

Curriculum Meeting Minutes
September 6, 2019 9:30-10:45 MAAC

1. Welcome –Ruth welcomed all, especially new members.
2. Present: Diane Grogan, Anita Herl-Peterson, Rea Dias, Frank Rickey, Pam Carter, Ann Noland, Georgette Bassett, Jean Bruno, Mary Adamick, Ann Bloxam, Marlin Fried, Jeff Hirschl, Nancy Spence, MaryAnn Spishock, Allan Zisner, Nancy Tassell, Barbara Brandell, Ron Burda, Patty O’Brien, Ruth Brooks, Vincent Nasuta.
3. Minutes of February 2019 accepted as written.
4. Annual Report of 2018-2019 Moved and seconded to accept as written. Ruth asked that members review their registered list of classes and let the facilitator know if they are unable to attend so that those on waiting list can be notified they can attend. Ruth reviewed Report content
5. Curriculum Committee members were introduced and their roles explained.
6. Announcements:
 - a. Gifts and thank you cards for guest presenters – pick up from Patty O’Brien. This semester’s will be ready at Open House, however Patty has a few available from previous semesters if you want sooner.
 - b. IT training on classroom equipment – Scheduled Wednesday Sept. 11 from 1:00-2:00pm at Dobson campus BP1N. Requested specifically for new and beginning facilitators.
 - c. Staffing needs Curriculum Committee – Ruth
 - o Curriculum Co-Chair – this position is open.
 - o DVD Librarian -Position would be responsible for updating the electronic DVD list including adding new acquisitions to the collection and monitoring and maintaining an accurate and up to date list of DVDs checked out, along with making arrangements to check out DVDs to members. The Library will be at Dobson Library LB 142 with selected history DVDs, which will be located in Neva’s office.
 - o More Technology people needed. Committee to be formed. Also need leader. Will need to recruit classes for “How to” on phones, computer, etc. Suggestion from Mary Adamick for a link with Mesa Library offerings.
 - d. Important dates –
 - i. Sept. 20 – Open House – Dobson Library 145 – 1:00-3:00pm
 - ii. Oct. 18 - New Member Coffee –Dobson campus -9:30am
 - iii. Nov. 1 – Deadline for Spring 2020 proposals
 - iv. Nov. 1 – Fall General membership meeting 1-3 PM at Dobson campus
 - v. Nov. 11 – Veterans Day – no classes on campus
7. 2019 Fall Semester
 - a. Classes – Rea Dias
 - a. # of classes 102
 - b. # of facilitators and guest presenters
49 facilitators 38 guest presenters
 - c. Locations of classes
4 Leisure World, 5 MAAC, 49 Dobson, 37 Red Mtn plus a few more, such as Great Outdoors hiking etc.
 - d. Classroom Assignment –completed
 - e. Rea will track Waitlists and see about increasing class size as needed.
 - b. Class schedule –Ruth

- a. New feature- ASU & MCC presenters and class title are listed under regular banner along with page # for complete description. Done to reduce confusion and put information under appropriate category.
 - b. 650 printed -Mailed on Sept. 4 to 400 member households
 - c. Class Schedule on web site (check front page to see date of last revision). Has been updated with classroom assignments with the exception of Home Design
 - d. Recent changes – Diane Grogan will update a grid sheet twice a week with any recent changes and Allan Zisner will post/update on NFLL website under the Classes tab. Need another Facilitator for “Understanding Termites”.
- c. Open house – Nancy Spence
- a. Scheduled September 20 from 1:00-3:00 at Dobson campus in Library LB 145 (Community Room). This is a smaller room. Please be Flexible.
 - b. Arrival at 1200 - 1230 PM to allow for set up after a previous meeting scheduled in the room that morning. Suggestion to send early birds to coffee area until time to start.
 - c. Guest Presenters (Presenters who are non-Members).
 - d. Locating class signs and where to sit. Signs at entry to LB145, organized by Facilitators’ last name. Pick up your signs and take to your table. A facilitator will be there to assist you.
 - e. Courtesy shuttles available 480 461 7046.
 - f. Volunteers to man Curriculum station – tips on being a facilitator, discuss DVD library and obtain names of people interested in DVD librarian and Co-Chair of Curriculum Committee.
- d. Pro-Class registration - location of classes available on ProClass. Classes are all set up for Registration on Sept 24.
- e. Gatekeepers – We currently have 6 Gatekeepers (Rea Dias, Jean Bruno, Diane Batchlor, Jane Severin, Anita Herl-Peterson, and Ann Bloxam). The Gatekeepers have scheduled an informal get-together to review their steps and share any “tips of the trade” and will be ready for the Fall 2019 Semester start.
8. Report from Council – Rea Dias
- a. Reminder email will be sent out around Aug 26th that will encourage online memberships with instructions included
 - b. Peggy Schulz concerned as to why MCC taking so long on contract for Christmas Party. Date has been confirmed for December.
 - c. Ad hoc Marketing and Volunteer Development Committees are being activated. Volunteer Development to develop new leaders (Sandy Whitley).
 - d. Al Zisner suggested buying a projector for NFLL for meetings and speakers bureau. He is to check out prices, etc. for next meeting.
 - e. Volunteer hours to be separated into three categories. NFLL, MCC events and outside events. Do it on pilot program.
 - f. Someone is checking with MCC to see if Risk Form can be generic and thus have new members sign one at open house or does MCC require specific information about the actual event such as hike that the risk is for.
9. Facilitator -Training – to follow at 11:00. New Facilitator checklist from Pam Carter. Pam performed the Facilitator training from 11 AM to noon. Pam did a great job!
10. DVD Library -Ruth
- a. DVDs will be placed back in Dobson Library storeroom. History DVDs in Neva office at Red Mtn.
 - b. Marlin Fried idea: you can stream through MCC website. We will need to use MCC account and password. Our DVDs were purchased through MCC. Great Courses plus – pay annual fee and then you can stream their courses. Allan or Marlin to find out if this can be done at MCC campuses using their classroom computer and WIFI.
11. Class Proposal Deadlines

- a. Spring '20 – November 1
 - b. Summer '20 – April 15
12. Next Meeting – October 4, 2019 from 9:30-10:30 -at MAAC in Rm. 3.
13. Members would like trips arranged. Suggest Day-Trips such as San Xavier mission, Missile museum near Tucson. Committee to research this – Marlin.