

## Curriculum Meeting Agenda

Thursday January 9, 2020 from 9:30-10:45, Facilitator Training – 11:00-12:00 Dobson BP-1

1. Welcome –Ruth
2. Minutes of October 4, 2019 - approved as written.
3. Present: Pam Carter, Ruth Brooks, Marlin Fried, Richard Falconer, Janice Overdorff, John Overdorff, Frank Rickey, Patty O'Brien, Kim Zeman, Nancy Spence, Ann Bloxam, Dovie Bryant, Jean Bruno, Anita Peterson, Mel Munchinsky, Rita Delenuo, with 13 facilitators.
4. Announcements:
  - a. Gifts and thank you cards for guest presenters – pick up from Patty O'Brien
  - b. **MCC Classroom Technology – Scheduled Tuesday January 14 1:00-3:00 PM Dobson BP-3.**
  - c. NF Member Survey 2019 – sent by Roland Tanner Dec. 17 – please complete <https://forms.gle/yYRoag9SCSdAUrUM7>
  - d. Matter of balance classes – sponsored by A. T. Stills Roland sent out attached copy of schedules at multiple senior communities around the valley,
    1. Office of Community Partnerships (OCP) – is hosting one of the classes ( 480-461-6266) – sponsoring 8 week fall prevention Jan. 17-Mar 5, 2020 on Fri – 9-11 am. Location Red Mtn. PV205 Class # 37724 – to register
  - e. Staffing needs Curriculum Committee – Ruth
    - o Curriculum Chair (Ruth's "term" completes June 2020).
    - o Curriculum Grid Coordinator (Grid Master)
    - o Offsite Coordinator (communicates and sets up space/timeframe at "other" sites, i.e. Leisure World, MAAC)
    - o Facilitator Coordinator
5. Important dates –
  - a. Jan. 14 (Tues)- MCC Classroom Technology -Dobson BP-3 1:00-3:00 PM
  - b. Jan. 24 (Fri) – Open House – Red Mtn Community Room M200 @ 1:00-3:00 PM
  - c. Jan. 29 (Wed) – Registration for NF classes, starts @ 9:00 AM
  - d. Feb. 7 (Fri) - New Member Coffee – Red Mtn Community Room M200 @ 9:30am
  - e. Mar. 27 (Fri) – General membership meeting Red Mtn Community Room M200 @ 1:00-3:00 PM (campus map can be found on [newfrontiers.mesacc.edu](http://newfrontiers.mesacc.edu) by clicking on Classes/Facilitator's Toolbox/Facilitator Guides, 5<sup>th</sup> topic down))
  - f. Apr. 9 (Thurs) – Picnic Loc & Time TBD
  - g. Apr. 15 (Wed) - Deadline for Summer 2020 proposals
6. Class Change during Semester Procedure Draft document
  - a. Procedure used for any change in a class once the Class Schedule is published: cancellation, room, date or time change or other class change during semester.
  - b. When communicating a change in a class, please include the reason for the class change.
  - c. Ultimately all the following individuals need to know: Facilitator, Gatekeeper, Grid master, MCC staff, ProClass Coordinator, Class Schedule Designer, Author of Changes at a Glance, Webmaster, and Curriculum Chair. List of names for each position to be posted in procedure and posted on [newfrontier.mesacc.edu](http://newfrontier.mesacc.edu).
  - d. Diane Grogan will update changes on the errata sheet on NF Website twice a week.
  - e. Facilitator – Notifies
    - i. Gatekeeper –who notifies registered members and ProClass Coordinator
    - ii. Gridmaster –currently Rea Dias, who notifies MCC staff for classroom changes
    - iii. Curriculum Chair –currently Ruth Brooks, who notifies Class Schedule Designer and Changes at a Glance author
    - iv. Calls members without emails.
7. 2020 Spring Semester

- a. Classes – Rea Dias
    - 88 total classes
      1. 45 Dobson
      2. 28 Red Mtn.
      3. 6 Leisure World
      4. 11 various locations
  - b. Class schedule –Dovie entered cancelled classes in online schedule version with “Cancelled” typed across to minimize confusion. We need to get our members to focus on online version which is current. Suggestion to put revision date and note on cover of print version stating more up to date will be on NF website. Also see errata sheet on newfrontiers.mesacc.edu website.
  - c. Open house – Nancy Spence
    - a. OPEN house Jan 24 2020 1-3 pm. Red Mtn M200
    - b. Facilitators arrive 12:00 – 12:30. Go to table 20 at entrance and pick up signs for facilitator classes listed by last name
    - c. Guest Presenters – facilitator to contact guest presenters prior to Jan. 10, regarding all Open House details. Please ask them to arrive sometime between 12:30 to 1:00 p.m.
    - d. Color Categories for classes.
    - e. Nancy shared map of Open House tables.
    - f. Courtesy shuttle rides are available for handicapped NF members. State a NF member, where you are parked and where your classroom is located. Allow extra time for this courtesy service. Dobson or Red Mountain — 480-461-7046
  - d. Pro-Class registration -Ann Bloxam
    - a. Registration is Weds Jan 29 starting at 9:00 AM.
    - b. Ann will create Test Classes to use for practicing, and will notify members of this practice opportunity availability.
  - e. Gatekeepers – Ann Bloxam
    - a. Gatekeeper(6) review get together scheduled for Mon Jan 13 at 10 am.
    - b. Gatekeepers will notify Facilitators of who their Gatekeeper is and who has initially registered for their class shortly after Registration.
  - f. DVD library
    - a. Procedure and DVD list to be posted on newfrontiers.mesacc.edu website.
    - b. New DVDs, not currently on list, to be acquired contact Curriculum Chair (Ruth Brooks) or DVD Librarian (Ann Bloxam).
    - c. DVDs are available for personal use
    - d. Please make sure to include on class description that it is DVD presentation.
    - e. Request for procedures to be placed on Facilitator Toolbox. Will be asking webmaster Allan Zisner to uploading the procedures.
      - i. Contact Ann Bloxam, DVD librarian, for title want to check out
      - ii. Once she confirms available, contact office of Community Partnership (OCP) for when to pick up
      - iii. When picking up, NF member writes on clipboard information requested.
      - iv. OCP staff notifies Ann when title checked out
      - v. Ann updates the DVD library workbook
    - f. Flexibility requested regarding purchasing DVDs on sale. If a member sees one they wish to obtain, then Neva can order. Go through Curriculum Chair (Ruth Brooks).
    - g. Suggestion to place link to DVD websites on NF website.
  - g. Volunteer hours
    - a. 3 different types: MCC, NFLL, Other-Community.
    - b. Report hours to Ann Bloxam as they occur or at end of May for the whole year as works for you.
    - c. Please let Ann know which of your hours are in which category.
8. Report from Council – Ruth Brooks
- a. Update survey –will use results to inform areas of concentration for Curriculum classes solicited

- b. Travel Committee – Maria and Isabelle Co-Chair
  - c. San Xavier del Bac – visit scheduled for this spring.
9. Facilitator -Training – to follow at 11:00. Pam Carter. Facilitator Training
- a. Jan. 9 version -Checklist – on website: <https://newfrontiers.mesacc.edu/index.html>
  - b. Jan. 9 version MCC Classroom Technology How to
  - c. Nov '19 -Ordering Copies from MCC Copy Center
10. Class Proposal Deadlines
- a. Summer 2020 – April 15
  - b. Fall 2020 -July 1
11. Next Meeting Thurs Feb.13 from 9:30-10:45 -Location Dobson – EF-2E (outside)
12. Agenda Items
- NLL should look into buying some wireless lapel mics.