

PROGRAM COMMITTEE REPORT  
COUNCIL OF EXCELLENCE  
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COMMITTEE: PROGRAM

DATE: 14 August 2018

CHAIR: Rochelle W. Evans

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

1. ACTIVITIES COMPLETED FOR THIS MONTH:

- a. Distributed survey sign up form for interest in knitting, floral design, jazz history, and knitting classes to members at the Let's Talk meeting.
- b. Reviewed Instructor Handbook

2. ACTIVITIES COMPLETED FOR THIS MONTH

- a. Met with Jonquil Harris, Program Coordinator to review current written policies and procedures for the program function.

3. CONCERNS, OPPORTUNITIES FOR CELEBRATION

- a. Full committee attended July 24, 2018 CoE Let's Talk Meeting
- b. Noted immediate change in Program Schedule – Classes will be 8 weeks instead of 10 weeks. Core Session will be 4 weeks.
- c. Committee did not receive survey for interests in possible classes: floral design, jazz history, and knitting.