



## MONTHLY PROGRAM COMMITTEE REPORT - AUGUST 11, 2020

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**Committee:** Program

**Chair:** Rochelle W. Evans

**Committee Members:** Patricia Arnold, Wilma Byrd, Charlene Daise, Glenda Erskine, Johnnie Hughes, Wendolyn Llanos, Sharon Maynor, Ruth Mayo, Johnnie Presbury, Connie Wilson, and Jacqueline Woods

Several of the Center's staff attended the Committee's meeting on August 6: Erica King, Assistant Center Director, Brigette Thompson, Jonquil Harris, Program Coordinator, Tyrone Bailey, Athletic Program Coordinator, Catherine Smith, and representatives of the Council of Excellence Executive Board: Committee Chair, Patricia Jackson and COE President, Charleen Knox.

### **1. Activities Completed for the month:**

- The Committee met virtually on Thursday, August 6, 2020 on Zoom.
- We requested the course evaluation form to be put online for the virtual classes.
- The Center's Program Coordinator, Jonquil Harris and Erica King affirmed that the Instructor's Guide which is completed.

### **2. Activities Planned for the Future:**

- The Committee will meet as needed. No activities are planned for the future.

### **3. Action required by the LWSC Staff:**

- Staff will include a section on the Virtual Learning Environment in the Instructors Guide for LWSC instructors.
- When the Center opens, the Instructors Guide will be published and distributed to instructors.
- Instructors will be trained on the Guide also when the Center opens.
- Course evaluations should be online.
- Develop a process to help seniors with electronic technology. Patricia Jackson, Instructor for the Center's Caregivers Group, recommended that volunteers could train them on a one-on-one basis.
- We would like Tyrone Bailey to attend Program Committee meetings, as Jonquil Harris does to update the Committee on the Center's Athletic Programs

### **4. Motion Stated for Executive Committee Consideration/Resolution/Recommendations:**

- None

### **5. Opportunities for Celebration**

- Welcome newest member of the Committee Wendolyn Llanos
- Catherine Smith mentioned that the feedback on the Virtual Learning Classes is very positive, especially karaoke.
- The game of Chess has been added to the schedule of virtual courses.

