

Ready • Set • Teach!

A Gathering of Winter Term OLLI Instructors



Hosted by OLLI's Instructor Relations Committee (IRC)

January 10, 2023

Duke

OLLI
at Duke

Welcome to Winter Term 2023!



- OLLI Staff:
 - Chris McLeod • Jenny Levine
 - Kathy Parrish • Betina Huntwork
- IRC Members & Other Volunteers:
 - Alan Teasley • Howard Koslow
 - Dick Chady • Chris Abrons
 - Beth Anderson

Welcome to Winter Term 2023!



- Number of courses offered: 72
 - In Person: 32
 - Online: 40
- Total number of Instructors: 81
 - New: 13
 - Returning: 68

Plan for Today's Session

- **Ready!**
 - To do before registration
- **Set!**
 - To do between registration & Class 1
- **Teach!**
 - Resources available as you teach



Please Introduce Yourself

- Type the title of your course into Chat
- Check out the variety of courses represented today!

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Ready!

(Prior to Registration)

- **Review Instructor Checklist relevant to you:**
www.olliatduke.online/instructors
 - Different checklists for In-Person & Online
- **If you have a course website . . .**
 - Submit link via this form: [LINK](#)

Ready!

(Prior to Registration)

- **Is your course plan ready?**
 - Content or activities outlined for each session?
 - Instructors vary in what they provide students:
 - List of topics for each date (minimum)
 - Content outline with topics, assignments, other resources
 - Formal syllabus
- **What student preparation for each class will you expect?**
 - Readings, written responses, projects?

Ready!

(Prior to Registration)

- **What strategies will you use to engage students . . .**
 - In your course content?
 - With other students?
 - With OLLI beyond your class?
 - Before class 1?
 - Between classes?
- **How do you plan to break the ice with your students?**
- **How might you build community within your course?**

2022 Member Survey • Recommendations

- **Suggested 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

Your Tips & Questions



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Set!

(Between Registration & Class 1)

- **Plan with your Moderator (online courses)**
- **Make use of the Instructor Portal**
- **Make initial contact with students**
- **Attend required training and rehearsals**
- **Practice, Practice, Practice!**

Plan with Your Online Course Moderator

Course Moderators . . .

- **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**

Make Use of the Instructor Portal

- **Check course roster & monitor enrollment**
 - Students may enroll through the first week of your class
- **Communicate with students**
- **Find Zoom link for your course (Course Profile)**
- **If your course is recorded, locate links to recordings after class 1**

Make Initial Contact with Students

- **Send a welcome email through the Instructor Portal**
 - Email entire class or individual students.
 - In addition to the message, you may attach files (PDFs are best).
- **In welcome emails, instructors include . . .**
 - Description of course beyond catalog info
 - What students will learn in the course
 - For required texts: bibliographic information & how to purchase
 - Preparation you expect from students before class 1 and/or
 - A formal syllabus

Make Initial Contact with Students

- **Remember to re-send your welcome email a few days before class 1 (if necessary)**
 - Sort the class roster on the “enrollment date” column
 - Send message only to those who registered since you sent the first message

Attend **Required** Training & Rehearsals

- **JRC Audio-Visual (AV) Training—Required for ALL In-Person Instructors (new & returning)**
 - Learn about classroom AV & microphones
 - Practice in your assigned classroom
 - Arrange alternate time if you cannot attend

Attend **Required** Training & Rehearsals

- **New Online Instructors: 1-on-1 Prep & Check Session**
 - Via Zoom
 - Sign up for time slot **HERE** (2 weeks before term starts)
 - These are also available for returning instructors
- **Class Rehearsal or Team Intro**
 - **Required for every team** the week before term starts
 - Course team: OLLI staff, instructor, moderator
 - Practice Zoom transitions
 - Same weekday & time as your class meets

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 <i>Learnmore Live Catalog in Issuu</i>	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	

Practice, Practice, Practice!

- **Online:**

- Use time with your OLLI staff person and moderator before each class to check volume level and transitions , plan Q&A, etc.

- **In Person:**

- Make sure you know how to use AV equipment at JRC

- **All Courses:**

- If you use any equipment, check the connections, controls, and Internet access
- Practice moving from your presentation software to YouTube, audio files, CDs & DVDs, etc.

Your Tips & Questions



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Teach!

(Resources available to you)

- **Important Dates & Contacts for Canceling Classes**
- **Events and Publications**
- **Web-based Resources**
- **Individual Coaching**
- **Course Feedback (Student Surveys for your course)**
- **Tips for managing class time**

Important Dates & Contacts

- **Reminder of the OLLI Winter 2023 Schedule**
 - Registration: opens Tue & Wed, January 10-11
 - 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

Additional Support Personnel

- **Your Curriculum Committee Contact (Area Chair)**
- **IRC Chair** – Alan Teasley alanteasley@yahoo.com
- **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

Events and Publications

- **Online “Coffee & Conversation” Events**
 - Next date Friday, March 10, 9:30-10:45 a.m.
 - These are recorded—past C&Cs available on instructor website
- **Instructor Lunches (in-person)**
 - Currently on hiatus, but hope to have one in April
- **Instructor Newsletter**
 - Published 4 times per year—next issue February 9
 - Dick Chady is the editor: rchady1@gmail.com

Web-based Resources

- Start Here: olliatduke.online/instructors
- Learnmore Instructor Portal: learnmore.duke.edu
- OLLI Instructor Website: olliatdukeinstructors.pbworks.com
 - News, key dates, contacts
 - “Best Practice” Tip Sheets—examples:
 - *Course Outlines & Syllabi*
 - *Pre-Course Communications*
 - *Using a Course Website*

Individual Coaching

- **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

Student Feedback: Early Term Feedback

- OLLI will not administer a formal survey this term.
- Historically, questions have asked about pace, depth, and interactions with an open-response text box.
- Instructors are free to design their own methods for obtaining feedback from students.

Student Feedback: End-of-Course Survey

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

Tips for Managing Class Time

- Monitor class time
- Begin on time and end on time
- Empower your Class Assistant or Moderator to give you time signals
- If you pause for Q&A, set a time limit & have students use the Chat feature (online), or capture unanswered questions in writing (in-person)

Your Tips & Questions



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 – January 25, 10:00 AM
- **All Instructors:**
 - Provide your course website URL via this [LINK](#)
 - Prepare introductory email to students
 - Check webpage olliatduke.online

Any Final Questions?

