



COMMITTEE: Program

DATE: 11 FEBRUARY

2020

CHAIR: Rochelle W. Evans

COMMITTEE MEMBERS: Pat Arnold, Wilma Byrd, Charlene Daise, Glenda Erskine, Johnnie Hughes, Sharon Maynor, Ruth Mayo, Johnnie Presbury, Connie Wilson, and Jacqueline Woods

1. ACTIVITIES COMPLETED FOR THIS MONTH:

- a. Rochelle Evans, the Program Committee Chairperson, attempted to contact Jonquil Harris, the Center's Program Coordinator via emails and phone calls. However, Ms. Harris has not responded.
- b. Consequently, the Committee did not meet in February.
- c. COE President, Charleen Knox, notified the Center's Director, Bettye Davis and Assistant Director, Erica King of the situation. However, there is still no response.

2. ACTIONS PLANNED FOR THE FUTURE:

- a. Hopefully, Jonquil Harris will meet with the Program Committee to schedule meetings with Instructors re the distribution of and mandatory training for Instructors on the *Members Course Request form, Instructors Proposed Course Description Format, and the Instructors Guide.*
- b. Develop a procedure for reviewing participants' evaluations of instructors.

3. CONCERNS, OPPORTUNITIES FOR CELEBRATION:

- a. CONCERNS: We need to implement of the Instructors Guide and training instructors on new policies and procedures within the first quarter of the year.
- b. We have been unable to speak and meet with the Program Coordinator.