



LWSC Council of Excellence
Monthly Committee Report – Month, Date, Year

Submit Report to: lwscouncilofexcellence@gmail.com

Committee: Program

Officer/Chair: Rochelle W. Evans

Committee Members: Patricia 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 established goals for the year. Dates for implementing the goals will be determined when the Center reopens.

2. Activities Planned for the Future:

- Ensure distribution of the revised Instructors Guide by the Administration to every instructor.
- Have Course Evaluations done online using the LWSC Newsletter and/or email. This replaces paper course evaluations.

3. Action Required by the COE Executive Committee:

- The Committee would like to collaborate with the Program Coordinator for review of select course evaluations.
- Have the Administration inform the Committee of new programs and methods of offering courses.
- Have the Program Coordinator provide updates on actions/activities recommended by the Committee.
- Ensure all Program Committee members are listed on the list of volunteers.

4. Action Required by LWSC Staff:

- Provide training to Instructors on the revised Instructor's Guide.
- Conduct a workshop for Instructors on effective methods for teaching seniors that meet the goals and expectations of the LWSC.
- Ensure every member has access to the LWSC Newsletter.
- A number of members are not as knowledgeable about using iPhones/Smartphones and accessing the Internet as others are. Many seem to be afraid or nervous about using their phones. As the Center becomes more technologically advanced, it should consider offering workshops for members to familiarize them on how use email, text messaging, and access classes online.
- The Committee recommends that the Center investigate the possibility of obtaining funding to provide tablets to members who do not have access to the Internet.
- Have Course Evaluations done online using the LWSC Newsletter and/or email. This replaces paper course evaluations.

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

- Implementation of the LWSC Virtual Learning Environment is a huge success.

6. Opportunities for Celebration:

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