

Curriculum committee Oct 31, 2014

Meeting called to order, approximately 11 a.m.

Present: Kathy Shoemaker, Mona Zimmerman, Chuck Kimbrough, Bob DeMichele, Jim Maynard, Carol Maynard, Fred Fredrickson, Nancy Rogers, Chris Steele, Jay Hurwitz, Tim Hay, and Angela Young

Mona volunteered to be secretary.

There was a brief discussion on who was on the committee and who was not, and everyone expressed their interest, but no decision was made as to the composition of the group and who was a member or not.

Angela Young attended the meeting and confirmed the following:

- Kathy will be liaison the for the committee with Angela
- The curriculum committee will coordinate with Events and Marketing to assist Angela with the Class Previews (formerly Open House)
- Angela will coordinate active TSO members to volunteer with instructor interviews if needed
- Virginia Binder will coordinate class host and tent card activities, a back up will be found to assist her or take over some responsibilities.

Some discussion ensued about who can contact Angela and how she wants to partner with the committee. Angela pointed out that realistically people couldn't be prevented from calling her, but the committee will interact through Kathy.

Angela discussed the following issues:

- She would like to partner with the committee by helping her vet instructors – for spring she would like to have approximately 5 new instructors, Virginia B may know the submission date for spring.

- She will work with someone on outside recruitment events

- For now class length will remain at 8 weeks

- She could not provide a list of instructors with contact information but the committee could develop its own list – Chuck suggested there was a form that Angela might be able to use to get the committee instructor info, he will send it to Angela.

- She will check to see if it is ok for the committee to send an “approved” email with information regarding teaching for TELOS.

- Statistics regarding class histories are not available to the committee, due to FERPA concerns.

- The committee might be authorized to speak with other programs in the area that offer senior/life long learning – Jim and Carol M are going to consider doing this.

- She doesn't want current instructors mentoring new instructors at this time.

- She will let committee know what other support she would like.

The committee can conduct its own survey regarding student preference.
She didn't have any strategies, currently for recruiting more diverse instructors.

Discussion of instructors will take place in the committee as a whole in order to keep the discussion off the record.

There was a discussion of the differences between Hollis' duties and Angela's. Hollis is customer service.

Action items were not assigned at this time, a number of the hand outs didn't have complete information, so Kathy is going to email that to everyone.

Survey of student topics needs to be done for course development and instructor recruitment

The next meeting will be Nov 14. It will be determined then which day will be the regular meeting time.

Kathy is going to provide a list of committee member contact information.

Meeting was adjourned approximately 12.45 p.m.

Mona Z. Committee Secretary.