

**LWSC Council of Excellence
Monthly Committee Report – September 8, 2020**

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, Wendolyn Llanos, Ruth Mayo, Sharon Maynor, Johnnie Presbury, Connie Wilson, and Jacqueline Woods

1. Activities Completed for the Month:

- Met on Thursday September 8, 2020 on Zoom.

2. Activities Planned for the Future:

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

3. Action Required by the COE Executive Committee:

- No action is required by the COE Executive Committee at this time.

4. Action Required by LWSC Staff:

The following includes actions for the staff when the Center opens:

- Add a section on the Virtual Learning Environment in the Instructors Guide.
- Have a final review of Instructors Guide with the Committee prior to publishing the Guide.
- Once approved and printed, distribute the Guide to instructors.
- Train instructors on the Guide.
- Add the Course Evaluation form in the newsletter to enable individuals to submit evaluations online.
- Have program staff Jonquil Harris, Program Coordinator, and Tyrone Bailey, Director of LWSC's Athletic Programs attend Program Committee meetings.
- Review and update all members' contact information to include email addresses

Program Committee Meeting

Johnnie Hughes Connie Wilson Charlene Daise Rochelle Evans were in attendance.

Johnnie Hughes called the roll. Minutes were read by Charlene Daise and accepted by the committee.

Rochelle introduced the agenda and reviewed comments made in our previous committee meeting which included staff. She distinguished which classes are opened for public participation as opposed to classes that are exclusive to LWC members. Virtual classes are county programs which allows others to participate. All senior centers in the county receive LWC's newsletter. New classes are offered based on community needs. One issue is some members aren't receiving newsletters. Rochelle referred them to staff.

Rochelle asked for comments regarding classes open to the public. We unanimously agreed it's in the county's interest to offer classes to all seniors.

Several options were considered to help seniors access classes.

Recommendations for the Care Givers Committee is to identify seniors who are not technologically savvy:

1. If they have smart phones use that device as opposed to getting computers.
2. Is the internet available to members desiring to access classes?"
3. Advertise" via newsletter that LWC's
4. Are family members available to assist members who need help accessing zoom classes.

We discussed how staff can eliminate repeaters in popular classes; ie keyboard, aquatics. If a person has taken a classes numerous times, they should be excluded from continuing. This gives others a chance to participate.

Discussion for course evaluation process will be tabled until the center reopens.

Staff evaluations should be advertised via the newsletter and responses may be done electronically.

Johnnie asked how issues and concerns are addressed. Rochelle explained that committee reports during COE meeting and that due to COVID-19 it's been a minimum.



- and iPhone and/or Smartphone numbers.
- Provide devices to members (as needed) and assist and train them on how to use the device and how to access Zoom.

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

- None

6. Opportunities for Celebration:

- None