

From the President of the Board of Directors



Dear Teachers and Facilitators:

On behalf of the OLLI Board of Directors, I would like to extend deepest appreciation to each of you for the commitment and support you provide the membership of our very important organization. Your dedication to the development of people in their "Senior Years" is deeply appreciated and is a tremendously selfless contribution to our society in general.

You are a most important link in our organization. You have helped make OLLI one of the most successful organizations for senior learning in the United States. I have met with numerous other Life Long Learning organizations and we compare notes constantly concerning how we are structured and how we operate. I always come away with the conviction that at our Senior College, the courses offered and the men and women who teach and facilitate them are the best available anywhere. This is also corroborated by the surveys we conduct after each semester from your senior students. The reviews are uniformly glowing. For this we thank you!

It is with great pride and appreciation that I welcome you to this semester of OLLI and look forward to taking part myself, with many other members, in your outstanding contribution to developing the senior person in their continued growth.

Sincerely,

Bert

Bertrand Sutton
Chairman, OLLI Board of Directors

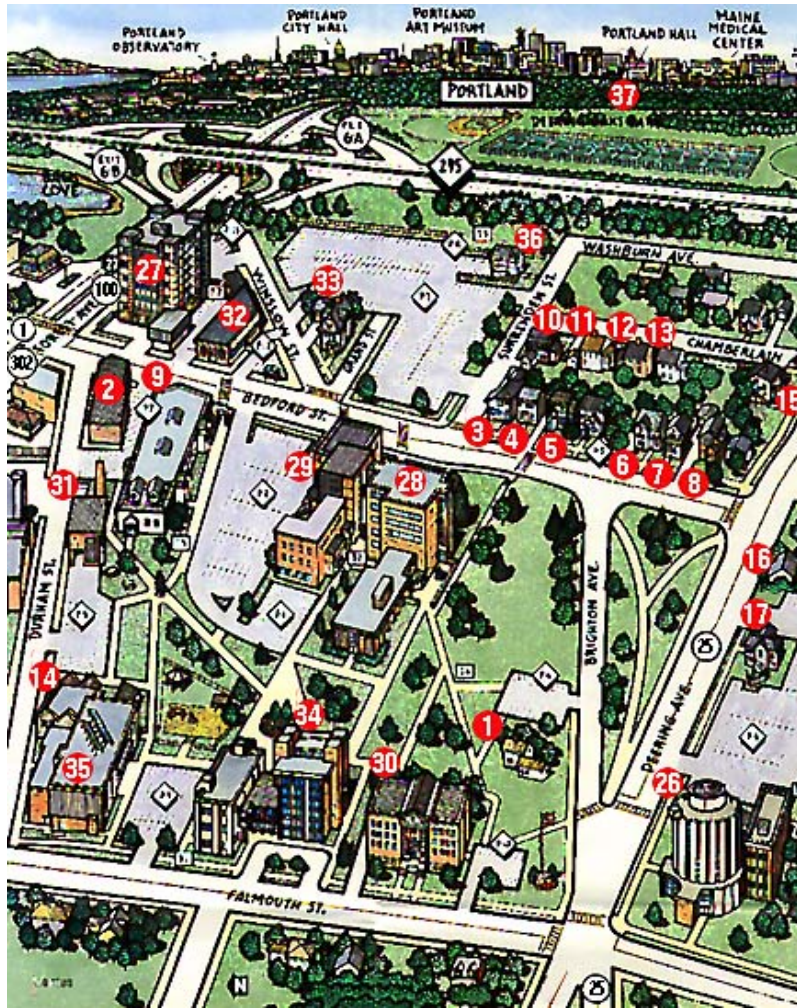
Faculty Handbook



Osher
Lifelong Learning
Institute
at USM



UNIVERSITY OF
SOUTHERN MAINE



- 9. Woodbury Campus Center
- 26. Law Building
- 27. Glickman Family Library
- 28. Luther Bonney Hall
- 29. Masterton Hall
- 30. Payson Smith Hall
- 32. USM Police Depart.
- 33. Site of Parking Garage
- 34. Science Building
- 35. Sullivan Gymnasium

Osher Lifelong Learning Institute

101 Payson Smith
 8:00 am -4:00 pm
 Monday - Friday
 780-4406
 Fax: 780-4933

Website: www.usm.maine.edu/olli

Kali Lightfoot, director
 780-4076
lightfoot@usm.maine.edu

Susan Morrow, program coordinator
 228-8181
smorrow@usm.maine.edu

Becky Quinlan, public relations
 228-8256
rquinlan@usm.maine.edu

Mike Brady, research fellow
 780-5312
mbrady@usm.maine.edu

Rabbi Harry Sky, Senior Scholar in Spirituality
 781-4022
rabbi@maine.rr.com

OLLI Board of Directors 2004-2005

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Most OLLI classes are held in Payson Smith Hall or Luther Bonney Hall. The largest parking lot on this map is now a parking garage. You must have a special card to park in the garage or pay the regular price of \$1.00 per hour. Free parking decals allow you to park by the Campus Center only. Handicapped parking is available near each of the buildings.

