

COORDINATOR HANDBOOK

Where Mature Minds Bloom

- **Be Prepared**
- **Encourage Participation**
- **Have Fun**

WELCOME

The Curriculum Committee appreciates your willingness in offering your time, talents and expertise to lead an OLLI at UNLV study group. Without you, we would have no courses to offer members.

This document will provide a few ideas and information which may be helpful. It is intended to answer some of your questions. The Committee and the Board are ready to help and to support your efforts.

Have a great semester and many thanks for your service as a Coordinator!

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OLLI ADMINISTRATION

OLLI at UNLV is a member-driven, member-governed organization. The Board of Directors is the principal governing body of OLLI at UNLV with primary responsibility for formulating and implementing policy and programs, subject to University policy. The Board of Directors is nominated and subsequently elected by the membership at large each spring. The President appoints a replacement, should a vacancy occur. UNLV, through Educational Outreach, has the final decision on all OLLI at UNLV plans and activities.

Duties and responsibilities of the Board and its officers are set forth in the OLLI at UNLV By-Laws and include the coordination of the work of all committees. The President appoints all Committee Chairs, with the approval of the Board. The Board works closely with UNLV Educational Outreach. Board meetings are held monthly or at the call of the President, and coordinators are invited to attend.

ROLE OF THE COORDINATOR

You, as the Coordinator of a study group, are the most essential part of the OLLI learning experience. You act as guide, moderator, teacher, listener, facilitator and role model. The plans you have developed for your group will set the scope and objectives, and how the students will learn and interact. Sometimes you may find the group, with your leadership wishes to change directions, and you can facilitate that.

- **OLLI study groups stress active participation by all the members.** This can be accomplished by sharing the leadership role or through reports, debates, group discussions, readings, Q&A, or whatever method works with your group of members.
- **Be sure to set ground rules at the first session.** If the group is small, simply speaking out may work, but if the group is larger, you may ask members to raise a hand to be recognized. Lively discussion is encouraged, but no one should feel overshadowed by more verbal members or shy about contributing. You might find calling on those quieter members and asking for their opinion may draw them into the conversation. Keep one or two from monopolizing the discussion. You are more than welcome to invite guest speakers to maximize the educational experience of your group. Notify the OLLI office with guest's name and topic to be discussed.
- **Coordinators are expected to attend at least one development opportunity each year.** This may include orientation sessions, retreats, or a specially-arranged training session. New coordinators will be expected to attend an orientation session the first time they are on the schedule.
- **Coordinators agree to conduct each session in a courteous and professional manner.** Coordinators welcome diverse points of view to enrich discussion, and agreement is not an expectation. Profanity, blue language, off-color jokes and comments are discouraged. Comments that indicate racial, gender, ethnic or religious biases have no place in OLLI. Coordinators should acknowledge all questions in a respectful manner, answering whenever possible.

OLLI's aim is to keep those brains working, thinking and making new connections in order that we can all stay mentally alert and healthy. ***OLLI is also a place to create new friendships and maintain the 'old', so thank you for volunteering and enjoy the experience.***

PARTICIPATION IN STUDY GROUPS

The two cornerstones of OLLI at UNLV are **peer learning** and **active participation**. Study group leaders create and administer all OLLI study groups. Leadership styles vary: research and reports by member volunteers; discussion; assigned readings; debates; DVD or CD reinforced and expanded with lectures and discussions to compliment the media presentation. Every member is expected to fully contribute to the study group chosen. The coordinator and members share the learning experience.

Study group participation is a commitment to regular attendance. If a member will not be attending due to illness, vacation, travel or emergency, the study group leader should be informed.

Courtesy is a keynote of OLLI at UNLV membership. Courtesy is extended to other members, UNLV staff, and guest speakers. We recognize opinions and philosophies differ, but we respect everyone's right to be treated fairly and courteously.

GENERAL INFORMATION

AN OPEN HOUSE for courses is held in January and September. Summer class registration is in either May or June, but an Open House is not held. New members who come to the Open House will meet the study group leaders, pick up new Catalogs and be provided with other pertinent information such as parking and location of classrooms. The New Member Table at this event keeps a list of new members for the New Member Luncheon held later in the semester. Returning members receive their Catalog in the mail but are encouraged to attend the Open House.

