



## PROGRAM COMMITTEE REPORT

COMMITTEE: Program

DATE: 12 November 2019

CHAIR: Rochelle W. Evans

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

### 1. ACTIVITIES COMPLETED FOR THIS MONTH:

- Approved final draft of the Instructors Guide.
  - Modifications to the Guide include: Makeup Classes, Guest Speakers, Substitute Instructors, Solicitation
- No one from the Administration has informed us of the implementation of the Guide.
- Approved final draft of Program Committee Purpose
- Approved final draft of Program Committee Policies and Procedures
- Discussed the differences between the Program Committee and the Classes, Clubs, and Groups Committee. Amelia Dent is the chairperson of the latter.
- Discussed DeKalb County's requirements for the above.

### 2. ACTIONS PLANNED FOR THE FUTURE:

- a. Attend future follow-up meetings as needed.
- b. The Committee members will seek a meeting with Administration to learn the status of the recommendations made by the Committee.
- c. The Committee will assist the Program Coordinator with training instructors and will help develop a performance evaluation process in addition to the students' evaluation of instructors.

### 3. CONCERNS, OPPORTUNITIES FOR CELEBRATION

- a. We welcomed Johnnie Hughes and Patricia Arnold back. Both were absent from the Center for almost a year.
- b. We had close to full attendance at the meeting, with the exception of two members.