



**Osher Lifelong Learning Institute at UNC Asheville (OLLI)  
College for Seniors (CFS)  
Instructor Guide**

Welcome!

College for Seniors (CFS), the largest program of OLLI at UNC Asheville, is created by and designed for a community of learners. The OLLI members teaching in CFS are an integral part of a unique teaching and learning environment.

CFS participants, most of whom are retired, are drawn into the classrooms to enrich their lives and expand their minds. As students for the joy of learning, they bring to the classroom enthusiasm, honesty and keen intellects. They will also bring their unique backgrounds of knowledge and experience. In keeping with a true learning community, many participants teach the instructors something new about the subject of the course.

College for Seniors participants have high expectations. They are not concerned with grades and credits but seek intellectual and physical enrichment. Participants expect their instructor to be prompt, well prepared and organized. They expect the instructor to be in charge of the class but also to be open to their questions and comments while fostering a climate in which divergent opinions are exchanged and respected.

OLLI members, CFS participants and the staff appreciate the contributions that instructors make and are aware of the time and effort required to share knowledge and to teach. Together this unified learning community continues to thrive with a common spirit of participation and commitment that is essential to successful learning and healthy aging.

The purpose of this Instructors Guide is to be a source of information concerning College for Seniors policies and procedures. It is the responsibility of each instructor to become familiar with this information and to incorporate it into her and his teaching experience. If there are questions or a need for clarification, please contact the CFS Program Manager Herb Gunn or any member of the College for Seniors Committee, 11 of whom are the chair of the curriculum committees.

## **Instructor Benefits**

### **1. OLLI Membership and Benefits**

College for Seniors instructors are volunteers and encouraged to be members of OLLI at UNC Asheville and fully participate in the learning community. OLLI membership is \$25 per year. Parking permits for on-campus parking must be acquired through the UNC Asheville transportation office. The volunteer is not a paid instructor, but the volunteer instructor does accrue the following benefits:

- Volunteer instructors who teach a College for Seniors course receive a token of appreciation from the College for Seniors in the form of a paid parking permit for campus parking.
- Volunteer instructors receive credit vouchers for use when taking courses (\$11 per contact hour). These are available at the end of every course taught and may be used by the instructor or a significant other in the household for future courses and fees. Vouchers can be assigned to co-instructors and presenters, at the request of the primary instructor. Credit vouchers expire after three years.

## **Mission of College for Seniors**

The mission of College for Seniors is to provide OLLI members:

- Opportunities for continuing intellectual and cultural enrichment
- Activities to enhance creative talents and energies
- A congenial and supportive environment for discussion, learning and re-creation

## **College for Seniors (CFS) Organization** ***College For Seniors – A Collaborative Effort***

The CFS Program Manager is a paid staff person who works in cooperation and concert with the volunteers of the CFS Committee and its support network to plan, execute and evaluate the four-term cycle of CFS courses each year. As a UNC Asheville employee under the supervision of the OLLI Executive Director, the CFS Program Manager is responsible for the viability of the program. Supporting the Program Manager are numerous volunteers who collaborate to make the program operate effectively and efficiently. Recommendations and input from the CFS Committee and volunteer leadership are major factors in the CFS decision-making process.

## Submitting a Course Proposal

### Course and Instructor Selection Process, Policies, Procedures

In selecting courses and instructors, the topical curriculum committees consider:

- Course consistency with the mission of OLLI Asheville and College for Seniors
- The development of a curriculum that is balanced and takes into consideration the preferences of our members
- Whether the prospective instructor has taken College for Seniors course(s) and understands the OLLI learning community environment
- End of Course evaluations if he/she has taught previously at College for Seniors
- Course consistency with the academic tradition of freedom of inquiry and respect for the viewpoints of other people

CFS instructors are principally volunteer instructors, drawn from the OLLI membership and committed to teaching for the love and passion of a learning community. There may be circumstances in which a curriculum committee or the OLLI staff cannot fulfill curricula goals and in some instances, an instructor is paid. Instructors for courses in which certification and/or self-insurance are required may be factors in considering compensation.

Course proposals for the CFS curriculum are reviewed by one of 11 Curriculum Committees:

- Business, Law and Finance
- Health and Fitness
- History
- Languages, Literature and Writing
- Life Transitions
- Math, Science and Technology
- Performing Arts
- Personal Development
- Religion and Philosophy
- Social Studies
- Visual Arts

### Course Proposal Process and Instructional Guidelines

The online course proposal form is available on the OLLI website, [www.olliasheville.com/forms](http://www.olliasheville.com/forms). The proposal and course outline are carefully considered by the appropriate curriculum committee and the Program Manager as part of the recommendation and approval process. Both the course proposal form and the outline **MUST** be submitted electronically – on a term-specific proposal form. Except under special circumstances, course proposal forms must be completed and submitted *each time a course is proposed*, even if it is a repeat course. An instructor should supply a short biography that is pertinent to the course she or he is teaching, which will be posted on the OLLI website and the online registration system.

