

# **OLLI Spring 2021 Instructor Information**

OLLI at Duke

February 2021

Beth Anderson, Chair, Curriculum Committee

Howard Koslow - Chair, IT Committee

# Agenda

- Planning Course Content
- Course Interaction Styles
- Technology and Classroom Support
- Proposal Process and Calendar

**Planning  
Course Content**

# OLL Spring 2021 Term

- All online using Duke Zoom account
- ~40 courses across wide range of topic
- Six-week term (May 17 – Jun 28)
  - 2 – 6 sessions
- Default class length 75 minutes
  - Two-hour maximum
- Mix of interaction styles

# Course Concept

- Clear and concise aims or goals
  - What is the course about?
  - What will students learn or take away?
  - Why will students want to take this course?
- How will the course be conducted?
  - How many sessions?
  - How long is each session? Default is 75 mins
  - What interaction style(s)?

# **Interaction Styles**

# Interaction Styles

- Primary interaction styles
  - Lecture with Q&A
  - Discussion
  - Active Participation
- Guest speaker considerations

# Lecture Courses

- Instructor lectures, augmented by Q & A
  - Specific breaks for questions (during and/or end)
- Better suited to large classes
- Recommend using presentation material
  - Slides, videos, audio, etc.
- Manage Q & A using Zoom features
  - Chat
  - Raise hand
- Recommend moderator



# Discussion Courses

- Instructor introduces topic and guides discourse
  - Expect over ½ time spent in discussion
  - Establish ground rules for discussion
  - Students contribute to course content
- Most effective in smaller classes (10-24)
  - Use Zoom gallery view so everyone is visible
- Manage discussion using Zoom features
  - Raise hand / Open mic / Breakout rooms
- Recommend moderator

# Active Participation Courses

- Typical instructor approaches
  - Explain or demo then students perform activity
  - Students follow along with instructor in real time
  - Optional: students share projects with class
- May include some lecture or discussion
- Mix of Zoom views
  - Students track instructor / Instructor tracks students
- Manage discussion using Zoom features
  - Chat / Raise hand / Open mic
- Moderator may be helpful

# Guest Speakers

- Instructor selects topics and guests
- Limit to 2 guests per class session
- Instructor responsible to prepare/rehearse guests
  - Especially if they are new to Zoom teaching
- Typically lecture style with Q & A
  - But may also involve discussion
- Manage discussion using Zoom features
  - Chat / Raise Hand / Open mic
- Instructor serves as moderator for guest(s)

## Q&A Pause

What are some of your concerns about teaching on Zoom?

