

New Instructor Orientation for Winter Term 2023



Alan Teasley – Chair, Instructor Relations Committee (IRC)

December 15, 2022

Welcome to OLLI at Duke!

- Among top ten largest OLLIs (1500+ members)
- Founded in 1977 – Now Celebrating our 45th Anniversary
- Members: 72% have a Master's degree or more (JD, PhD, MD)



Today's Agenda

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



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Today's OLLI Staff & Volunteers

▶ **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

▶ **Instructor Relations Committee:**

- Alan Teasley, Chair
- Howard Koslow, Training Coordinator
- Dick Chady, Newsletter Editor

Please Introduce Yourself

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

Welcome to OLLI at Duke!

- ▶ Code of Conduct (text on next slide)
 - 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

Code of Conduct

Curiosity + Connection + Kindness + Compassion = Community

OLLI at Duke endeavors to create **a positive and affirming environment** that fosters learning and social connection. Members, instructors, and staff are expected to demonstrate mutual **respect**, personal and academic **integrity, kindness**, and a commitment to **civil discourse**. Ensuring OLLI at Duke is a welcoming, inclusive and affirming learning community is a responsibility we all share.

These principles apply to all OLLI courses, in-person and via Zoom.

We welcome the lively and passionate exchange of ideas and perspectives.

Opposing viewpoints are welcomed and appreciated. Instructors are responsible for leading and moderating classroom discussion. Instructors have the prerogative of inviting/allowing questions throughout the class or asking members to hold their questions to the end of class or other designated time.

Members, instructors, and staff of the OLLI at Duke Community are encouraged to **contact the director** (director@duke.org) if they observe behavior that is a significant violation of this code of conduct. **The director shall investigate and if there is a problem, address it directly with the alleged violator, and determine the consequences.**

Violations of the code of conduct may result in the suspension or termination of membership/ teaching privileges or a disciplinary warning/termination of employment of a staff member.

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Essential Logistics

- **OLLI Winter 2023 Schedule**
 - Registration: opens Tue & Wed, January 10-11
 - MLK Holiday (OLLI offices closed): January 16
 - Rehearsals & Team Introductions: January 23-27
 - Classes: Monday, January 30 - Thursday, April 6
 - Make-up classes: April 10-13
- **Canceling an Online Class** – Contact Betina Huntwork
 - Betina.Huntwork@Duke.edu & your Zoom staff person
- **Canceling an In-Person class** – Contact Kathy Parrish
 - Kathy.Parrish@Duke.edu

Severe Weather Policy

▶ Online Courses

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

▶ In-Person Courses

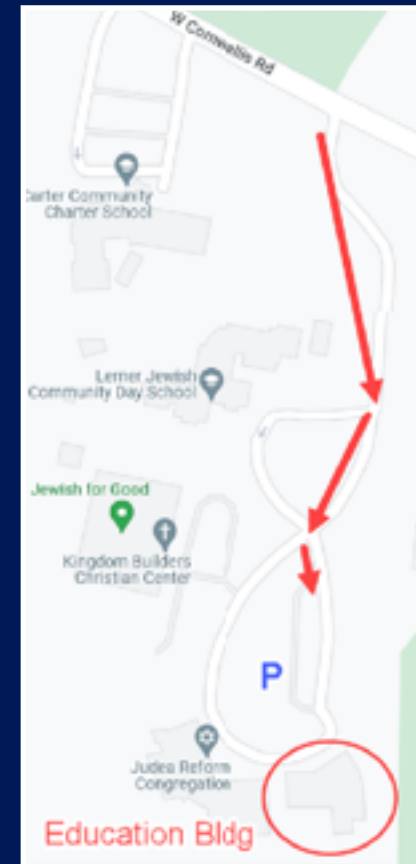
- OLLI's policy is to follow notifications of Durham Public Schools (DPS)
 - *When DPS is closed, OLLI classes are canceled*
 - *When DPS is delayed, OLLI cancels 9 am classes*
 - *When DPS closes early, OLLI cancels afternoon classes*

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
 - Masks Encouraged
 - <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
- Instructors **cannot** offer waitlist spots
- Do **not** permit unregistered students to attend class

Communicating with Students

- Use OLLI's **Learnmore Instructor Portal** to email students, send attachments, and provide website links
- Class roster + email available *3 weeks before* your first class
- Students asking for course Zoom link?
 - Refer them to olli@duke.edu
- Problems?
 - Contact olli@duke.edu

Instructor Portal

- Go to learnmore.duke.edu, click “Instructor Login”
- Use email address you provided in course proposal
- See instructions on olliatduke.online/instructors
- The Zoom link for your online course is in the Instructor Portal
- Use of portal covered in training

Student Feedback: Early Term Feedback

- Also known as “real time” feedback
- Only for 6-week or longer courses
- Administered by OLLI staff
- Electronic survey available in student portal after 3rd class
 - *Course pace, depth of content, interactions*
 - *Comments/suggestions to improve*
- Summary report will be emailed to instructor

Student Feedback: End-of-Course Survey

- Administered by OLLI staff
- Electronic survey available in student portal the last week of class
- Multiple-choice questions and written comments
- Summary report emailed to instructor, Area Chair and OLLI Director

Pause for Questions



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Required Training for New AND Returning In-Person Instructors at JRC

