Council of Excellence

Program Committee Report

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COMMITTEE: Program Date: 10 July 2018

CHAIR: Rochelle W. Evans

COMMITTEE MEMBERS: P. Arnold, C. Daise, G. Erskine, J. Hughes, J. Presbury

1. Activities Completed for this month:
	1. At the July 2, 2018 meeting the Committee reviewed the Issues and Concerns Report for program items. The list had three suggestions for programs and activities: a bowling club, a floral design class, and a knitting class.
2. To determine the level of interest in these programs, the Committee reviewed a form prepared by Rochelle Evans for interested members to sign up. There must be a minimum of 10 members in order to consider scheduling the classes.
	1. The committee decided to cancel surveying other senior centers’ programs. They will review these centers’ program listings of classes and activities instead.
	2. The Committee discussed the problem of LWSC members’ concerns of having limited enrollment opportunities in selected programs, i.e., aquatics and computer as follows:
		1. Members are prevented from registering for certain classes for two reasons: many participants repeat the same class they have already taken, often multiple times.
		2. In addition, when a registered class is at the maximum limit of registered participants, it is closed. However, after approximately two weeks, most participants drop out of the class, which could allow openings for members who were not able to register. Have an active waiting list to contact them.
		3. It was recommended that the Committee meet with the supervisors of these classes to find out the procedure for dropping participants and for adding participants when there is a vacancy.
3. Activities Planned for Future:
	1. Meet with supervisors of aquatic and computer classes to learn how attendance is handled.
	2. In conjunction with Ms. Harris, review the current Instructor’s Handbook.
	3. Develop a standard format for instructor’s course descriptions.
	4. Develop written policies and procedures for program acquisition and discontinuation, to include procedures for hiring instructors.
4. Action for Lou Walker Center Staff
	1. Meet with Bridgette Thompson, Administrative Assistant.
	2. We would like six copies of the Instructor Handbook and several course outlines.
	3. Meet with Jonquil Harris, Program Coordinator to begin developing written policies and procedures for the program function.
5. Concerns, Opportunities for Celebration
	1. In order to have a better understanding of the needs and interests of today’s seniors, and to provide the most relevant programs and activities, a recommendation was made that the LWSC have a staff leadership position requiring experience, certification/degree, and/or knowledge in gerontology.