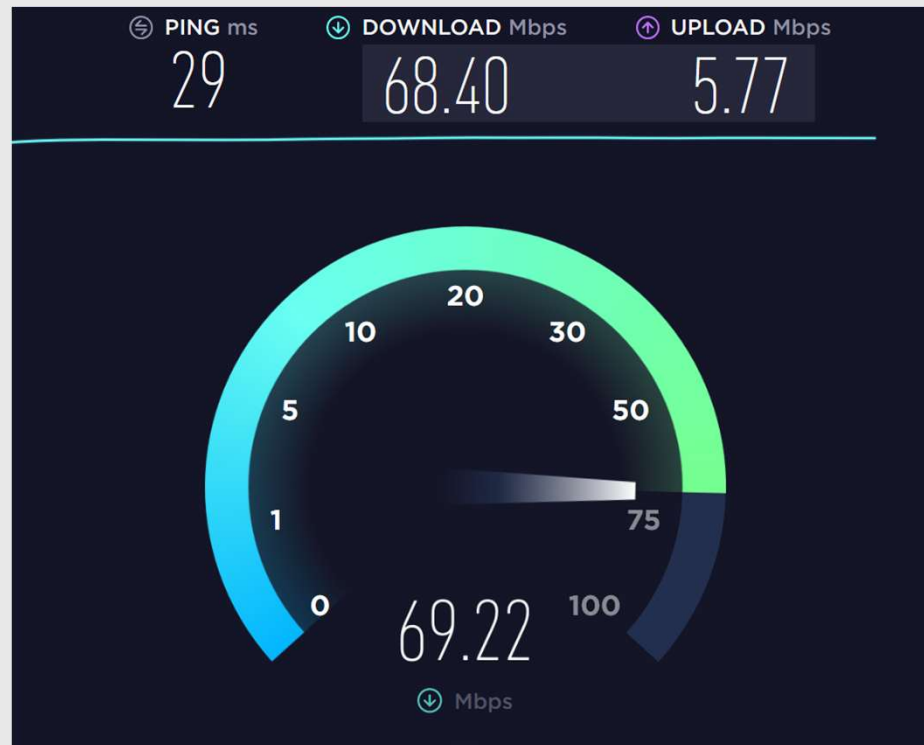
# **Technology and Classroom Support**

## Technology: Devices

- Device: laptop or desktop (not an iPad/tablet)
  - Install software updates before class! “Patch Tuesday”
- Microphone – laptop or external (even earbuds)
- Webcam - laptop or external
- Ample desk space with comfortable chair and good (natural) lighting

# Technology: Internet

- Bandwidth: at least 20 Mbps download
  - Check internet: [speedtest.net](https://speedtest.net) and click “Go”
  - If slow or unstable call provider for assistance



# Zoom Class Support Team

- OLLI staff
  - Starts the meeting (as the Zoom host)
- Instructor
- Moderator
  - Assists with student interactions (esp. chat)



# OLLI Class Protocol

- Zoom starts 30 minutes before start of class
  - OLLI staff starts Zoom meeting on Duke account
  - Instructor + moderator
- Students join 10-15 minutes before start
  - Help mute audio, stop video, explain chat, etc.
- Class starts promptly at scheduled time
- Moderator assists with Q&A or raised hands

# **Proposal Process And Calendar**

# Proposal Schedule – Spring 2021

<b>Week Of (Mon)</b>	<b>Description</b>
1/18/2021	<i>Jan 18: Spring Intent to teach opens</i>
2/1/2021	<i>Feb 4: Spring Instructor Info Session</i>
2/8/2021	<i>Feb 10: Spring Intent to teach deadline</i>
2/15/2021	<i>Feb 19: Invitation to Submit Proposal</i>
3/1/2021	<i>Mar 5: Spring Course proposal deadline</i>
3/22/2021	<i>Mar 23: Notify Proposal Approved</i>
5/3/2021	<b>May 4 &amp; 5: Spring registration begins</b>
5/17/2021	<b>May 17: Spring courses start</b>
6/28/2021	<b>Jun 28: Spring courses end</b>

# Instructor Training – Spring 2021

- Instructor Information Session (today)
- Zoom Basics (from participant perspective)
- Online Teaching for OLLI
- Instructor Zoom Training
- Advanced Zoom Topics
- Zoom Practice (required for new Zoom instructors)
- Rehearsals with Staff, Moderators, Techs
  - the week before classes start

**Next Steps**

# Intent to Teach Submission

- Consult with your area chair
- Fill out form – short and easy
  - <https://olliatduke.online/instructors> has CPS link
- Create form, Save and Close
  - can be revised until deadline
- Deadline is 8 PM on Feb 10
- Reviewed by Curriculum Committee
- Instructors notified by Feb 19

# Intent to Teach Review

- Feb 11-19
- Area Chair review
- Curriculum Committee Chair review
- Considerations
  - Balance of topics, avoid duplication
  - Mix of interaction styles and class sizes
  - Selective repeated courses
  - Anticipated / historical interest level
  - Instructor readiness

# Course Proposal Form

- Invited to submit a full proposal by Feb 19
- Due on Mar 5
- Notified on Mar 23

Course description matters!



# Resources

- [olliatduke.online/instructors](https://olliatduke.online/instructors)
  - Slides and recordings of training sessions
  - Training session calendar
  - Equipment list
- [OLLI Instructor website](#)
  - Links to IRC “Coffee and Conversation” recordings
  - Tip sheets

**Q & A**