Class Schedule PDF via email. Suggested to send them instructions to find on website, or send pdf.
- (4) Way to SIMPLIFY Open House. Eliminate the wooden stands and stringing hanging signs. Signs with "tent cards" with short name only (alphabetized by facilitator name) handed to facilitator at welcome table. Will try this in Spring 2019.
- d. Start of semester
  - Classroom situation (Rea)
    - i) All of the classrooms for the Red Mountain classes have been assigned.
    - ii) Still waiting on the Dobson class's rooms. The process of getting classrooms goes as such. We send them our grid of classes that need classrooms assigned. Neva receives them and has to fill out individual requests for each classroom to the facilities dept. This fall, the facilities dept. was severely understaffed – two people short. They have since replaced the two and are training them notified. Note that Security needs to be notified.
    - iii) Neva stated in a meeting with Ruth Brooks and Red Dias, after reviewing the process with us, that NFLL is doing the correct process. We also obtained a list of the maximum seats permitted in each class room for the Red Mountain. Basically, classes at Red Mtn run the range of 20 to 48 with one classroom max of 62.
    - iv) Classes for Red Mtn can be requested M – F, 8 to 5. Summer is M-Th and Acacia Village not available in summer.
    - v) Neva should be notified when classes are cancelled so she can put sign on door. Neva is also going to let us know when a microphone is available for Red Mtn. Neva has ordered the Microphone.
    - vi) As soon as a classroom is learned, I pass on the information to Ann, Dovie, gatekeeper, and facilitator. Gatekeeper should send class reminders to all students.
    - vii) We will work on improvements in the Gatekeeper process. Ann will hold "Review Training" prior to each semester.
  - Class Schedule (Dovie) – completed except changes often due to classroom non-availability.
- e. DVD Collection – David Ramis commented – still in flux due to no location to store them (Judith and David to discuss idea to put them in her air-conditioned garage at Ray and Rural in Chandler). Another idea is to have Dobson Library store. Idea to contribute to Mesa Library and use their checkout system. Committee to be formed to work it out and act on it next meeting (volunteers were David Ramis, Judith Slentz, and Margo Heaps). Need to put list online. Motion made to create list of contents and checkout list (Ann volunteered to create list). On list enter: name of program, length of lecture, # of lectures, Guidebook available or not, checked out name and date.
- f. Spring '19
  - Number of Proposals received so far: 16-20.
  - Important dates are on the NF Website ([newfrontiers.mesacc.edu](http://newfrontiers.mesacc.edu)) under the monthly calendar screen.

- g. Council report (Ruth Brooks)
- Empty bowls (see newsletter for more details) -will be looking for volunteers for 2 hr shifts and is scheduled for
    - i) Dobson – October 17 from 10:00am to 3:00pm & 5:00pm-8:00pm
    - ii) Red Mtn. - October 24 from 10:00am to 3:00pm & 5:00pm-8:00pm
  - Fee for NFLL Classes or Activity was accepted by the Council and will be incorporated into the NFLL documents online. Consistent policy so we don't have to ask every time.
  - All members meeting to be held at Dobson in LB – 145 on Friday November 9<sup>th</sup>. 1 – 3 pm.
  - There may be a call for volunteers to help Neva until Pat Esparza is replaced
  - If you know someone who wants to join NF but doesn't have funds Nancy or Ruth or any Committee Chair has the scholarship forms and can send to you along with the procedure
  - Electronic survey will be sent out in the next couple of weeks. Please complete following the instructions. Very short 5-10 min survey.
  - 57 new members registered for Fall. At 364 members.
  - Important dates approved– Posted on website under the calendar. Waiting for room assignments for Open house, New Member Coffee and All Member Meeting – all to be scheduled at Red Mtn.
- h. Class Proposal Deadlines (Nancy Olson)
- Spring '19 – November 1
  - Summer '19 – April 15
- i. Classes (Ann Bloxam)
- New Frontiers offers condolences to all Family and Friends of Con Downey. His Fall 2018 classes have been graciously taken over by:
    - i) Intro to Formal Logic Ann Schubert
    - ii) Science of Self Suzanne Brown
    - iii) Neuroscience of Everyday Life Archie Millhollon
    - iv) Birth of Modern Mind Judith Slentz
  - Fall 2018 had 89 classes originally, 4 cancelled recently (Insurance 101, Reiki 1 and 2, Dysfunction of the American Political System) due to instructor illness. 3480 class spaces available, 2188 currently registered, 63%.
  - 14 classes at "Other" locations (i.e. MAAC, Leisure World, etc.). 485 available, 255 Registered, 53%.
  - 37 classes at Southern/Dobson. 1860 available, 1266 Registered. 68%.
  - 34 classes at Red Mountain. 1135 available, 667 Registered, 59%.
  - Please report the total # of Attendees to Ann Bloxam at [annbloxam@hotmail.com](mailto:annbloxam@hotmail.com) at the end of your class. If your class has more than one session, please include the # of sessions in your email.
  - Please track your Volunteer Hours throughout the year and report to Ann Bloxam at [annbloxam@hotmail.com](mailto:annbloxam@hotmail.com) by May 31, 2019. Totals are included on the annual Statistics report. Curriculum 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." Also please add all hours spent for Volunteer activities through New Frontiers, such as New Frontiers sponsored United Way.
- j. Next meeting Jan 10, 2019. Planning to hold at MAAC. Ruth will check on continued use of Mesa Library Saguro room and AV usage.