



Monthly Committee Report - July 9, 2020
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Committee: Program

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 the month:

- The Committee met on Thursday, July 9, 2020 on Zoom.

2. Actions Planned for the Future

- We reviewed the Committee's goals for the year noting that the timeframe for completing these goals depends on when COVID-19 virus pandemic ends or subsides to permit the Center to reopen.

3. Action Required by the COE Executive Committee

- We would like to be made aware of additions, changes to programs, such as the Virtual Learning Environment, the new class on online dating, and others. We would also like to be informed of activities planned for instructors. In short, we want to be in the information loop before implementation.

4. Action Required by the LWSC Staff

- We would like to know what the procedure is for course evaluations from submission, to review, as well as how to members' issues, if any, are handled. It appears that members can complete course evaluations online. There is a link in the newsletter that seems to be for evaluations. Ms. Johnnie Presbury will follow up with Jonquil Harris on this issue.
- We would like to have copies of the final draft of the Instructors Guide. The Program Committee comprises eleven members. Each will need a copy. Mr. Johnnie Hughes will follow up with Jonquil Harris on this issue.
- The Instructors Guide needs to be amended to include procedural changes in programming and how classes will be conducted, i.e., implementation of the Virtual Learning Environment and how instructors are informed.

**5. Motion stated for Executive Committee
Consideration/Resolution/Recommendations**

- We would like to know if there might be plans to help homebound seniors and seniors who are technology challenged to access online classes, and the LWSC newsletter.

