

# New Instructor Orientation for Spring 2024



Alan Teasley – Chair, Instructor Relations Committee (IRC)

March 15, 2024

# Welcome to OLLI at Duke!

- Among top ten largest OLLIs (1900+ members)
- Founded in 1977 – Recently Celebrated our 45<sup>th</sup> Anniversary
- Members: 72% have a Master's degree or more (JD, PhD, MD)



# Today's Agenda

- Introductions (Jenny)
- Essential Logistics
- Instructor Training
- Resources for Instructors
- Managing Challenges
- Tips for a Successful OLLI Course





# Your OLLI Staff

## ▶ **OLLI Staff:**

- Chris McLeod, Director
- Jenny Levine, Program Coordinator
- Kathy Parrish, Staff Lead for In-Person Courses & Instructor Contracts
- Betina Huntwork, Staff Lead for Online Courses & Communications

## ▶ **Part-Time Staff for Course Support:**

- JRC-Based: Alease Davis, Jay Starks
- Zoom-Based: Jonathan Bitner, Annie Taft, Mary Thompson, & Beverly Thorpe
- Both: Beth Bowling, Annette Gooch

# Please Introduce Yourself

- Your name
- Where you're located
- The title of the course you're teaching in Spring 2024 and a one-sentence description
- What's one thing you hope your students will learn or understand by taking this course?

# Welcome to OLLI at Duke!

## ▶ Code of Conduct [LINK](#)

- Positive environment for learning & connection
- Mutual respect and civil discourse
- Personal and academic integrity
- Manage those who try to dominate discussion

## ▶ Questions or Concerns?

Email Director Chris McLeod [Chris.McLeod@duke.edu](mailto:Chris.McLeod@duke.edu)

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# Essential Logistics: Spring Schedule

- March 13: Spring 2024 catalog available online
- April 9-10: Registration opens (Tues/Wed)
- April 29: Classes begin
- May 27: OLLI Offices closed for Memorial Day
- June 7: Last day for most spring courses
- June 10-12: Make-up classes



# Essential Logistics: If you need to cancel a class . . .

- **Canceling an Online Class** – Contact Betina Huntwork
  - [Olli@Duke.edu](mailto:Olli@Duke.edu) or your Zoom staff person
- **Canceling an In-Person Class** – Contact Kathy Parrish
  - [Kathy.Parrish@Duke.edu](mailto:Kathy.Parrish@Duke.edu)

# Severe Weather Policy

## ▶ Online Courses

- Will run regardless of weather. We do not cancel or delay.

## ▶ In-Person Courses

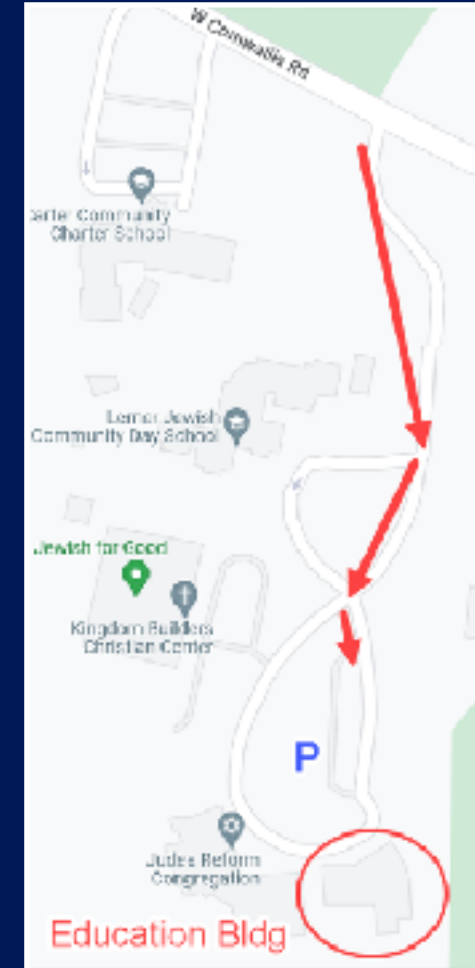
- OLLI's policy is to follow notifications of Durham Public Schools (DPS)
  - *When DPS is closed, OLLI classes are canceled.*
  - *When DPS is delayed, OLLI cancels 9 am classes.*
  - *When DPS closes early, OLLI cancels afternoon classes.*

# In-Person Courses

- **In-Person courses meet in the Education Building**

## Judea Reform Congregation

1933 W. Cornwallis Rd.  
Durham, NC 27705



# In-Person Courses

## ▶ In-Person Courses are held at JRC

- COVID policy
  - Updated frequently (latest is 7/28/23)
  - <https://learnmore.duke.edu/olli/person-guidelines>
- Instructor name badge
- Parking pass: get from staff, leave on dashboard
- No food—coffee & tea provided
- No copier for class handouts

# Course Waitlists

- If a course fills, OLLI office staff will manage the waitlist.
- Refer student questions about waitlists to [OLLI@duke.edu](mailto:OLLI@duke.edu).
- Instructors **cannot** offer waitlist spots.
- Students who are not registered in a course are not permitted to attend.