- ▶ **Review Instructor Checklist** – posted [here](#)
 - View slides/videos as needed
- ▶ **JRC Audio-Visual (AV) Training** – In-person at JRC, see calendar
 - 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 – posted [here](#)**
 - View slides/videos as needed
- ▶ **1-on-1 Prep & Check Session**
 - 1-on-1 session via Zoom
 - Sign up for time slot [here](#) (2 weeks before term starts)
- ▶ **Class Rehearsals – week before term starts**
 - Course team: OLLI staff, instructor, moderator
 - Practice Zoom transitions with your slides
 - Same weekday & time as class meets (holidays rescheduled)

Recommended Training for All New Instructors

- ▶ **Ready, Set, Teach!** – via Zoom, see calendar
- ▶ **Best Practices for Slide Presentations** – *recording*
 - Techniques & tips for effective presentations

Training Calendar – Winter 2023

Webpage: olliatduke.online/training

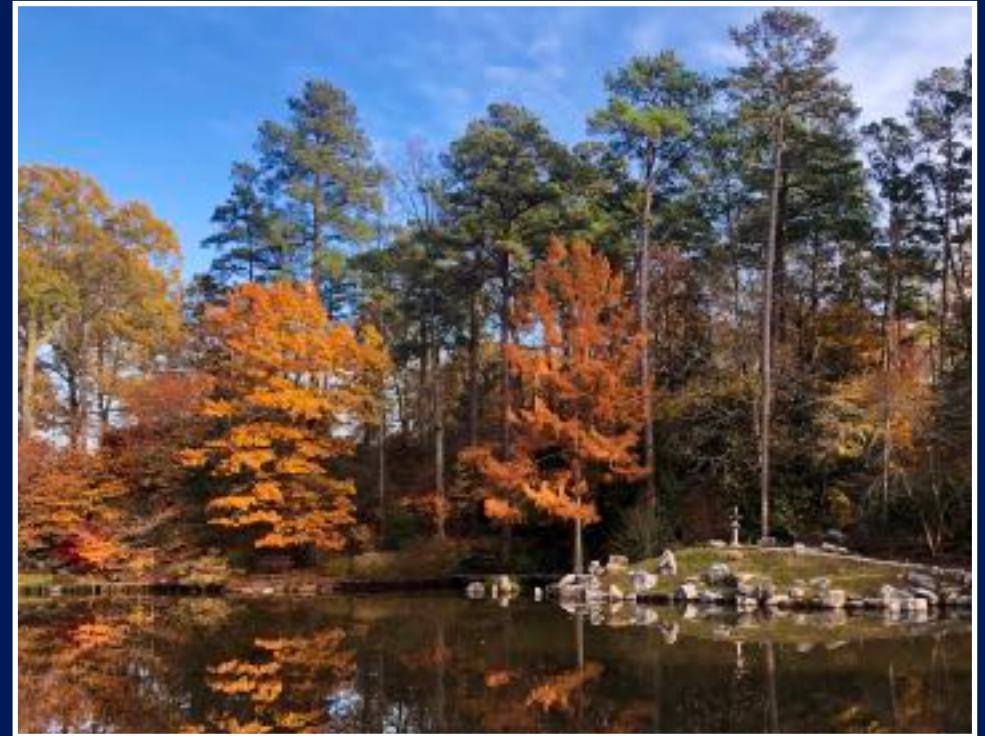
Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Dec 2022	11	12	13 Instructor Training Material Available (online)	14 Learnmore Live Catalog in Issuu	15 10 a.m. - IRC New Instructor Orientation	16	17
	18	19	20	21	22	23 Duke Holiday	24
	25 Christmas	26 Duke Holiday	27	28	29	30 Duke Holiday	31
Jan 2023	1 New Year's	2 Duke Holiday	3	4	5	6	7
	8	9	10 1 p.m. - IRC Ready, Set, Teach!	11	12	13	14
	Registration Opens						
	15	16 MLKJ Day	17	18	19	20	21
	Instructor 1-on-1 Pep & Check Sessions						
22	23	24	25 10 a.m. - JRC AV Training	26	27	28	
Rehearsals (new instructors) + Team introductions							
29	30 Winter Term Begins	31	1	2	3	4	

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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**

Resources for Instructors

- **Instructor Training**
- **Online “Coffee & Conversation” Events**
 - Recorded and available on instructor website
- **Instructor Lunches (in-person)**
 - Currently on hiatus, but hope to have one in March/April
- **Instructor Newsletter**
 - Published 4 times per year

Resources for Instructors

- Online Learning Website (Instructors Page):
 - olliatduke.online/instructors
- Learnmore Website: Instructor Portal
 - learnmore.duke.edu
- OLLI Instructor Website:
 - olliatdukeinstructors.pbworks.com
 - News, key dates, contacts
 - Teaching best practices—examples:
 - *Course Outlines & Syllabi*
 - *Pre-Course Communications*
 - *Using a Course Website*

Resources for Instructors

- **Course Website Service**
 - Assist to create/maintain website using Weebly
 - Contact: Dan Kuntzman, dankuntzman@me.com
- **Presentation Software Mentoring**
 - Assist to create PowerPoint or Keynote
 - Contact: Howard Koslow, Howard.Koslow@gmail.com
- **Instructor Coaching Service**
 - Advice/feedback from experienced OLLI instructors
 - Contact: Alan Teasley, alanteasley@yahoo.com

Support Personnel for Instructors

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

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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

Feedback from 2022 Member Survey

▶ Requested Improvements for Instructors:

- Provide course outline/syllabus to students
- Use a variety of teaching methods, resources, & guests
- Be authentic, be engaging, and leave time for Q&A
- Provide active moderation/facilitation to keep Q&A relevant

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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 1-on-1 prep & check [here](#)
 - 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

OLLI is . . .

Learning For The Love Of It!



Any Final Questions?

