



PROGRAM COMMITTEE REPORT  
COUNCIL OF EXCELLENCE  
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COMMITTEE: PROGRAM

DATE: 11 September 2018

CHAIR: Rochelle W. Evans

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

1. ACTIVITIES COMPLETED FOR THIS MONTH:

- a. Instructor Handbook - Analyzed Instructor Handbook provided by Jonquil Harris at the Instructors Meeting in July.
- b. Course Description Format – Developed and recommended standardized course description format for all instructors to use.
- c. Classes
  - i) Wii Bowling class and Drill Team - Recommended that they be added to the upcoming class schedule
  - ii) Continue to survey interest in Jazz History class
  - iii) Received request for the Billiards class to be divided into Beginning and Advanced students.
- d. Program Committee Role and Responsibilities – Reviewed to submit for bylaws (attached).
- e. The Committee created a process for members to submit recommendations for classes.

2. CONCERNS, OPPORTUNITIES FOR CELEBRATION

- a. Noted change in Program Schedule rescinded. – Classes will return to 10 weeks and the Core Session will be 2 weeks.
- b. Committee has been unable to meet with the Program Coordinator.