



COMMITTEE: Program

DATE: 10 MARCH 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. The Program Committee met with Jonquil Harris, LWSC Program Coordinator on February 24, 2020. We reviewed the updated Instructors Guide. It is ready for distribution to all instructors.

2. ACTIONS PLANNED FOR THE FUTURE:

- a. Plan to hold two Instructors meetings:
  - i. One to review of the *Instructors Guide* – Training will include all LWSC requirements, rules, procedures, and forms for classes and curricula:
    - copy request
    - late registration authorization
    - remove from roster – instructor request
    - course description format
    - course description proposal format
    - acknowledgement form
    - work for hire agreement
    - room capacity
    - members evaluation form
  - ii. The second - *Understanding How Seniors Learn* to include
    - Different Teaching Techniques and Information Dissemination Practices – that require building on seniors’ extensive knowledge base, respect for their varied life experiences, and change in their cognitive

3. CONCERNS, OPPORTUNITIES FOR CELEBRATION:

- a. Implementation of the new course evaluation process: seniors can submit their evaluations online for the Program Coordinator’s, and if necessary, the Program Committee’s review.