Community and Continuing Education Committee  
Minutes  
May 7, 2012


1. **Introductions, opening** - Diane announced that Community Education has now moved to UCEN 383 along with some other departments. There is a reception area where we can now place flyers.

2. **Minutes were approved.**

3. **Update on Summer and current programs and classes. JCI** - Adriana Estrada will be on maternity leave so Kaitlyn Morris will step in. The program will run 3 sessions. Week 1 and 2 will be Jr. High and week 3 will be for High School. Classes include Alternative Energy & Fabrication, Culinary Arts, Healthcare, NASA Aeronautics and Rocketry, Robotics, Special Effects, Sports Medicine and Welding. Many of the classes are filling up already. Although we offered scholarships this summer, there are none available for next year unless we receive another grant. We will not be offering ESL during the summer. We will offer 7 levels of the Institute for Reading Development through July and August. It has been well received and financially profitable. We also have Zumba being offered as well as Healthcare Fire Safety and Certified Food Manager. Traffic school continues to be a go and “Ed to Go” online classes are also available. We are also looking at offering a Notary class.

4. **Good Time Travel selections** - Diane reported that we have decided to coordinate with Good Time Travel and offer 4 classes in the fall. They want us to join with Valley Classes to recruit participants. We will need to meet a minimum in order for it to carry. We will engage in various forms of advertising. Trips for fall are: Getty Museum, Saturday September 1; LA Nostalgia, Friday October 5; Magic Castle, Saturday Nov 10; Christmas at Castle Green, Sunday Dec 2. Diane will be meeting with PIO to discuss marketing and distribution of information.

5. **Fall Schedule offerings** - We talked about classes that might be offered for the fall and most felt that there is a real need for not just older adult outreach but the in-between stages of life. Debbie mentioned that there are limited offerings about the physical and emotional problems people face before the “chronic old age” health issues that most programs focus on. We came up with the idea of a “Seasons of Life” focus and will continue to discuss this in the fall. Valerie is very interested in working on these programs and will talk more with Diane. Additionally we will continue with what is working in the older adult educational outreach such as Bel College and Fridays with the Professors. We would also like to continue some health and leisure programs. In addition, *The Institute of Teaching and Learning* will be offering two classes through Community Education for Faculty in the Fall.
6. **Future meetings** – We are planning to meet in September. Connie will get a date out to everyone once Fall classes resume.
Community and Continuing Education Committee
Minutes
April 22, 2013

Present: Diane Stewart, Mimi Spankroy, Samantha Weber, Elana Helgesen and Connie Tripp.

1. **Introductions- minutes approved.** Connie reported that Debbie, Gina, and Valerie were unable to attend so we proceeded with those present.

2. **Review all planned travel-** Diane reported that all the Good Time travel offerings except the Academy Awards carried. The USS Iowa trip is not until May but Samantha said registration looks good for that. Diane passed out the flyers for the Summer offerings which we will promote to our departments and Samantha will continue in house emails. She said that we have built up a group of regulars and the trips are well coordinated. Diane reported that we have renewed our contract with the company. Although the profit has been small we are providing a service to the community and building up a relationship of trust with those who participate.

3. **Report on current programs and other classes.** The Senior Alliance did not carry other than the first session. We also tried activity classes such as bowling and Yoga but did not get enough enrollments. Diane mentioned the City’s *Seasons* magazine just came out and that it had numerous sports classes to meet that need for the community. Additionally, there are many private and PPO groups offering Yoga. We will not plan to offer these classes again and will continue to seek other ideas for courses that can be unique to Community Education. Diane and Samantha attended a Continuing Education Seminar at Mission Inn and connected with the Boston Reed Company, a group we have worked with in the past. They offer short certificate programs such as massage therapy and veterinarian assistant. There is no money out of our pocket with these programs and we only have to do the marketing. The department plans to work with them in the near future starting with approximately 5 classes. It will work similar to our “Ed to Go” classes which have been very successful. Another idea Diane is pursuing is a program offering “How to run your own business & website.” Classes that are successful for Community Education are job oriented ones such as food care, fire safety and nursing oriented offerings. ESL conversation and culture classes such as “accent reduction” also continue to do well. We hope to expand culinary offerings when the new culinary building is completed.

4. **Summer Junior and Senior High Institute.** Samantha and Diane reported that the 2013 program would be expanded to include more classes. Adriana Estrada has left her position as director but many of last year’s staff will be continuing. Samantha will coordinate the registration. The program will run for 3 weeks, 2 weeks Junior High the last week will offer classes to high school students. It will begin July 15 so will be next year’s fiscal period. This will be the last year on the grant which enables the program to give scholarships. Therefore, we need to look into ideas for creating a new structure and reinventing the program. This is also imperative since other
venues are beginning to offer camps to this age group. We need to come up with ideas on how we can make our program different and more attractive than the others.

5. **“Weld-ed”-** We are still hosting this “Train the Trainers” program in July. The program comes from a school in Ohio, working with a federal grant. The program updates welding instructors from high schools, etc.

6. **Other upcoming program offerings & ideas-Diane Stewart**- Diane reported that the Reading Institute began registration in February. We are just now assigning rooms for the summer program. She said we are also considering creating a training program for developmentally challenged adults and a teacher training for K-12 instructors.

7. **Other**- Diane reported that Leap 1 is looking at Community and Continuing Education to see what the future might hold for the department. They are building a business plan that will be available next month for review. Samantha reported that our biggest challenge continues to be a very limited marketing budget. Additionally we continue to look for ideas from faculty for creating noncredit classes that might eventually transition students into credit programs. Diane is having Samantha look into setting up a “Survey Monkey” account to be able to get input from faculty on their suggestions. Diane is also seeking information on setting up a “Run your own Childcare” program.

8. **Next Meeting**- We will plan to have another meeting early in the fall semester. The date and time to be announced later but Monday at 12:30 seems a workable time for most of the regularly attending members.

Respectfully submitted, Connie Tripp