

Curriculum Meeting Agenda
January 10, 2019
MAAC 9:30-11:00
Facilitator Training MAAC 11:00-12:00

1. Welcome (Ruth)
2. Attendees: Ruth Brooks, Ann Bloxam, David Hopper, Diana Pearce, Dan Scarpone, Patty O'Brien, Margo Heaps, Peggy Randolph, Rea Dias, Sam and Jennifer Wong, Dovie Bryant, Judith Slentz, Jeff Hirschl, Frank Rickey, Nancy Olson, Dave Ramis, Ann Schubert, Janice & John Overdorff, Bob Dukelow, Marlin Fried.
3. Minutes of Oct 11, 2017 minutes. Approved.
4. Facilitators pick up guest presenter gifts from Patty O'Brien before leaving meeting. Patty demonstrated this semester's gift and handed out to the Facilitators present.
5. Ruth introduced Curriculum Members (see PowerPoint). Nancy Olson will be stepping down. Need a new Co-Chair for Curriculum Committee. Would like to add a Facilitator Coordinator. Any volunteers, please contact Ruth Brooks, rrbrooks93@gmail.com.
6. Old Business
 - New Proposal Form
 - i. Shortened title – reduce confusion and increase efficiency, website (newfrontiers.mesacc.edu) added onto form for guest presenters to access. Rea explained proposal form, class sizes, and room sizes. Please remember to check yes/no on the form if you need computer access/help. Please use Word format. If difficulty, please contact Rea, nfllrea@outlook.com.
 - DVD collection (report from Committee- (Judith Slentz, David Ramis & Margo Heaps).
 - **The DVD Study Group considerations:**
 - **The DVD Study Group considered the ownership of the DVD's.** - exclusive property of New Frontiers.
 - **The DVD Study group considered the possibility of the DVD's being housed in the MCC Library and using the checkout system there.** The largest negative is that the DVD ownership would become blurred as MCC instructors frequently take DVD's off the open shelf and do not check them out. Also, entering the DVD's into the Maricopa Library System would be long and laborious rendering the DVDs unavailable to NFLL members for six months to a year. Once the DVDs were entered into the Maricopa Community College database, the other Community College instructors in Maricopa County would be eligible to use NFLL DVDs.
 - Note: Mesa Public Library was not approached after the effects and hazards of public housing the DVDs were carefully described by the MCC Library staff.

- **The DVD Study group considered the possibility of the DVD's being housed in private homes.** DVD's in a private home is no more accessible than in the New Frontier's storage room at the MCC library.
- **Conclusion:**
 - 1. The current system for checkout needs to be reviewed then published to the membership.
 - 2. The NELL Governing Council needs to receive a report of the location and checkout system of the DVDs.
- **Conclusion:** The DVDs will stay with Sam and Jennifer Wong. Plan is to move them back to storage cabinet in MCC Dobson Campus Library – Tanya has key. Obtain Key and obtain the DVD you need. David Ramis is DVD Librarian.
- DVD Catalogue Update (David). David and Wong's will work on a check out procedure and updating the current catalogue and report back in February.

7. Fall 2018 Semester summary

- Room Assignments (Rea)
 - As we all know, the Red Mtn classrooms were assigned quickly. The Dobson classrooms took a longer time due to staff problems. But all classrooms were assigned about a week before each class. Since the staff has been augmented and trained, feeling is that the Spring process will go much better.
- Stats of attendees, etc. (Ann)
 - i. Classes in Fall 2018 had overall 69% attendance. Suspected lower amount due to Holiday activities taking precedence. Rea made suggestion for blast email shortly after Registration reminding everyone to check their schedule, they can still sign up for class, etc. Include procedure how to check their schedule online.
- Wireless mic at Red Mtn. (Ruth). If you asked for mic on Proposal it should be there at Red Mtn.. If not, call Help desk. At Dobson go to Tanya day before to pick one up and charge overnight.

8. Spring 2019 (Rea- a-e), (Dovie – f), (Nancy S.– g), (Ann - h)

- Number of Classes 83 classes
 - 26 Red Mtn
 - 39 Dobson
 - 5 MAAC
 - 13 other locations
- Class Facilitators
 - 44 different facilitators. Obviously many taking multiple classes.
- Guest Presenters
 - 32 guest presenters.
- Class Grid & Room Assignments
 - Was sent to MCC by the end of November.
 - Neva Hansen has sent requests for room assignments in. Have not heard anything.
- Open House (Nancy S. – Ruth to report)

- Scheduled for Friday Jan. 25 – 1:00-3:00pm at MCC Red Mtn- Mesquite 200, Community Room
- Golf Cart Rides Call Red Mtn Public Safety – 480-654-7386
- Nancy has created a job description for Open House Coordinator & Class Schedule Printing
- Plan for Open house
 - 11:00 a.m. Set-up Crew arrives and are oriented by NS. (Approximately 10 people from the Curriculum Committee have volunteered to help.)
 - 12:00-1:00 Facilitators & Presenters arrive, pick up signs, and choose a table from these categories:
 - Travel (purple)
 - History (red)
 - Health (green)
 - Finance (blue)
 - Art & Music (pink)
 - Outside & Nature (brown)
 - Spirituality (yellow)
 - Current Issues & Discussions (black)
 - Guest Presenter to be given business cards at Open House with website (newfrontiers.mesacc.edu) which leads to on-line class schedules. Directions for stations for new people to go to (i.e. Orientation) will also be available.
- Pro-Class Registration
 - i. All (Theater handled separately) Spring 2019 classes will be available for Registration on Jan 29, 2019 at newfrontiers.mesacc.edu.
 - ii. Early Registration for early classes (Coffee and Conversation) started Jan 4, 2019.
 - iii. Update Gatekeeper training was done Jan 7, 2019.

9. Summer 2019 – proposals (Rea)

Have started to receive them. Am now starting to process them.

- Deadline for Summer class Proposals is April 15, MCC Classrooms are available M-Th. MAAC M-F
- Reminder that summer is not in ProClass – summer is direct communication student to Facilitator/Presenter only.

10. Volunteer Hours. Please send your volunteer hours by May 15 each year to Ann Bloxam at annbloxam@hotmail.com. You may send hours as you do each class, or total for the year. 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 and attendance at meetings

11. Class Proposal Deadlines – Summer- April 15, Fall-July 1.
12. Facilitators needed A. Need facilitator for session 1 (Save Your Photos) on Feb 21 from 10:00-12:00 at Red Mtn, 2. Nutrition for the Diabetic Thurs. Feb. 7 from 10:00-11:00 at Red Mtn.
13. Next Meeting scheduled for February 14 at 9:30 at Mesa Library.

Break

Facilitator Training – starts at 11:00 (Ruth & seasoned facilitators).

- See PowerPoint and Facilitator document.
- Invite Guest Presenter to Open House.
- Facilitator Tool box on NFLL website newfrontiers.mesacc.edu.
- Please familiarize yourself with the AV operations video. Risk form – each one only needs to be done once per form per person.
- Non-solicitation form described – send form to Ruth.
- Bring Copy of class description to hand out at Open House.
- Report your Volunteer Hours and # of attendees (if single session please report at end of class. If it is a multiple session, please report total number at end to Ann Bloxam.
- Prior to class – familiarize yourself with classroom and its operation. You will need your MEID # and password.
- Count # of attendees and report to Ann Bloxam annbloxam@hotmail.com.
- New – to make handouts you must arrange for this online. You may go to the campus but still must know your own MEID and password. They will deliver to Red Mtn. Another idea – send handout to attendees via email.