# Communicating with Students

- Use OLLI's **Learnmore Instructor Portal** to email students, send attachments, and provide website links
- Class roster + emailing available **2 weeks before** your first class
- Students asking for course Zoom link?
  - Refer them to [olliatduke.online](https://olliatduke.online)
- Problems?
  - Contact [olli@duke.edu](mailto:olli@duke.edu)

# Instructor Portal

- Go to [learnmore.duke.edu](https://learnmore.duke.edu), click “Instructor Login”
- Use email address you provided in course proposal
- See instructions on [olliatduke.online/instructors](https://olliatduke.online/instructors)
- The Zoom link for your online course is in Instructor Portal
- Use of portal covered in training and at this link:  
<https://www.olliatduke.online/instructorlink.html>

# Student Feedback: End-of-Course Survey

- Administered by OLLI staff—consists of multiple-choice questions and written comments
- The link to the electronic survey is available in the student portal during the second to last week of class.
  - For Online courses, your staff person can also put the survey link in the chat.
  - In-Person classes can also use a QR code during the last class.
- Summary report emailed to instructor, Area Chair and OLLI Director

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# Instructor Training: Spring 2024

- Mar 19-Apr 18 Individual “Prep & Check” Sessions
- April 10 Moderator Training (1:00 p.m., on Zoom)
- April 12 Ready, Set, Teach! (10:00-11:15 a.m., on Zoom)
- April 22-26 Online Rehearsals & Team Introductions  
(same day & time as your course meets)
- April 24 In-Person JRC AV Training (10:00 am)
- April 29 Classes begin



# Required Training for New and Returning In-Person Instructors at JRC

- ▶ **Review Instructor Checklist** – <https://www.olliatduke.online/training>
  - View slides/videos as needed
- ▶ **JRC Audio-Visual (AV) Training** – In-person, April 24, 10 a.m.
  - Learn about classroom AV & microphones
  - Practice in your assigned classroom
  - Arrange alternate time if cannot attend

# Required Training for New Online Instructors

## ▶ Review Instructor Checklist

- <https://www.olliatduke.online/training>
- View slides/videos as needed

## ▶ “Prep & Check” Session

- 1-on-1 session via Zoom
- Sign up for time slot 2 weeks before term starts

## ▶ Class Rehearsals – week before term starts

- Course team: OLLI staff, instructor, moderator
- Practice Zoom transitions with your slides
- Same day & time as class meets

# Recommended Training for All New Instructors

- ▶ **Ready, Set, Teach!** – via Zoom, April 12, 10:00-11:15 a.m.
- ▶ **Best Practices for Slide Presentations**
  - Techniques & tips for effective presentations
  - Slide deck available on Instructor website:  
<https://www.olliatduke.online/training.html>

# Training Calendar: Spring 2024

Mar 2024	3	4	5	6	7	8	9	
	10	11	12	13 Catalog Published Moderator sign up opens	14 Submit Course Websites	15 IRC Spring NIO 10-11	16	
	17	18	19 Prep & Checks begin	20	21	22 Moderators sign up closes	23	
	24	25	26	27	28	29	30	
	31	1	2	3	4	5	6	
Apr 2024	7	8 Special newsletters	9	10 Moderator Training 1pm	11 Zoom Basics for Members 10am	12 Ready Set Teach! 10am	13	
	14	15	Registration		18 End of Prep & Checks	19 Course Websites Due	20	
	21	22	23	24 IRC AV Training 10am	25 Meet & Mingle in person only 10am	26	27	
	Rehearsals (new instructors) + Team introductions							
	28	29 Spring Begins	30	1 Fall DT opens	2	3	4	
May 2024	5 Last day for Winter Recordings	6	7	8	9	10	11	

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# Course Moderators for Online Courses

- **Assist with instructor / student interactions**
  - Engage students before class starts
  - Manage questions: Zoom Chat or Raise Hand
  - Assist with time-keeping
- **Attend mandatory rehearsal with instructor**
- **Share observations about class**
- **Support instructor's course style and needs**

# Class Assistants for In-Person Courses

- **Assist with instructor / student / staff interactions**
  - Serve as liaison with onsite OLLI staff members
  - Engage students before class starts
- **Take attendance**
- **Share observations about class**
- **Support instructor's course style and needs**

# Resources for Instructors

- **Instructor Training**
- **Online “Coffee & Conversation” Events (Zoom)**
  - **Next: September, Date TBD**
  - **Recorded and available on instructor website**
- **Volunteer & Instructor Appreciation Event:**
  - **Next: May 16, 3:00-5:00 p.m., Levin Social Hall, JRC**
- **Quarterly Instructor Newsletter**

# Resources for Instructors

- **Online Learning Website (Instructors Page):**
  - [olliatduke.online/instructors](https://olliatduke.online/instructors)
- **Learnmore Website: Instructor Portal**
  - [learnmore.duke.edu](https://learnmore.duke.edu)

