

Concord Carlisle Adult Education Board Minutes

Dec. 1, 2016

Director Jill Asser reported that our course enrollment is down by approx. 200 registrants. Unsure exactly what's contributing to that decline but suspect busy fall with the national election was a distraction for people. The catalogue we send out each season seems to be the best way to reach people. We need to look at additional ways to encourage participation.

Ideas: Monthly email news letter? "Hot" topic presentation a few times per year where we charge for attendance. Generate a Yahoo group list. Encourage more suggestions from the public as to courses they would like to see offered. The Board brain stormed some possible "hot" topics: films, authors, healthcare, immigration, electoral college. February seems to be a good month for an offering. John Ballantine (Board member) offered to speak with the League of Women Voters about this idea.

The mailing of the new Winter catalogue will go out on Jan. 2, 2017. Announcement for that will be in the Concord Journal as well as the Carlisle Mosquito.

The new registration system has been purchased and is up and running. Seems to be efficient and user friendly. Our website is also being evaluated and tweaked by Sage Island, the same co. that the CPSchools used for their's.

Jill has been re-working the course evaluation forms. Community Ed. courses will continue to have a handout at the end of their sessions for evaluation. Drivers Ed. and Music courses will be done online.

Jill has also been rewriting the job descriptions for the two coordinator positions for Drivers Ed. and Community Ed. Job openings for those positions will be posted in the new year and interviews will follow. We should have two new hires for those positions in place by June, 2017.

The first Concord Bookstore wrap session generated \$45. for Community Ed. scholarships. There will be a second wrap session at the Bookstore on Dec. 20th. Members of the Board have volunteered to help with that.

NEXT MEETING OF THE BOARD WILL BE ON JAN 5, 2017 (Thurs.) @ 11:30-RIPLEY

Please let Demi know in advance if you cannot attend (978-369-4250).

Respectfully Submitted, Demi Ayres

