The first meeting of the year is next week, Tuesday, October 24 at 10:00 A.M. in the YA office conference room. (The number to participate by phone is: 719-394-0424 pin: 72902.)

We will focus on five areas:

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| **TOPIC** | **TIME** |
| 1. Answering the question: Who is the audience for the assessment results we are planning to generate?    1. The staff    2. The teaching artists    3. The Board    4. The clients    5. The funders (e.g. foundations, big donors, etc.)    6. All of the above | 5 minutes |
| 1. Reviewing the format for curriculum that was collaboratively developed with YA National and other Affiliates, and adopted by YANJEP: the Signature Core Services Model Template   Exploring the meaning of the Four Essential Elements identified in the template and how they should inform the curriculum for each program. (Here curriculum is defined simply as the plan for learning in a performance, a two-day workshop, a long-term residency, et al.) | 40 minutes |
| 1. Reviewing the notes from the survey of trustees that relate to our committee.  Should we incorporate anything into the Model Template? | 10 minutes |
| 1. Based on our professional experience and perspective, what advice can we give staff on how to communicate the Essential Elements to our stakeholders? | 5 minutes |

The first three of these topics relate to the mandate to the committee by the Strategic Plan – assessing quality of program, assessing teaching artists and assessing impact of our program. The fourth topic is one the staff asked for advice on.

This is both a complex and comprehensive agenda.  I met last week with two committee members who let me know they could not attend this committee meeting. Without the time limit of our meeting, we talked for two hours on the first two topics!

And now the pep talk: Why try to cover so much in one hour?  First, the Strategic Plan called for the work we are doing this year to be completed by the end of last year.  Second, as a new member of the committee told me last week: “I was on this committee eight years ago and we were talking about how to address all of this.  I don’t want to be in the same place eight years from now!”  I agree.  Third, a major donor told me last week that the research says that major donors – both individuals and foundations - want data proving our programs have a positive impact. Our job as Board members is to insure we have that data – and the sooner the better.

To prepare for the meeting I am attaching six documents:

1. **The YA Signature Core Services Planning Template.** This is the form on which all program curriculums are to be entered.
   1. **SCS Glossary.** This document defines many of the terms used on the template.  It is the glossary shared with the teaching artists.
   2. **Key Ideas in the Development of Program . . . .**  This document addresses what is meant by the term, “understanding.” Every curriculum must identify what understanding(s) will be acquired or deepened at the end of the experience with the YA teaching artist.
   3. **New Jersey Core Curriculum Content/Learning Standards . . . .** This document identifies the four areas that organize the specific learning standards the State mandates for the visual and performing arts. The relevant standards must be identified on the Template.
2. A completed example of the Template for one of our workshops.
3. **FY17 Board Survey, Comments/Committee.** This lists the comments relative to our committee that arose in the survey of Board members last spring.

This is a lot of “stuff” to digest. Please read the documents ahead of time so that our meeting can be tightly focused on questions, concerns and recommendations relevant to the purpose of this meeting – is this template sufficient to give form to the curriculum of our programs in light of the YA mission?