

# Ready • Set • Teach!

## A Gathering of Winter Term OLLI Instructors



Hosted by OLLI's Instructor Relations Committee (IRC)

January 12, 2024

Duke

OLLII  
at Duke

# Welcome to Winter Term 2024!



## OLLI Staff:

- Chris McLeod • Jenny Levine
- Kathy Parrish • Betina Huntwork

## Part-Time Staff:

- Jonathan Bitner • Beth Bowling • Alease Davis,
- Annette Gooch • Jay Starks • Annie Taft,
- Mary Thompson • Beverly Thorpe

## IRC Members & Other Volunteers:

- Alan Teasley • Chris Abrons • Dan Kuntzman



# Welcome to Winter Term 2024!



- Number of courses offered: 72
  - In Person: 36
  - Online: 36
- Total number of Instructors: 85
  - New: 12
  - Returning: 73

# Please Introduce Yourself

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

# Plan for Today's Session

- **Ready!**
  - To do now (if you haven't already done so)
- **Set!**
  - To do between now & Class 1
- **Teach!**
  - Resources available as you teach



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# Ready! (Now/Soon)

- **Review Instructor Checklist relevant to you:**  
<https://www.olliatduke.online/training.html>
  - Different checklists for In-Person & Online
- **If you have a course website . . .**
  - Submit link via this form: [LINK](#)
  - You'll need the Course ID (4-digit number) and full web address of your site.



# Ready! (Now/Soon)

- **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?**



# Ready! (Now/Soon)

- **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
    - Detailed syllabus
- **What student preparation for each class will you expect?**
  - Readings, written responses, projects?

# 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

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# Set!

## (Before 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) [LINK](#)**
- **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 might 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 detailed 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 “Date Added” column
  - Send message only to those who registered since you sent the first message



# Attend Required Training & Rehearsals

- JRC Audio-Visual (AV) Training on **January 24 at 10:00 am**
- **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: Prep & Check Session**
  - Via Zoom
  - Everyone who needs this has signed up—Thank you!
- **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 2024

	3	4	5	6	7	8	9	
			Instructor Prep & Check Learning Instructor		Instructor Prep & Check Returning Instructor			
	10	11	12	13	14	15	16	
			Instructor Prep & Check Returning Instructor	W24 Catalog Live on online	Instructor Prep & Check Returning Instructor	IRC Winter NIO 10 11:15		
Dec 2023	17	18	19	20	21	22	23	
			Instructor Prep & Check		Instructor Prep & Check	Duke Holiday Christmas Eve		
	24	25	26	27	28	29	30	
		Christmas Duke Holiday	OLLI Offices Closed			Duke Holiday New Year's Eve		
	31	1	2	3	4	5	6	
		New Year's Day- Duke Holiday			Instructor Prep & Check			
Jan 2024	7	8	9	10	11	12	13	
			Instructor Prep & Check	Moderator Training 10am	Open Books (for members) Instructor Prep & Check 12pm	Ready Set Teach! 1pm		
			Winter Registration opens					
	14	15	16	17	18	19	20	
			Instructor Prep & Check		Instructor Prep & Check	Course Websites due		
	21	22	23	24	25	26	27	
				JRC AV Training 10am				
			Online Rehearsals (new instructors) + Team introductions					
	28	29	30	31	1	2	3	
		Winter Begins						

# 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.



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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 2024 Schedule**
  - Registration opens: Tue & Wed, January 9 & 10
  - Rehearsals & Team Introductions: January 22-26
  - Classes: Monday, January 29 - April 4
  - Make-up classes: April 8-11
- **Canceling an Online Class** – Contact Betina Huntwork
  - [Betina.Huntwork@Duke.edu](mailto:Betina.Huntwork@Duke.edu) or your Zoom staff person
- **Canceling an In-Person Class** – Contact Kathy Parrish
  - [Kathy.Parrish@Duke.edu](mailto:Kathy.Parrish@Duke.edu)

# Additional Support Personnel

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



# Events and Publications

- **Online “Coffee & Conversation” Events**
  - Next date: February 23
  - These are recorded—past C&Cs available on instructor website
- **Instructor & Volunteer Appreciation Event (in-person)**
  - Date TBD
- **Instructor Newsletter**
  - Published 4 times per year—next issue in March

# Individual Coaching

- **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)

# 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)

# 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

# Reminders . . .

- **Online Instructors:**
  - Sign up for Prep & Check
  - Update to latest version of Zoom
- **In-Person Instructors at JRC:**
  - AV Training – January 24, 10:00 AM
- **All Instructors:**
  - Provide your course website URL
  - Prepare introductory email to students
  - Check webpage [olliatduke.online](https://olliatduke.online)