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GRIEVANCE POLICY AND PROCEDURE

(Re: OLLI Policy and Procedure Manual)

“While there are grievance procedures available to faculty, students and administrators in all other schools and colleges at the University of Southern Maine, there have been none presented previously for OLLI volunteers and students. The following is established for OLLI

1. Faculty may bring grievances to the Curriculum Committee. If not resolved at that level, they may be appealed to the OLLI Board.
2. Other volunteers may, in the first instance, bring grievances to the attention of the Director, OLLI. If not resolved at that level, they may be appealed to the OLLI Board.
3. Students may, in the first instance, bring grievances to the Director, OLLI. If not resolved at that level, they may be appealed to the OLLI Board.”

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Dear Faculty member:

You hold in your hands the OLLI Faculty Handbook, a compendium of information that we hope will be useful to you as you work with our students and administrators.

Thank you for teaching at OLLI. You are the lifeblood of this institution. Your creativity, skill, and willingness to share your knowledge are much appreciated. We look forward to the “buzz” your course will generate in the halls and in our office.

I hope you enjoy your time with us. Feel free to come in and chat at any time. Our office is open from 8:30-4:00 Monday through Friday.

Best Regards,
Kali Lightfoot
Director

The mission of Osher Lifelong Learning Institute (OLLI) is to provide a curriculum of intellectually stimulating learning opportunities and special activities for persons 55 years of age or older.

Christensen, C.R., Garvin, D.A., and Sweet (A.) (Eds.). (1991). *Education for Judgment: The Artistry of Discussion Leadership*. Cambridge, MA.: Harvard University Press.

This is a compilation of essays about facilitating discussions based on the experiences of numerous teachers at the Harvard Business School and elsewhere. While several chapters focus attention on the case discussion method (which is standard pedagogy in business curricula), a broader vision of discussion facilitation is also shared. Most essays are well written and insightful.

McKeachie, W.J. (2002). *Teaching Tips: Strategies, Research, and Theory for College and University Teachers (11th Edition)*. Boston, MA.: Houghton Mifflin.

An amazingly long-lived primer, with the original editions dating back to the early 1950's, designed for the beginning college teacher. The book includes many practical “tips” (yes – the title is accurate) about course design, facilitation, and related issues such as uses of technology. Integrated with practice suggestions are research findings about teaching and learning.

Nagel, G. (1994). *The Tao of Teaching*. New York: Donald Fine.

The author writes 81 brief reflections on teaching, each based on an important quotation (and principle) in the ancient Chinese *Tao Te Ching*. While most of the examples the author uses are based in K – 12 education, it is not difficult to make inferences to the teaching of adults.

Palmer, P. (1998). *The Courage to Teach: Exploring the Inner Landscape of a Teacher's Life*. San Francisco, Jossey-Bass.

This book, which is a beautifully written philosophical treatise on teaching, has quickly become a modern classic in education. The author claims that good teaching ultimately does not depend on method(s) but on the character of the teacher. The author stresses the importance of community in teaching and learning.

Book Resources

Teaching Adults: An Annotated Bibliography
compiled by Michael Brady, OLLI Research Fellow

Brady, M. and Lampert, A. (2004). *The New Teacher of Adults: A Handbook for Teachers of Adult Learners*. Portland, ME. New Teacher Concepts.

This is a “how to” manual for beginning teachers with a major focus on working with adult learners. The authors provide guidance on planning a course, managing the initial class meeting, establishing a healthy learning environment, lecturing, facilitating group discussion, and other teaching methods. Numerous examples are provided (e.g., course syllabi, journal writing probes, mindmaps, etc.).

Brookfield, S. (1995). *Becoming a Critically Reflective Teacher*. San Francisco: Jossey Bass.

The author, an internationally renowned adult educator, has written numerous books about teaching, only two of which are noted in this bibliography. The primary focus of this book is reflective practice and self-knowledge on the part of the teacher. Brookfield introduces the reader to concepts such as teaching diaries, “good practice audits,” and structured critical reflection.

Brookfield, S. and Preskill, S. (1999). *Discussion as a Way of Teaching: Tools and Techniques for Democratic Classrooms*. San Francisco: Jossey Bass.

The authors explore the numerous reasons why discussion is the optimum way of facilitating learning among adults. The challenges and opportunities presented by class discussions are examined, including those special situations that arise when teaching a highly diverse group of learners. The book is based on sound theory and research but also has a practical and applied focus.

