Council of Excellence

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Committee: Program Date: 12 June 2018

Chair: Rochelle W. Evans

Committee Members: P. Arnold, C. Daise, G. Erskine, J. Hughes, J. Presbury

1. Activities Completed for this month:
* At the meeting on June 4 2018, the Committee determined that in order to fulfill the Committee’s purpose to have an excellent program function at LWSC; the Center needs written policies and procedures for the program function. The committee members and the Program Coordinator will work on this project together. This will ensure consistency in practice and be a model for other DeKalb County senior centers.
	+ Rochelle Evans, Program Committee Chair, met with Jonquil Harris, LWSC’s Program Coordinator, to review of the Center’s Program function. Currently Ms. Harris operates based on past practices.

* + - * They reviewed LWSC job description and the description DeKalb County’s Program Coordinator job description. They are similar; however, the County’s description is a standardized format, and is more comprehensive and detailed. Ms. Evans recommends combining the two descriptions to meet the County’s standard with modifications specific to the LWSC.
			* Instructor’s handbook may need updating.
			* In addition, to ensure consistency, a format for course outlines need to be standardized.
			* They discussed the process for hiring instructors and for determining their pay.
	+ Ms. Evans spoke with Charlene Love to clarify the role of the Programs and Special Events: Programs are courses and activities that are scheduled and ongoing, and may be weekly, monthly, or quarterly. Special Events are one-time activities.
1. Activities Planned for Future:
	* In conjunction with Ms. Harris, review the current Instructor Handbook; modify if necessary.
	* Develop a standard format for instructor’s course descriptions.
	* Develop written policies and procedures for program acquisition and discontinuation, to include procedures for hiring instructors.
	* Submit requests for a jazz course and an artistic coloring book class
2. Action Required for Program Committee or Executive Committee:
	* Visit other Centers to learn how their programs function operates.
3. Action for (LWMS)
	* Meet with Bridgette Thompson, Administrative Assistant.
	* We would like six copies of the Instructor Handbook and several course outlines.
	* Meet with Jonquil Harris, Program Coordinator to begin developing written policies and procedures.
4. Concerns, Opportunities for Celebration

RWE had an informative and helpful meeting with Ms. Harris, Program Coordinator. She explained her job, the process for hiring instructors (paid and volunteer), and the process for adding a class and for discontinuing one.