

Ready • Set • Teach!

A Gathering of Fall Term OLLI Instructors



Hosted by OLLI's Instructor Relations Committee (IRC)

August 25, 2023

Duke

OLLI
at Duke

Welcome to Fall Term 2023!



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 Fall Term 2023!



- Number of courses offered: 71
 - In Person: 29
 - Online: 42
- Total number of Instructors: 81
 - New: 16
 - Returning: 65

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



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](#)

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
 - Formal 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

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



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 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 “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 September 6 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: 1-on-1 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 – Fall 2023

August 2023						
30	31	1	2 <i>Learn more and catalog Published</i> Call for Moderators	3 IRC Newsletter	4	5
6	7	8	9	10	11 IRC Fall MIO 10-11	12
					Moderators sign up closes	
13	14	15	16	17	18	19
20	21	22	23 Moderator Training 1pm	24 Zoom Basics For Students 10am	25 Ready Set Teach! 1pm	26
		Registration opens				
27	28	29	30	31	1 Winter i2T opens	2
	Instructor 1-on-1 Practice Sessions					
3	4 Labor Day	5	6 IRC AV Training 10am	7	8	9
		Rehearsals + Intros with staff and Moderators (Monday classes on Friday)				
10	11 Political Day Fall Start 1	12	13	14	15 Fresh Herbs and a Sunset Winter i2T due	16

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.

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



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 Fall 2023 Schedule**
 - Registration opens: Tue & Wed, August 22-23
 - Rehearsals & Team Introductions: September 5-8
 - Classes: Monday, September 11 - Monday, November 20
 - Yom Kippur: September 25 - no classes
 - Make-up classes: November 27-30
- **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, September 15, 9:30-10:45**
 - These are recorded—past C&Cs available on instructor website
- **Instructor Lunches (in-person)**
 - Dates **TBD**
- **Instructor Newsletter**
 - Published 4 times per year—next issue **October 12**
- **OLLI Fall Social: October 10 (Instructors invited)**

Individual Coaching

- **Course Website Service**
 - Assist to create/maintain website using Weebly
 - Contact: Dan Kuntzman, dankuntzman@me.com
- **Instructor Coaching Service**
 - Advice/feedback from experienced OLLI instructors
 - Contact: Alan Teasley, 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

- OLLI will not administer a formal mid-course survey.
- In the past, questions have asked about pace, depth, and interactions with an open-response text box.
- Instructors are encouraged to design their own methods for obtaining mid-course 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

Your Tips & Questions



Next Topic: “Saving the Chat”