



PROGRAM COMMITTEE REPORT

COMMITTEE: PROGRAM

DATE: 13 November 2018

CHAIR: Rochelle W. Evans

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

1. ACTIVITIES COMPLETED FOR THIS MONTH:

- a. One of the Program Committee members, Glenda Erskine, attended the October 9, 2018 CoE Board meeting. She encouraged every committee member to attend the Council of Excellence board's next meeting. She reminded the group that all members of the Lou Walker Senior Center are members of the CoE and may attend the Program Committee's meetings as well as the CoE Board meetings.
- b. Two written member requests for new groups, the Marching Drill Team and the Wii Bowling were submitted to Jonquil Harris, LWSC Program Coordinator. Both had ten or more interested persons.
- c. Members Course Request Form: The Committee reviewed and revised the form to facilitate the process for LWSC members to suggest a course. Upon approval of the form by LWSC staff, the form will be placed in the carousel for easy access to members. A recommendation for a course is a multi-step procedure: 1) interested members may request a course by completing the Members Course Request Form; 2) Each course request must have an instructor for the proposed course and 10 prospective members. 3) The requesting member places the completed form in the Suggestion Box. 4) The request will be placed on the CoE board Issues and Concerns list.
- d. Course Description Proposal Format: The Committee recommends a two-sided form: To distinguish between a request for a course by members' form, the Committee recommends the above "Members Course Request Form" on one side for members to complete. And on the other side will have the instructor's description of the course. The Committee recommends that "Course Description Proposal" be changed to "Instructors Proposed Course Description".
- e. Instructors Handbook: the Committee reviewed the revised draft of the Instructor's Handbook. The Committee suggested several changes and additions to recommend to Jonquil Harris Program Coordinator. They recommend that the title of the document be changed from "Instructors Handbook" to "Instructors Guide".
- f. Courses and Activities – The formal requests for Wii Bowling and the Marching Drill Team were submitted to Jonquil Harris, Program Coordinator for approval and scheduling.

2. ACTIONS PLANNED FOR THE FUTURE

- a. Meet with Jonquil Harris, Program Coordinator re recruitment process and classification of paid instructors and volunteer instructors
- b. The administrative assistant and the Program Coordinator to meet with the Program Committee

3. Action Required for LWMS:

- a. Approval of instructor's *Proposed Course Description Format* (attached)
- b. Approval of *Members Course Request Form* (attached)
- c. Approval of revised *Instructors Handbook (Guide)* (attached)

4. CONCERNS, OPPORTUNITIES FOR CELEBRATION:

- a. Completed revisions of *Instructors Guide*
- b. Completed forms for a *Members Course Request*
- c. Completed the *Instructor's Proposed Course Description*
- d. As a national benchmark senior center, the LWSC The Program Committee recommends that the LWSC have a staff professional with a formal education in gerontology, the scientific study of old age, the process of aging, and the particular problems of old people. This person will have a better understanding of the needs and interests of today's seniors and will continue to provide the most relevant programs and activities them.