

## **CCMC Committee Member and Instructor Meeting Minutes**

**Tuesday, June 4, 2024, 10:00 AM**

**Hybrid Meeting – Berlin Community Center/GoToMeeting**

**Please join my meeting from your computer, tablet or smartphone.**

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The meeting was called to order at 10:15 AM by Chairperson John Rainaldi. In attendance were committee members Lisa Madden (member and instructor), Lisa Biagiarelli (member and instructor), Beth Hamel (member and instructor), and Launa Goslee (member and instructor); David Kluczowski (member and instructor) joined at 10:22 AM. Jennifer Gauthier was absent. Other instructors in attendance were Carla Hamel, Ana LeGassey, Peter Juszczynski, and David Graves; J. Stacey Yarbrough joined at 10:31 AM.

John introduced the item on the agenda with the members and instructor joint meeting to discuss the Fall 2024 CCMC Course schedules.

The Precourse will be held on 9/4/2024 from 9:30 AM – 4 PM with a half hour for lunch in Berlin, CT. This class will be taught by Ana LeGassey and David Graves.

Course I will be meeting in Watertown, CT this fall. The schedule will be as follows: 9:30 AM -12:30 PM for all days on 9/12/2024, 9/19/2024, 9/26/2024, 10/3/2024, 10/8/2024, 10/15/2024, 10/29/2024 and 11/7/2024. The exam will be on 11/7/2024. This class will be taught by Carla Hamel and Launa Goslee.

Course II will be meeting in Berlin, CT this fall. The schedule will be as follows: 10 AM – 1 PM on 8/28/2024, 10 AM – 4:30 PM on 9/4, 10 AM – 1 PM on 9/11/2024, 10 AM – 4:30 PM on 9/18/2024, 10 AM – 1 PM on 9/25/2024 and 10 AM – 1 PM on 10/2/2024. The exam will be on 10/2/2024. This class will be taught by Beth Hamel and Peter Juszczynski.

Course III will be meeting in Berlin, CT this fall, with two exceptions. The schedule will be as follows: 10:30 AM – 1:30 PM on 9/12/2024 and 9/19/2024, 10:30 AM - 5 PM (with a half hour for lunch) on 9/26/2024, 10:30 AM – 1:30 PM on 10/3/2024 and 10/10/2024; these two classes will be online, 10:30 AM – 1:30 PM on 10/17/2024, 10/24/2024, 10/31/2024 and 11/7/2024. The exam will be on 11/7/2024. This class will be taught by Lisa Biagiarelli and Lisa Madden.

Course IV will be meeting in Berlin, CT this fall. The schedule will be as follows: 9:30 AM – 2:30 PM for all days except the exam on 9/19/2024, 9/26/2024, 10/3/2024, 10/10/2024, 10/17/2024, and 10/24/2024. The exam will be on 10/24/2024. This class will be taught by David Kluczowski and J. Stacey Yarbrough.

The committee decided to offer these Fall 2024 courses online on 7/15/2024.

It will be discussed and decided if the committee needs to offer more than one course for any of the courses in the regular CCMC meeting right after this meeting with the instructors.

After a brief discussion, it was decided that if any course wishes to offer remote access, it will be up to the individual instructors.

John brought up the next order of business to discuss the course evaluations. He said that most of them were even across the board.

In Old Business, it was discussed that the committee members are still working on the student guidelines and will have the updated version prior to the start of classes this fall.

John asked for any other business and seeing none, at 11:07 AM Launa made a motion to adjourn the meeting, Beth seconded. A vote was taken, motion carried.

Respectfully submitted by Launa M. Goslee, Secretary