

# OLLI Curriculum Committee Charter

The committee will consist of the following positions:

- a. Chair
- b. Vice Chair
- c. Recorder
- d. Area Coordinators
  1. History
  2. Literature/Writing
  3. Activities/Fine Art
  4. Outdoors
  5. Film/TV
  6. Science
  7. Lifestyle
  8. Spirituality/Philosophy
  9. Politics/Current Events/Finance
  10. Technology (Staffed by OLLI Technology Committee)
- e. Ex-officio member from the Governing Council (Has a vote)

Area Coordinators are responsible for the following:

1. **Reviewing/planning session offerings** to ensure good balance and adequate coverage. This includes looking for possible intersecting/connected learning groups.
2. **Developing courses.** First and foremost, the ideas for learning groups and workshops are generated by the members interested in facilitating. Other ideas may be gathered by reviewing offerings from other OLLIs, from suggestions offered by members on evaluations forms, from resources such as The Teaching Company and PBS, and other online resources.
3. **Recruiting facilitators/learning groups.** Area Coordinators should reach out to new and existing members possessing particular skills or interests to personally recruit potential facilitators.
4. **Screening/supporting new facilitators.** This may include arranging for a mentor or co-facilitator or sitting in on a learning group to determine a facilitator's needs.
5. **Reviewing proposals and evaluations** within that curricular area. Coordinators should review learning group descriptions for clarity and appropriateness and make a recommendation on whether the facilitator should present to the entire Curriculum Committee. When reviewing evaluations, Coordinators should assess the individual facilitator performance and ability to address members' special needs. When issues are identified, the Coordinator may meet individually with the facilitator, recommend a mentor or co-facilitator for future learning groups, offer additional training, or require additional presentations and planning. The Area Coordinator may also recommend that the facilitator not lead further learning groups.

Some positions may be filled by two persons if there is an especially large number of learning groups in that area or a new person can add significantly to the topic area. Candidates for open positions will be expected to apply, and the Chair and Vice Chair will determine their acceptance. The Chair and Vice Chair may also remove members from the Curriculum Committee.

The Chair and Vice Chair will be chosen through yearly elections, with 4-year term limits.

Other tasks (i.e., Evaluation Committee, Training, Munch & Learn Coordinator, Session Coordinator, etc.) will be assigned from among the Curriculum Committee members.

The Curriculum Committee understands that fundamentally, OLLI is a bottom-up organization, and that the wealth of learning groups and workshop offerings are a reflection of the talents, expertise, and interests of the membership. The Curriculum Committee encourages and develops the facilitation capacity of the membership by offering workshops for facilitators who are contemplating involvement and training for facilitators who offer proposals, as well as mentors and co-facilitators when necessary or desired.

In addition to learning group ideas developed by Area Coordinators, a library of resources is available to help facilitators develop their ideas, and additional materials can be purchased from the Curriculum Committee budget. These ideas are presented to potential facilitators during the "Thinking about Facilitating" workshop. In addition, these ideas are presented to members in the "thanks for renewing" mailing each member receives, posted online, and included in newsletters, new member packets, and flyers distributed in every learning group each session.

Learning group trends such as developing additional training, seeking outside consultation, and recommending additions or changes to technology available to facilitators (including equipment to address accessibility issues) are addressed as needed.

Evaluation forms and attendance records are collected for each learning group at the end of every session. In addition, evaluation forms are available online and in the office to encourage members who drop a learning group to complete an evaluation. Facilitators are encouraged to review their own evaluations, and the Curriculum Committee reviews all evaluations and attendance records at the end of each session to work with Area Coordinators to assess the individual facilitator performance and trends across multiple learning groups. New facilitators and facilitators with identified issues may be asked to complete a self-evaluation or meet with members of the Curriculum Committee

Effective date: October 6, 2016