## Promotion and Advocacy Policies

Through its instructors, curriculum committees and staff, College for Seniors strives to foster a culture of respect in which an open exchange of ideas and an environment for respectful discussion is welcomed and encouraged.

We ask College for Seniors instructors to:

- Establish and maintain an environment for an open exchange of opinions and creative discussion and not promote specific religious, political or philosophical beliefs;
- Avoid promotion of their own or other specific businesses, products or services by way of announcements and marketing, including the non-requested distribution of business cards, brochures or company presentation templates;
- Avoid the use of email addresses or contact information of OLLI participants beyond specific course communications. Continuing contact with participants after the conclusion of the course requires intentional opt-in and easy opt-out features on the part of the participants.

## Deadlines

In order to provide time for the course proposal process and catalog printing and distribution, course proposal forms must be submitted as early as possible for a specific term and **no later than:**

<u>Deadline Date</u>	<u>Course proposal due for:</u>	<u>Term Length</u>
February 1	Summer Term	Six weeks
May 1	Fall Term	Eight weeks
August 1	Winter Term	Six weeks
November 1	Spring Term	Eight weeks

## Proposal Evaluation Process

- The CFS Program Manager reviews and edits each course proposal and assigns the proposal to a curriculum committee. The committee chair assigns one committee member as a “liaison” for each course proposal. The liaison is in contact with the prospective instructor throughout the proposal review process and contacts the instructor if there are questions about the proposal. The liaison also assists the instructor to prepare for the term, attends the initial session in a support role, and participates in the evaluation of the course and instructor.
- If an instructor is new to the College for Seniors program, she or he shall meet with the curriculum committee for an interview and conversation about the proposed course.
- Approximately three months before the start of the term, the CFS Program Manager notifies each instructor whether a proposal has been accepted, declined or postponed for consideration another time. If the course is accepted, a follow-up notice confirms the specific dates and time the course is to be offered and the course description for the catalog.

## Your course is recommended and scheduled for the next term. Time to get ready!

### Preparation and materials

- When a course requires consumable materials (i.e. art supplies that will be consumed during the classes), participants can be asked through the course description to pay a reasonable materials fee to cover projected expenses of the instructor. The instructor will provide other materials and resources necessary for the course (reference books, DVDs and videos, audio material, etc.) without charge to the participants. College for Seniors is not able to pay for these materials that remain the property of the instructors.
- Do you have a materials fee for your course? The fee must be explained in the course description, then you will communicate with the participants and collect the fees when the course begins.
- Copyright – Each instructor needs to be familiar with current copyright law – for print and electronic—and is personally responsible for avoiding infringement issues.
- Prepare any course resources for the OLLI website. The resources posted may be a course outline, handouts or readings for the class, lists of class materials needed, photos or other visuals or special instructions for the course. Email the web resources to Jacqueline Lowe (jdlowe@unca.edu) at least three weeks prior to the start of the term.
- Prepare any presentations to be delivered electronically during the course – films/videos, PowerPoint/Keynote/Prezi, overheads, music clips, etc.
- At least two weeks before the start of the term, schedule time with Jacqueline for audio/visual equipment help and practice. A list of technology available for use at the Reuter Center is available on the OLLI website or from Jacqueline Lowe.
- For special room arrangements, contact Jacqueline at least two weeks prior to the start of the term.
- Approximately three weeks prior to the start of the term, you will receive a class roster of course participants with their email addresses and phone numbers. You are encouraged to communicate any special instructions to participants by email or phone prior to the start of the first class and throughout the term as needed. Encourage participants to read or download any resources from your course web page. This will reduce the need to copy handouts.
- You will receive instructions for accessing your instructor administrative site to download an updated class roster. You are encouraged to get a new roster with new email addresses every time you send an email as the roster will change during the Add/Drop phase of registration.
- When you email your class, please only include email addresses in the BCC line. PDFs of your files are the most universally readable. If you don't know how to create a PDF from a Word or Pages file, please ask Jacqueline for help.
- Please use your class roster only for the purposes of the course you are teaching in the current term. If you want to send information about future courses or events, an instructor must create an “opt-in” list with a clear “opt-out” option.
- Attend the College for Seniors instructors orientation, which is held the week prior to the start of term.

- Do you need paper copies of handouts for class participants? Contact the OLLI office with at least one week of notice. There are limitations to the amount of photocopying the office can provide.
- Check your mailbox, located right outside the office on the upper level, prior to the first class and throughout the term.

