

CCMC Committee and CCMC Instructor Meeting: Thursday, January 20, 2022, 1:00 PM (Virtual)

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The meeting was called to order at 1:05 pm by CCMC Committee Chairman John Rainaldi. Attending from the CCMC Committee were: Denise Talbot; David Kluczowski; Lisa Madden; Beth Hamel; Jennifer Gauthier; and Lisa Biagiarelli. Also attending were CCMC instructors Launa Goslee; Carla Hamel; William Donlin; Peter Juszczynski; David Greaves.

John noted that this meeting had originally been scheduled for February 9 but had been moved up. He noted that yesterday he had sent via email the written evaluations for the fall 2021 courses. He thanked all of the CCMC instructors. Overall the course evaluations were strong.

John noted the agenda for this meeting was primarily discussion of the spring 2022 CCMC course schedule including: CCMC Precourse, CCMC Course I, CCMC Course II, CCMC Course III, and CCMC Course IV; and discussion regarding whether to offer these courses remotely or in-person. He opened the discussion about whether to offer the spring 2022 classes in person or remotely, or both.

Launa said she and Carla were considering doing their class remotely. She said they love teaching in person but people are complaining about having to drive ; in the past session they had one person drop out of the class because it was being offered live. For a number of reasons they decided doing it remotely was best at this time.

Stacy Yarbrough joined the meeting at 1:08 pm.

Carla said she feels having to wear the mask when teaching in person might have contributed to one student failing their course because it's so much harder to speak and communicate with the mask on.

William and Peter said their class is scheduled to begin on March 30 and they are planning to teach in person. They both prefer teaching in person over teaching on line. William said the Committee should look at what CTx does in March 2022 with the annual conference; if there are 200 people in a room at the conference why should we not have 20 people in a room in Berlin.

Lisa Biagiarelli said it made no difference to her and she could go either way.

David and Stacy said their class starts later also – March 31 – and that they would prefer to teach in person. David said he feels the students participate more in person and that the online learning was more prone to technical problems, people getting kicked out due to internet issues, and that there are other distractions when people are trying to do the class online.

Ana LeGassey joined the meeting at 1:15 pm.

Ana and David Greaves said they would prefer to offer the precourse in person. They have the course scheduled to be held on February 16, 2022.

Launa inquired if they could keep their class limited to 12 instead of 20. The question was raised about what would happen if a person attending a class came down with COVID 19 and was not able to attend in person – would the instructors have to loop the student in via online learning? Carla said she felt it would be too much for the instructors to try to manage teaching some in person and some online and having to navigate the technical issues of connecting some students while the others were live in the classroom. Beth questioned whether or not the Berlin Community Center was presently open and accepting reservations for the spring and John said it was. Lisa Madden inquired as to whether we were expecting a large influx of students trying to get into Course 2 this session since last session we offered two sessions of Course 1. William said either way it's very hard to accommodate more than 20 people in Course 2. Peter said about 20 students is an ideal number. There was continued discussion about whether to go live or virtual.

It was determined that the all of the courses including the precourse would be offered live. Denise questioned what the appropriate class size should be. William noted that some students might get shut out of Class 2 if we limit the size to 20 students but he questioned whether those students would be allowed to attend course 3 or course 4, as had been done earlier during COVID 19. Lisa Biagiarelli suggested a maximum of 20 students per course. Launa said she felt 20 was too many; Denise suggested 18 and Launa agreed that was enough. All of the classes would be limited to 18 students, first come first served. Masks would be required if that was the current guidance at the time the classes would be running and everybody would be subject to whatever COVID 19 restrictions might be in place.

John suggested that the Committee should consider being somewhat flexible about the refund policy if there were cases where a student came down with COVID 19 and had to miss classes; if they could not complete the course due to absences we should consider refunding their money. We don't want to encourage people to attend the class if they are sick because they think they won't be able to get a refund. Ana said we should keep our regular policies but say they are subject to change due to COVID.

Launa said that Carla has been sending out slides of the material for Course 1; John thanked Carla and said everything looks good. Launa inquired about the use and availability of the Committee's powerpoint projector for the spring 2022 classes. She was told the projector is on location in Berlin. David Kluczowski said each instructor who was using it would have to make sure their own computer would be able to connect to the projector – each instructor should have their own wire to make it work. It was acknowledged that if there were multiple classes taking place at the same time the instructors would have to coordinate who was using the projector at that time.

John said all of the instructors should email him their course dates and he would get the schedule out as soon as possible.

There was no other business to be discussed and Ana LeGassey made a motion to adjourn at 1:57. David Kluczowski seconded. All were in favor.

Respectfully submitted, Lisa Biagiarelli, Secretary