Coordinators are responsible for providing information about their class at the Open House. Coordinators will be seated at tables around the room by class name in alphabetical order. Participants will be handed a class grid and encouraged to discuss their questions with the coordinator of their choice. The information that a Coordinator provides should encourage individuals to join the study group (syllabus, expanded description or other information about the study group.)

PRE-REGISTRATION AND ROLL

In order to better serve our members and prepare for upcoming semesters, OLLI at UNLV has implemented a pre-registration process. Members are asked in the weeks leading up to the term to sign-up for the individual courses they plan on taking. Based on the number of registrations received, classroom assignments may be re-assigned before the beginning of the term. We will also classify each class in one of three categories based on the number of registrants:

- **Waitlisted**—These classes are at capacity and a waitlist has been established for members who are interested in joining. “Capacity” is defined by the room’s fire code allowance, unless a Coordinator wishes to restrict class size further. We will post Waitlisted classes in NYCU and around campus so that members know that there are no seats available in case they were planning on dropping in. Coordinators with Waitlisted classes will be given a pre-printed attendance roster and will be asked to have members check their name during each class. If a registered member misses two consecutive classes without notifying the instructor, they will be dropped from the class. Coordinators are asked to provide these names to the OLLI office. OLLI at UNLV staff will notify the first person on the waitlist of an opening, and move down the list until

someone expresses interest in joining the class. If no one on the waitlist is interested in joining, the place will be opened to the general membership.

- **Open**— These classes have empty seats available and are not at capacity. Coordinators will not be required to take roll as long as seats are available. Coordinators should announce periodically that anyone not registered for the class should do so in order to receive important class related updates (cancellations, messages from the coordinator, etc.). If an Open class fills up, please take the names of the unregistered people in the class and provide them to the OLLI office. This will move the class from Open to Waitlisted, and they will follow the Waitlisted procedures for the remainder of the term or until the waitlist is empty.
- **Forum**— Forum classes generally have topics that shift from week to week, such as Soap Box and Brown Bag, and will not have a pre-registration requirement. Instead, members will be admitted to class each week on a first-come, first-served basis until capacity is reached. Any Coordinator may request to classify their class as a Forum.

ADMINISTRATIVE INFORMATION

- **DUES** are established by the Board of Directors, subject to approval by UNLV. The dues reflect the present year's expenses and anticipated needs for the next year. Our year matches the UNLV fiscal year –July 1 to June 30. Income is based on anticipated membership and the current interest from the \$1 million Osher Foundation endowment gained in 2010.
- **TUITION WAIVERS** - Tuition waivers are granted to coordinators and co-coordinators for the semester in which they are actually coordinating a class. No more than two co-coordinators per class may be given a waiver unless approved by the Board. Co-coordinators are those who assist the coordinator in the week-to-week progress of the group and assume an equal percentage of the work.
- **STUDY GROUP EXTENSIONS** - The Board continued the policy (approved in 2010) that no extension will be granted to the academic semester. If, you should need to extend your class beyond the dates of the semester, a request for additional room space will be handled on a case-by-case basis. Please plan accordingly.
- **GUEST POLICY** - Guests are welcome to attend two classes but must receive a GUEST PASS from the OLLI office and provide name, title and topic. After two visits they must pay regular dues. There are valid reasons for this policy. Our members recognize non-payers and very much resent them. Also, guests who check in at the office are covered by the UNLV umbrella insurance policy. Persons attending without registering are not.

Please announce at your first study group that OLLI is a members-only program, unless the guest is visiting one time and has signed in at the OLLI Office. We encourage members to bring guests often so that we can reach the Board's goal of 2,000 OLLI members. All guests at satellite locations must also fill out a Guest Pass. OLLI at UNLV staff follow up with guests to gauge their experience and help them become registered members. Please return your classes completed passes to the OLLI office as soon as possible. You can also call or email your guest's information to OLLI staff.

