



PROGRAM COMMITTEE REPORT

COMMITTEE: PROGRAM

DATE: 11 December 2018

CHAIR: Rochelle W. Evans

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

1. ACTIVITIES COMPLETED FOR THIS MONTH:

- a. Committee met with LWSC Program Coordinator, Jonquil Harris. We reviewed
 - i. *Members Course Request Form*
 - ii. *Course Description Proposal Format*
 - iii. *Instructors Handbook*
- b. Ms. Harris had a few minor modifications to the Course Description Proposal Form and the Instructors Handbook. She will incorporate the changes in the final documents.
- c. Ms. Harris approved the procedure for members to request/recommend courses/clubs. The procedure is as follows:
 - i. Interested members may request a course by completing the Members Course Request Form;
 - ii. Each course request must have an instructor for the proposed course and 10 prospective members.
 - iii. The requesting member places the completed form in the Suggestion Box.
 - iv. The request will be placed on the CoE board Issues and Concerns list.
- d. Mrs. Harris approved 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. 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".

2. ACTIONS PLANNED FOR THE FUTURE:

- a. Two of the Program Committee have serious health issues, Pat Arnold and Johnny Presbury. As a result, they are unable to participate on the Committee during this time. Therefore, Program Committee chairperson, Rochelle Evans is seeking two new members. One person has agreed to serve, LWSC member, Sharon Maynor.

3. CONCERNS, OPPORTUNITIES FOR CELEBRATION:

- a. The Committee and Ms. Harris discussed a possible procedure to resolve the problem of participants repeating the same class. This prevents new participants from taking the class. The new procedure will alternate the different levels of classes: Beginners in one session, intermediate/advanced in the next session.
- b. CELEBRATIONS:
 - i. Ms. Harris is considering other types of courses to add to existing programs.
 - ii. Approved *Members Course Request*
 - iii. Approved *Course Description Proposal Format*
 - iv. Approved *Instructors Guide*
 - v. Ms. Harris attendance at the Program Committee's meeting on Monday, 3 December 2018
- c. OPPORTUNITIES: 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.