



PROGRAM COMMITTEE REPORT

COMMITTEE: Program

DATE: 14 MAY 2019

CHAIR: Rochelle W. Evans

COMMITTEE MEMBERS: Pat Arnold, Wilma Byrd, Charlene Daise, Amelia Dent, Glenda Erskine, Johnnie Hughes, Sharon Maynor, Johnnie Presbury, Connie Wilson

1. ACTIVITIES COMPLETED FOR THIS MONTH:

- a. The Committee updated its policies and procedures.
- b. The Committee reviewed the documents and Instructors Guide with Jonquil Harris, the Center's Program Coordinator.
- c. The Committee in conjunction with Ms. Harris will develop an Instructor Evaluation process that will enable her to determine the quality of instruction. This will include
 - A review of the Students' Evaluation
 - a review of attendance that will indicate a drop in student participation, and if necessary, a meeting with an instructor to discuss the reason(s) for the decline in attendance.

2. ACTIONS PLANNED FOR THE FUTURE:

- a. The Committee Chair, Rochelle Evans and Jonquil Harris will develop an evaluation process for instructors for the Committee's review.
- b. The Committee will meet quarterly with Jonquil Harris, Program Coordinator regarding cancellations or additions of courses, clubs, and groups.
- c. The Committee will discuss instructor issues with the Program Coordinator, if necessary.
- d. The Committee agreed to meet with the Program Coordinator as issues arise for which she would like the Committee's advice.
- e. The Committee recommended that the Program Coordinator meet at least twice a year with all instructors, to ensure Instructors are informed of the Center's

3. CONCERNS, OPPORTUNITIES FOR CELEBRATION:

- a. The Committee recommended that technology instructors be certified in their field or have the equivalent of demonstrated experience.
- b. The committee is grateful for Jonquil Harris, Program Coordinator. She plans to attend the Committee's meetings whenever she is available.
- c. The Committee strongly suggested that make-up classes be held when the Center is closed on days that a class meets. That will allow the participants to have a complete 8-week session of their classes.
- d. The Committee recommended that the Program Department have a training meeting at least once a year. Ms. Harris stated the County has staff who would be able to conduct the training.