

NFLL Curriculum Committee Minutes
March 15, 2021
Zoom Call

1. Welcome and Thank You

Meeting was called to order by Cindy Schrantz. Members present included Ruth Brooks, Patti O'Brian, Allan Zisner, Mel Muchinsky, Suzanne Brown, Cindy Schrantz, Dick Falconer, and Jacki McDugle.

2. Approval of December 2021 minutes,

Mel Muchinsky moved to approve the minutes, accepted by consensus.

3. Old Business

- a) January In-Person Virtual House and virtual Q & A session
Cindy Schrantz gave a summary of the Spring Virtual Open House and Q & A Session: Six people on Q & A, 40 people in Zoom Open House. Q and A not needed in future due to multiple ways to get information
- b) Proposal Form
New Summer and Fall Google Form up for submissions. The ease in forming the grid using Google Forms was discussed.
- c) Course Development and plan for Summer 2022 classes
Change summer schedule to one course at 9:30-10 start and one at 1-1:30 starts. This change would make schedule more manageable to curriculum volunteers. Summer is a good time to start introducing new classes or trying out new formats. Courses with set times such as book clubs will not be changed. Requests have been made for an 'independent study' or 'Study Hall' class to allow members to socialize. A morning coffee and an afternoon adult beverage study hall session was enthusiastically endorsed by the committee.
- d) Summer host and facilitator recruitment
Zoom hosts are needed as well as new facilitators. Jacki McDugle and Don Brown have been mentored this year and have both done well. Ruth Brooks suggested a mentoring program for new facilitators and online hosts.
- e) Class registration/management software
MCC is looking at ActiveNet ASK CINDY
- f) Important dates calendar
 - a. Proposals April 15

4. New Business

- a) Games facilitator needed – do we need to move location? Need new facilitator. The church where games has been held prefers a church member be the facilitator, but no one has volunteered. Suzanne Brown will check with the Aster Centers to see if they can host the games classes.

- b) Gift and thank you cards – discontinue gifts? Thank you cards from both facilitator and general one from Pres and Curriculum?
Discussion was held on the need for continuing gifts to non-NFLL members and the members present decided to discontinue the gifts. Thank You cards will still be sent out to all NFLL, and non-NFLL presenters by both facilitators and the curriculum committee. Patti and Ruth will bring their extra supplies of gifts to the Volunteer Appreciation Lunch to distribute to members.
- c) Gridmaster role
A discussion of the need for the Gridmaster role to continue was held. The Goggle Form eliminates the work of the old role and can be done by the co-chair. This should eliminate too many copies of the grid circulating. The (wo)manpower doing the grid can be channeled better into confirmation of information and developing new courses. The Gridmaster position will be dropped and duties assigned to the co-chair.
- d) New Zoom hosts – reimbursement available! Reimbursement for Zoom fees is available to NFLL members. Guidelines for amount of service to NFLL will need to be developed.
- e) PR ideas to attract new members – The discussion on ways to attract new members went off on a tangent of organizational changes at MCC. No decisions made.
- f) On-line class links
This term links were sent out to all members in a spreadsheet, feedback has been good. A request for the course name in the subject line of registration confirmation and reminder emails will help.
- g) Suggestions and/or questions on curriculum or processes. Dick Falconer spoke on issue of when a presenter develops a course that duplicate/similar courses are not in the same term. More long-term planning will solve that issue.

Important Dates Spring 2022 - Spring 2023 Curriculum Committee v. 12-11-21		
Mon-Sun	Mar 14-20 2022	Spring Break, no classes on campus
Fri	May 6 2022	MCC and NFLL On-Campus Classes End
Summer 2022		
Fri	Apr 15 2022	Summer NFLL Class Proposal Deadline
Wed	Apr 20 2022	Send class grid to class facilitator for checking
Sat	April 30 2022	Deadline to receive changes from class facilitators
Mon	May 2 2022	Send class grid to class schedule designer and Proclass coordinator
Mon	May 2 2022	Send class grid to MCC for room scheduling, if using classrooms
Mon	May 9 2022	Send Class schedule to proofreaders for feedback
Sun	May 15 2022	Proofreaders send feedback to class schedule designer
Fri	May 20 2022	Final proof read

Wed	May 25 2022	Finalize class schedule and post on website
Tues	May 31 2022	Summer NFLL Class Registration Opens (if any)
Mon	June 6 2022	NFLL Summer Classes Begin 9 week session
Fri	July 15 2022	Fall 2022 NFLL Class Proposal Deadline
Thursday	Aug 4 2022	NFLL Summer Classes End
Fall 2022		
Fri	July 15 2022	Fall 2022 NFLL Class Proposal Deadline
Friday	July 22 2022	Send class grid to class facilitator for checking
Friday	July 29 2022	Deadline to receive changes from class facilitators
Friday	July 29 2022	Send class grid to class schedule designer and proclass coordinator
Monday	Aug 1 2022	Send class grid to MCC for room scheduling, if using classrooms
Wed	August 10 2022	Send Class schedule to proofreaders for feedback
Tues	Aug 16 2022	Final proof read Fall 2021
Friday	Aug 19 2022	Finalize class schedule Fall 2022
Sat	Aug 20 2022	MCC regular classes begin
Tues	Aug 23 2022	Send class schedule to webmaster to post
Tues	Aug 23 2022	Send final class schedule to printer
Fri	Aug 26 2022	Await classroom assignment, when receive send to class schedule designer and proclass coordinator
Tues	Aug 30 2022	Class Schedule and Newsletter envelope stuffing
Fri	Sep 2 2022	NFLL Class Schedule mailed to current and former members
Tues	Sep 6 2022	Labor Day
Friday	Sep 9 2022	NFLL Virtual Open House 10 am (In-person TBD)
Mon	Sep 12 2022	NFLL Class Registration opens 9 am
Mon	Sep 27 2022	NFLL Classes start
Mon	Nov 1 2022	Deadline for Spring 2023 proposals
Fri	Nov 5 2022	Send class grid to class facilitator for checking
Friday	Nov 11 2022	Veterans Day - No on-campus classes
Sat	Nov 12 2022	Deadline to receive changes from class facilitators
Mon	Nov 14 2022	Send class grid to class schedule designer and proclass coordinator
Tues	Nov 15 2022	Send class grid to MCC for room scheduling, if using classrooms
Thurs-Fri	Nov 24-25 2022	Thanksgiving Holiday - No classes
Friday	Dec 9 2022	Send Class schedule to proofreaders for feedback
Friday	Dec 9 2022	NFLL Classes end
Spring 2023		
	Jan 23 2023	Registration Opens for NFLL Classes
	Feb 6 2023	NFLL Classes start (12 week on-campus)
	Feb 20 2023	Presidents' Day - no on-campus classes
	April 15 2023	Deadline for Summer Course Proposals
	Mar 13-19 2023	Spring Break - no on-campus classes
	May 5 2023	NFLL Classes end
	Summer 2023	

	May 22 2023	Registration Opens for NFLL Classes, if required
	May 30 2023	NFLL Classes Start (10 week on-campus)
	July 15 2023	Deadline for Fall Course Proposals
	Aug 3 2023	NFLL Classes end