

Curriculum Meeting Minutes
February 14, 2019
Mesa Public Library 9:30-11:00

1. Welcome – Ruth Brooks.
2. Present: Ann Bloxam, Jean Bruno, Patty O'Brien, Peggy Randolph, Jeff Hirschl, Diane Grogan, Frank Rickey, Mary Adamich, David Ramis, Ann Schubert, Rea Dias, Archie Millhollon, Sheila Millhollon, Ruth Brooks, Dovie Bryant
3. Recognize new Co-Chair – Diane Grogan. Yay! Welcome Diane!
4. Minutes of Jan. 10, 2019 – Approved as circulated.
5. Volunteer Recognition Luncheon – scheduled for Friday April 26 at EVIT with registration at 11:30am. More details to follow.
6. DVD collection –
 - Cataloguing and labeling (Sam and Jennifer Wong)
 - i. DVD Library - The DVD library has now been labelled and categorized and is ready to be moved to storage. All but History DVDs will go to Dobson storage LB-146. The History DVDs will be stored in Neva Hansen's office at the Red Mountain campus.
 - ii. Jennifer and Sam - shopping for storage bins to fit storage area in Neva's office.
 - iii. Check out procedure will be forthcoming.
 - iv. David Ramis is librarian.
 - v. Ruth picked up all DVDs that Con Downey had. Some belong to Jean Bruno – she will contact Jennifer Wong.
 - vi. We are looking for someone to work with David on creating an electronic “checkout” process. Ruth will check on volunteers.
7. Spring 2019
 - Open House (Nancy S. – Ruth to report)
 - i. Went well, less confusion, easier way finding with colors and feet. Colors were appreciated.
 - ii. Around 252 people attended with 75 memberships added (50 are new members). Now we have about 440 members.
 - iii. Peggy suggested for next Open House to be at Red Mountain – better facilities.
 - iv. Discussion of possibilities at Dobson and ideas (Navajo room navigation to Enrollment Center).
 - v. Peggy will follow up with Council and Neva as to MCC ideas.
 - Number of cancelled classes – (Rea)
 - i. 4 cancelled. Three due to health issues
 - ii. Car Maintenance, Opera, History of Supreme Ct and American West.
 - Class Grid –(Rea)
 - i. No longer allowing anyone to make changes to it. Any corrections, etc. please send to Rea Dias. You can still download the class proposals and class grid. Please make sure you have the latest version. Check the dates on the files on the cloud to the one you might have in your files.
 - ii. If you do not feel comfortable in downloading from the cloud, just let Rea know and she will download whatever and put the class grid in the sorted order you desire. Everyone uses it for different purposes, and it is quite easy to sort.
 - iii. Rea will send Grid sorted as needed per person.
 - iv. Rea will send a link to access her cloud.
 - Room Assignments – Rea
 - i. All but one classroom assignment were completed prior to the start of classes.
 - ii. MCC is looking at their process to see where they can improve. We have indicated we are open to improvements but so far have been told we are doing it ok.
 - iii. From a report that showed class size, # registered and # waitlisted, class sizes increased for 1. Panama Canal, 2. Greenland-Iceland, 3. Stories behind stories, 4. Eight Weeks in the Balkans and 5. Mindfulness for Health to accommodate some of the waiting lists. This was with permissions of MCC and facilitators.

- Class schedule –(Dovie)
 - i. Revision date will be placed on the front of booklet
- Pro-Class Registration (Ann)
 - i. As of 2/12/19 there are 2445 registered for class and 169 wait listed seats.
 - Butch Cassidy (8)
 - Healthy Posture (7)
 - Reiki 1 (11)
 - Save Your Photos 2 (5)
 - Save Your Photos 1 (11)
 - Mindfulness for Health (14)
 - Explore Boyce Thompson (14)
 - National Parks (24)
 - Reducing Identity Theft (20)
 - Greenland, Iceland (14)

8. Curriculum Operations (Ruth)

- Rea D, Diane G., Ann B., Peggy R., Nancy S., and Ruth B met to work on improving operations.
 - i. Class Schedule - Cross reference ASU Emeritus and MCC Professor presentations to make it easier to find in the class schedule in “At a Glance” with the ASU and MCC Sections still included with title and presenter and refer to page in topic area for specific content info.
 - ii. Updates- After the Class Schedule is printed, an Errata sheet will be updated as changes occur and posted on the web by Allan Zisner, as well as copies for open house. Class Schedule and Pro-Class will be updated but not as regularly as the Errata sheet. The updates will include the date this was added to the errata sheet. An Errata sheet will be offered at Open house for changes that have occurred since the schedule was printed.
 - iii. Short title – Continue to promote use of new Class Proposal form. If old form sent with new class information, Rea will update on New Form and send back to author so they will use the new form in future.
 - iv. Registration directions – Directions listed on the web and in the catalog were slightly incorrect and have already been corrected.

9. Recruit jobs (Ruth)

- Facilitator Coordinator desired. There is now a job description.

10. Summer/Fall 2019 – proposals (Rea)

- Only one class received so far for summer.
- 6 for the fall.

11. Council Report (Ruth)

- MCC president is scheduled to speak at the Spring general membership meeting scheduled for Friday March 22 from 1:00-3:00 in Mesquite 200. Plan to attend.
- New website going live on March 1. There will be a website review on Monday Feb. 25 @ 10:00am at RM (verify room # with Allan Zisner).
- If anyone needs to get into the storeroom at Dobson contact Neva to make plans to meet at the Dobson LB-146. Time will generally be between 3-4pm
- Neva is interviewing for another part time employee and until someone is hired there may be times when the office is not staffed so check with her if you need to see her.
- Nominating Chair – Marlin Fried, Membership Chair – Mary Beohlen.

- MOU (Memo of Understanding) for offsite classes – Reviewed draft. A procedure on how this is obtained is being developed and where the MOUs will be stored is in process. The Curriculum Committee (most likely the facilitator for the class) will be getting these signed by the community agency. Will allow the facility to have some of the seats of the class for nonmembers. We will need to include their number in the final count of attendees to provide to Ann Bloxam.
- Council wants to change officer elections to the Spring to allow the Spring and Summer for planning and acclimation to their new position, which will start with the beginning of fiscal year-July 1.
- Briefly discussed the Survey results – we have a lot of educational needs for the curriculum committee to review and find resources, especially technology. Council agreed they thought a tech education subcommittee would be a good way to develop a curriculum and find resources to meet the needs. Jeff Hirschl has agreed to be on and maybe lead this group. Need at least 2 more people to assist.
- New brochure is being developed for NF marketing. Hopefully in time for recruiting events coming up.
- 30 of new members have RSVP for the new member coffee.

12. Volunteer Hours - if doing annually report to Ann Bloxam by May 15

13. Class Proposal Deadlines – Summer- April 15, Fall-July 1

14. FYIs – (Ruth)

- Sunshine Lady (Diana Pearce) -if someone sick or member of family died.
- Member directories (Fall and Spring Membership meeting) then available Neva's office – Red Mtn. Desert Willow 136-B or Tanya Smith, in the President's Office, 3rd floor of the MCC Library at Dobson/Southern.
- Name tag -available at New Member coffee. Others are mailed out after the coffee. Replacement name tags – Contact Suzanne Brown (insert phone # and email address).

15. Next Meeting – August

- Can we change day of week to Friday? Try it. First Friday of month.
 - i. August 2nd next meeting
- What are thoughts on trying to have all meetings at MAAC?
 - i. OK, let's try it.
- Should we do facilitator training in August or September?
 - i. Yes. Let's change to Sept. 6th.