

Curriculum Ops
Friday July 10 from 10-11:15 by Zoom

Attendees: Ann Bloxam, Rea Dias, Dovie Bryant, Nancy Spence, Pam Carter, Peggy Randolph, Donn Cahill, Roland Tanner

Minutes

1. Donn introduced himself as the new Changes at a Glance Author. **Ruth** will update the Changes at a Glance procedure and send to Donn along with sending to Allan to update posting on the web site under the Classes drop down in the facilitator guides documents.
 2. Fall schedule and process – Rea. There are around 50 classes scheduled for fall. All will be online except for 4 classes scheduled for outdoors, an opera class at Leisure World and coffee and conversation at Mesa police station. Archie M. will be hosting his DVD classes online. A meeting with NF & MCC has created an opportunity for those facilitators for Fall semester to be able to access MCC WebEx. We are waiting for confirmation and instructions on how to access. **Rea** will be sending out the grid to the **facilitators** to proofread on July 15.
 3. Class Schedule – Dovie. The schedule will be about 20 pages and Dovie can meet the important dates for completion and updating the Class Schedule. **Ruth** will be soliciting proofreaders for the Class Schedule in the next few days.
 4. Process for communications between the facilitators, hosts and the gatekeepers. **-Rea & Ann** -A procedure is in process of being developed for the various roles needed in online classes that will include a role description and process for communications. The Host sets up the class in WebEx or Zoom and will send the link information for the class to the facilitator (unless the facilitator is the host). The facilitator will send this link information to the gatekeeper assigned to the class, who will send out to those members who have registered for the class about a week before the class. **Ann** is planning to do a class for the gatekeepers with some practice sessions on adding the online link for the classes.
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1. Enrolling in MCC and Registering for NF classes– Ann. Instructions for Enrolling in MCC and Registering for NF Classes are in the process of being updated for the website and in the Class Schedule. Several Ops members are planning to review the instructions and provide Allan some feedback. The class number needed to enroll in MCC for Fall 2020 is **“35149”** Senior 100-10200 class. NF members can enroll now. We need to clarify how/who NF members can access for assistance with this process and publicize this. Find out in Council meeting. Stay tuned

2. Some discussion occurred on how to communicate with those members without emails and offer suggestions on how members could use phones to get audio if they don't have a computer or tablet. **Ann and Peggy** will work on this process.
3. Training on how to use Zoom or WebEx to a. host a class and b. attend a class. Online classes will be held prior to the start of the semester Sept. 28. **Roland and Rea** are working with other tech knowledgeable members to provide this. These classes will be communicated to the membership
 - a. Host/present classes for WebEx & Zoom August Dates TBD
 - b. NF members attending a class using WebEx & Zoom -Sept.Dates TBD
4. Communicate with membership
 - a. **Ruth**
 - i. Update on status of classes, and when class schedule will be available (only online). No Open House!
 - ii. Send out links to u-tube videos for how to attend class in Zoom and WebEx along with written log in instructions to Zoom
 - iii. Include NFLL web site.
 - iv. Remind them of the discount for this years membership and the value of membership in organization
 - Roland**
 - v. Will send out information on enrolling and process for the general membership.
 - vi. How assistance will be provided
5. Review important date changes related to Class schedule
 - a. July 1 - proposal deadline
 - b. July 15- grid to facilitators
 - c. July 22 - feedback from facilitators
 - d. July 28 - Send draft of class schedule to proofreaders for feedback
 - e. Aug 4 - Feedback from Proofreaders
 - f. Aug 11- Class Schedule Designer sends schedule to Chair and Gridmaster for final proofread
 - g. Aug 17 - Feedback to Class Schedule Designer
 - h. Aug. 24 - Finalize class schedule and send to webmaster for posting.
 - i. Sept 20 ?– Registration (this might be changed to earlier).
 - j. Sept 28 - NFLL Classes start
 - k. Discussed other items on calendar such as Fall membership meeting (Roland to determine whether to do online) and decided to maintain Nov. 11 as a holiday without class
 - l. **Ruth** to update and send to Council and once approved submit to Allan.

Next meeting of Curriculum Ops:

Early August