### **Scheduling and Class Organization**

- Begin and end classes on time. Move out of the classroom as soon as possible (five minutes) after the class is over to make time and room for the next instructor to set up. Feel free to enjoy continuing conversations with your participants in the hall. It's one of the unique aspects of learning and teaching with OLLI members.
- If you are unable to teach or need to reschedule a class meeting, please contact OLLI as soon as possible so that notice can be posted. If there is enough time to email or telephone participants prior to the class, please send the email or contact OLLI so that the OLLI staff can send the notice. OLLI is a busy place, so please avoid deviating from the standard schedule and announced locations as advertised in the catalog.
- If you have guest speakers, please make sure to let the OLLI office know in advance, and we can reserve parking or make a parking pass available. It's a good idea to let guest speakers know where you will meet them if they are unfamiliar with the building. Offer guests the option to practice on the classroom equipment, and let Jacqueline know if any other special arrangements are needed.
- Every class has an attendance list that you (or your Class Rep) will pick up in the OLLI office on the upper level. We appreciate having an accurate attendance record of every meeting as a way to help us understand how we make the best use of our available space. A Guest Pass for visitors to OLLI can be requested **48 hours before** the class—but visitors to your class must have a Guest Pass. Please do not admit someone to a class as a permanent member or a visitor without contacting the office. Most courses have waiting lists, and we strive to be fair and consistent about filling additional spaces. We also want to respect your request to limit the class size as needed for discussion or hands-on learning.
- Class Reps are available to new instructors and to instructors with large class enrollments. The Class Rep can pick up and turn in attendance sheets, make class announcements as needed and assist in the management of the room. Class Reps are not trained or responsible to run AV equipment or move furniture.

### **Classroom management**

- Name tag—Please wear a nametag at all times and enjoy getting to know your participants by reading theirs. New instructors are provided a nametag at orientation.
- Class announcements are limited so as to not interrupt the flow of your presentations. Topics of OLLI classroom etiquette are encouraged through the visual display screens. No one (including members, guests, instructors or guest instructors) may solicit any business or make referrals to businesses without the expressed permission of the OLLI Executive Director and CFS Program Manager.

- Room 206 and Room 102 are equipped with hearing loops. Anyone with a t-coil hearing aid can flip a switch and hear amplified sound with clarity. We have headphones available to anyone who does not have appropriately equipped hearing aids but needs assistive listening. We focus on making sure that everyone can hear, so **always** use a microphone and repeat questions. If possible, use the closed caption feature on any films shown.
- If there are other accessibility issues (for you or the participants), please contact Jacqueline Lowe for any assistance needed.
- If equipment doesn't work as you expect it to, please send a Class Rep or participant to get help from the office. Don't try hitting random keys or unplugging/plugging things or otherwise try to "fix" the problem. You can make it more challenging for the people who can help.
- OLLI members know that all liquids are to be in a covered container. As the instructor, you may determine if you want to allow eating during a class and should make that clear from the first day.
- OLLI members are instructed to turn off cell phones during class. It is up to you to regulate use of any personal equipment such as tablets, laptops or phones/cameras for taking notes, taking photos, recording a lecture/discussion, etc.
- Feel free to move chairs into a circle or otherwise change the room set-up and please return everything to its original position prior to leaving.
- Take a break at the midway point of class. Let participants know precisely when to be back in the room.
- Our members expect you to manage questions and discussions. If you set the parameters at the beginning of class, you will have fewer challenges with people who dominate discussion and can take you off the track of your lesson plan.
- Enjoy yourself! The best teachers are those who have a passion for their subject and a sense of humor never hurt anyone.

### **Keep OLLI safe**

- In the event of adverse weather or for any other reason we have to cancel classes, we send an email to the OLLI membership and we put a notice on the OLLI website.
- If you have a medical emergency in class, please call the UNC Asheville police first at 828-251-6710. They are first responders, can be here quickly and will automatically call 911. Send word to the office if you call for help. We can help with directing traffic.
- If you need to evacuate the building for any reason, please lead the class in an orderly way from your room (don't stop to gather belongings) to the central doors on the level where you are teaching. Gather in the western end of the parking lot and wait for information from an OLLI staff member before entering the building.
- We have defibrillators on both levels of the building, mounted right outside the men's room entrance. If you need to use a defibrillator, please call the police and inform the OLLI office right away.
- If the course will be provided off-site or there is an off-site field trip, please have participants sign a waiver (available from the OLLI office in Room 208).

## **Course Feedback and Evaluations**

- Each instructor is assigned a liaison by the curriculum committee. The liaison will attend your initial class and afterward, offer you suggestions or advice, if needed. If you have questions or issues that arise during the term, you are encouraged to contact your liaison.
- Course evaluations are completed by participants for all courses at the end of the term. After the surveys are tabulated, you will receive summary feedback.

**Questions?** Contact Herb Gunn, College for Seniors Program Manager  
828.251.6873 or [hgunn@unca.edu](mailto:hgunn@unca.edu)