# Resources for Instructors

- **Course Website Service**

- Assist to create/maintain website using Weebly
- Contact: Dan Kuntzman, [dankuntzman@me.com](mailto:dankuntzman@me.com)

- **Instructor Coaching Service**

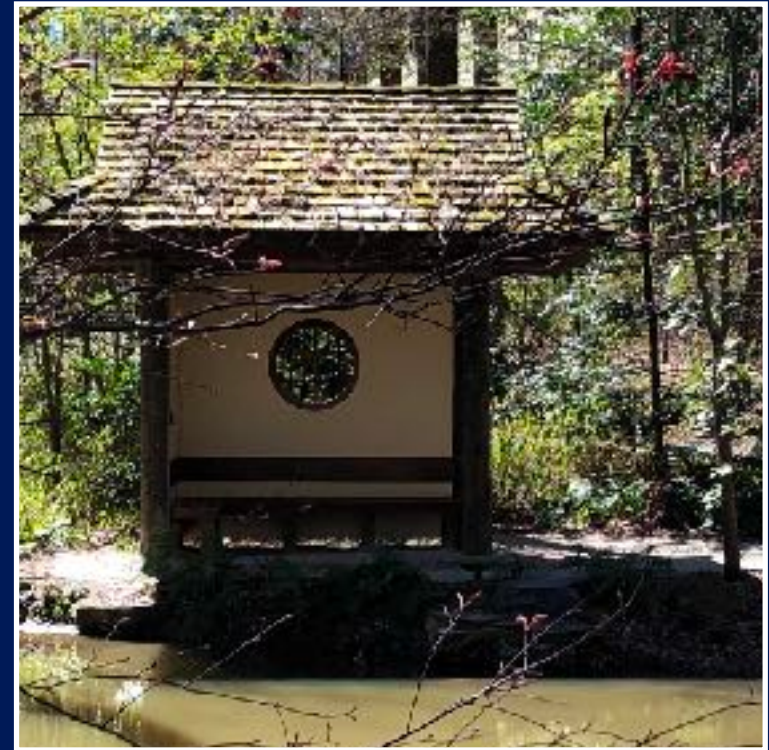
- Advice/feedback from experienced OLLI instructors
- Contact: Alan Teasley, [alanteasley@yahoo.com](mailto:alanteasley@yahoo.com)

# Support Personnel for Instructors

- **Your Curriculum Committee contact (Area Chair)**
- **IRC Chair** – Alan Teasley [alanteasley@yahoo.com](mailto:alanteasley@yahoo.com)
- **Course Moderator** (online courses) or **Class Assistant** (in-person courses)
- **OLLI Director & Staff**
  - Director: Chris McLeod, [Chris.McLeod@duke.edu](mailto:Chris.McLeod@duke.edu)
  - Program Coordinator, Jenny Levine, [Jenny.Levine@duke.edu](mailto:Jenny.Levine@duke.edu)
  - Staff Lead - In-Person Courses: Kathy Parrish, [Kathy.Parrish@duke.edu](mailto:Kathy.Parrish@duke.edu)
  - Staff Lead - Online Courses: Betina Huntwork, [Betina.Huntwork@duke.edu](mailto:Betina.Huntwork@duke.edu)
- **OLLI Office:** [olli@duke.edu](mailto:olli@duke.edu)
  - For faster response, email is preferred

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# Managing Technology Challenges

- **Classroom Technology - Online**
  - Attend Zoom training – learn to avoid problems
  - Practice with Zoom, ask for help before classes
  - Assigned support staff can assist
- **Classroom Technology - In-Person at JRC**
  - Attend JRC AV training – learn to avoid problems
  - JRC staff can assist



# Managing Classroom Challenges

- **Class Decorum Issues** (*these are rare*)
  - Students, Instructors and OLLI staff are expected to engage in a respectful manner

## OLLI Policy

If, in the opinion of the instructor or class members, a participant interferes with the goals of learning, he or she may be asked to leave the class and ultimately may not be able to continue his or her affiliation with OLLI at Duke.

- **Report unresolved or recurring issues to the Director**

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# Tips for a Successful Course

- Be prepared . . . *and have a back up plan!*
- Practice . . . *and practice again!*
- Know how to pace the course material
  - Cover content in allotted time (with Q&A)
  - Running over is not an option
- Use good presentation techniques
  - Engage class members
  - Don't just read slides

# Final Reminders

- **Online Instructors:**
  - Sign up for “Prep & Check”
  - Update to latest version of Zoom
- **In-Person Instructors at JRC:**
  - AV Training – see calendar + reminder email
- **All Instructors:**
  - Provide Betina Huntwork with course website URL  
(to add to course profile in student portal)
  - Prepare introductory email to students
  - Check webpage [olliatduke.online/instructor](https://olliatduke.online/instructor)



# Any Final Questions?