PROCEDURAL GUIDELINES

- **BUDGET** – Each coordinator is allowed a maximum of \$150 for instructional expenses. These can include copies, DVDs, videos, CDs, textbooks, etc. Anything over \$150 must be approved by the Board prior to purchase. **DO NOT PURCHASE THESE SUPPLIES YOURSELF.** All supply purchases are handled by OLLI at UNLV staff. There are supply requests forms available online and in the OLLI Main office in Building 500.
- **EQUIPMENT NEEDS** – Equipment Needs forms are completed at the beginning of the semester so that your classroom is ready for you each time you step in to lead a study group. If your equipment requirements change during the semester, please alert the Operations Coordinator at least one week in advance.
- **EQUIPMENT PROBLEMS** – Contact the OLLI office for support from the Educational Outreach Client Services Division.
- **CANCELLATION OF CLASSES** - It is the responsibility of the coordinator to notify OLLI at UNLV staff of any cancellations. Please let the OLLI staff know the date and class cancelled, and an email will be sent to registered members of the class.
- **BOOK, VIDEO, CD, DVD PURCHASE:** The purchase must go through the OLLI Office. At the end of the term, the item is to be returned to the OLLI Office, as it is the property of UNLV. Some books or CDs and DVDs may be available at the UNLV Lied Library or the OLLI Multimedia Library. You can arrange to check out items for the term. **Regretfully, no reimbursements can be made for purchases made by anyone other than the OLLI staff.**
- **EMERGENCIES** - Should an emergency occur, call 911 **AND** the campus police at 895-3668. It is important to notify the campus police, so the incident can be logged into campus records. Also notify the OLLI administrator in the OLLI Office. There is a fire extinguisher in each classroom. In case of a fire, the alarm will sound and all must exit. The Fire Department will automatically be alerted.

- **ADVERTISING FLYERS** – Any advertising that you distribute must be pre-approved by Educational Outreach. OLLI at UNLV staff is happy to help design and print your flyers.
- **FURNITURE** – If you move the furniture around, please return it to its original configuration.
- **EVALUATIONS** - At the end of each term, students are given the opportunity to provide feedback on your study group. You must administer evaluations during the final weeks of the term, in compliance with procedures used at UNLV. After the data from the evaluations has been aggregated, the results will be shared with coordinators when it becomes available.

Coordinating at Satellite Locations

- **COMMUNICATE ALL CONCERNS DIRECTLY TO OLLI AT UNLV STAFF**
We are guests at our satellite locations, who are generous enough to donate their space and other resources to our program. If there are issues at your satellite, please be sure that they are sent directly to the OLLI staff-- **not to any on-site satellite staff**. Although the sites have agreed to host us, the on-site staff has no obligation to assist the OLLI at UNLV program. After alerting the OLLI staff of any problems, a staff member will address the situation with the appropriate person, follow up, and get the issue resolved.
- **USE GUEST PASSES-** We are working hard to build relationships with our guests in order to cultivate them to become members. It is important that any guests complete a guest pass and that the contact information is given back to the OLLI office so that the appropriate follow-up can be conducted. You can drop completed guest passes off in the OLLI office or call 774-OLLI and provide the guest information over the phone. This is a vital step in our recruitment efforts!
- **COMMUNICATE THE GUEST POLICY**—Unless otherwise noted, guests are allowed to attend ONLY 2 classes at no charge. After that, they must sign up to continue taking OLLI classes. Please be sure to communicate the guest policy early and often during the first few classes at your satellite. We really want to encourage guests, but don't want people abusing the privilege.

RECOMMENDED STUDY GROUP PROCEDURES

FIRST SESSION – Set the tone for your class:

- Smile.
- Write name on board (maybe phone or email).
- Introduce yourself, background and your interest in topic.
- PRINT your name and name of class on attendance sheet and secure name of class members.
- If class is small, have members introduce themselves- name, background, and perhaps what they hope to learn.
- Recognize and welcome new OLLI members.
- State ground rules for course.
- Have Syllabus ready for distribution – This helps focus group's thinking and expectations. As the Coordinator you can change the syllabus as you move along.

CONTENT OF SYLLABUS

- Name of Course, when and where class meets
- Your name, maybe your phone # or email
- Brief description of course including course objectives
- Materials to be used
- Outline of topics to be covered
- General requirements of assignments
- Classroom procedures

Schedule a break – And take it! We recommend a break of 10-15 minutes about halfway through the class.