Welcome to Spring 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

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Welcome to Spring Term 2024!

- Number of courses offered: 47
  - In Person: 23
  - Online: 24

- Total number of Instructors: 52
  - New: 5
  - Returning: 47

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Please Introduce Yourself

- Type the title of your course into Chat

- Check out the variety of courses represented today!

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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.

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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?**

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Ready! (Now/Soon)

- **Is your course plan ready?**
  - Content or activities outlined for each session?
  - Each instructor's syllabus may vary:
    - 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?

Your Tips & Questions

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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!**

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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**

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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**

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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 . . .**
  - Course syllabus
  - Description of course beyond catalog information
  - What students will learn in the course
  - For texts: bibliographic information & how to purchase
  - Preparation you expect from students before class 1

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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

- **And now, Betina would like to demonstrate a new resource for you**

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Attend Required Training & Rehearsals

- **JRC Audio-Visual (AV) Training on April 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

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Attend Required Training & Rehearsals

- **New Online Instructors:** **Prep & Check Session**
  - Via Zoom
  - Everyone who needs this has signed up—Thank you!
- **Team Intro and Class Rehearsal: April 22-26**
  - **Required for every ONLINE team** the week before term starts
  - Course team: OLLI staff, instructor, moderator
  - Practice Zoom transitions
  - Same weekday & time as your class meets

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Training Calendar – Spring 2024

Webpage: https://olliatduke.online/instructors

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:**
  - Check the connections, controls, and Internet access of your equipment
  - Practice moving from your presentation software to YouTube, audio files, CDs, DVDs, etc.

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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**

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Important Dates & Contacts

- **Reminder of the OLLI Spring 2024 Schedule**
  - Registration is open (and remains so through the first week of class)
  - Rehearsals & Team Introductions: April 22-26
  - Classes: April 29 - June 7 (no classes May 27: Memorial Day)
  - Make-up classes: June 10-13

- **Canceling an Online Class** – Contact Betina Huntwork
  - olli@Duke.edu or your Zoom staff person

- **Canceling an In-Person Class** – Contact Kathy Parrish
  - Kathy.Parrish@Duke.edu

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Additional Support Personnel

- **Your Curriculum Committee Contact (Area Chair)**

- **IRC Chair** – Alan Teasley alanteasley@yahoo.com

- **OLLI 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

- **Instructor & Volunteer Appreciation Event (in-person)**
    - May 16, 3:00-5:00 p.m., JRC
    - Invitations have gone out—be sure to **RSVP**
- **Online "Coffee & Conversation" Events**
    - Next date: Fall TBA
- **Instructor Newsletter**
    - Published 4 times per year—next issue in September

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

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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

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Your Tips & Questions

Reminders . . .

- **Online Instructors:**
  - Sign up for Prep & Check
  - Update to latest version of Zoom

- **In-Person Instructors at JRC:**
  - AV Training – April 24, 10:00 AM

- **All Instructors:**
  - Provide your course website URL to Betina
  - Prepare introductory email to students
  - Check webpage **olliatduke.online**

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OLLI is . . .
Learning For The Love Of It!

Any Final Questions?