Faculty Privileges

(re: OLLI Policy and Procedures Manual)

“Faculty members who teach OLLI classes are volunteers who do not receive monetary compensation for teaching. There are, however, certain “perks” to which faculty are entitled as a way of recognizing their generous donation of time and effort to OLLI. Below is a list of the privileges that are currently in force. In exchange for teaching one class (normally two hours each Friday for the 8-week OLLI Semester), faculty will receive:

- a. Two free classes for the semester in which they teach and may be held over and used in the semester after teaching.
- b. Free lunch during the semester in which they teach.
- c. A parking decal for the Faculty/Staff parking areas, good for one year.
- d. Invitation to the Faculty Luncheon at the beginning of the semester.
- e. Invitation to the Faculty Recognition Luncheon at the end of the semester.
- f. A free copy of the book and other materials used for the class.
- g. Free membership in OLLI for a year.”

Free membership for a year: Each faculty member is entitled to free membership for one year.

Free Classes: Teaching a class entitles you to take two classes free of charge. You must register through the office.

Lunch: All faculty members are invited to have lunch free each Friday during the semester. Lunch is served at the Campus Center. Please call 780-5882 and make a reservation so we know you will be joining us each week.

Parking: As a faculty member, you are entitled to a free “guest” parking decal. (This does not apply if you are an employee of USM). Guest decals allow you to park in any surface lot but do not allow you to park in the new parking garage. USM decals must be renewed each year. To obtain a guest decal you must provide us with:

1. A copy of your vehicle registration.
2. A USM Vehicle Registration Form; filled in completely.

Evaluation Process

- ◇ Each semester, evaluation forms will be produced by the curriculum committee for both the faculty and students.
- ◇ Forms will be distributed to each class on the sixth week of class during the Fall and Spring semesters and the last class during Winter and Summer.
- ◇ Faculty are asked to please allow a few minutes at the end of the class for students to complete the form.
- ◇ Forms should be collected and returned to the OLLI office. Students should not take the forms home with them.
- ◇ The curriculum committee will then tabulate the evaluation results and the originals will be mailed to the appropriate instructor.

Emergency Procedures

In the event of any emergency, have someone **dial 911**. State the nature of the emergency and follow the instructions given. Ask someone from your group to please come to the OLLI office and notify us.

Classroom emergencies:

- Have someone call 911. USM Police will make the necessary assistance call and respond accordingly
- Anyone trained and/or certified in medical response can assist if willing to do so.
- Have someone stay with the injured
- Keep the class calm and out of the way of emergency personnel. You may want to send the class to another space.
- Designate someone in class to go to the nearest exit door to assist rescue to the location
- Have someone inform the OLLI office - 780-4406

In the event of a fire alarm/drill:

- ❖ Close all windows and doors if possible
- ❖ Evacuate the building by use of stairways, not elevators
- ❖ Stand away from the building

Faculty Orientation/Lunch: At the beginning of each semester, the OLLI staff and Board will hold a faculty orientation meeting followed by lunch. All faculty are encouraged to attend, especially those who are new. Questions will be answered and information will be shared.

Appreciation Lunch: At the conclusion of Fall and Spring semesters, the Board of Directors will host a faculty appreciation lunch. Generally, the lunch will be held within 2 weeks of the end of classes. Spouses are welcome to attend.

Cancellation of Classes due to Weather:

In case of severe storm conditions, please listen to your local radio station for storm cancellation announcements or phone the USM STORM LINE 780-4800 (local) or 1-800-800-4876 (press option #1). If USM is closed, OLLI classes are cancelled.

Photocopying: Please turn in any photocopying for your class to the office, or give to your classroom assistant, at least a week in advance. Use a photocopy request form and indicate how many copies you need and whether they should be one-sided or two. Copies will be left in your mailbox.

Media Requests: Media request forms are available in the OLLI office. Please request all audio/visual equipment at least a week in advance. USM provides full media support if you have a problem with any equipment.

Classroom Assistants: Faculty members should feel free to recruit a class member to serve as a classroom assistant. This person could take attendance, make announcements as necessary, facilitate any special set-up needs, arrange AV equipment through the OLLI office, and pass out/collect nametags. As a thank you, the classroom assistant will receive a certificate for one free class.

Purchase Orders: Purchase orders are required for any purchase over \$20. Forms are available in the OLLI office. To assure reimbursement, it is necessary to check with the office **before** any purchase is made.

Book Policy

(re: OLLI Policy and Procedures Manual)

a. Tuition for OLLI courses includes books and materials chosen by the faculty member. Such costs will be paid by OLLI out of funds paid by students who take the course.

b. Books should not exceed \$30 per student for the semester for each course taken. Cost amounts in excess will be borne by the students. Discounts from purchase of books will be considered in the book price.

c. Other materials for a course will be considered separately on a case by case basis and might include: printing, photocopying, video, CD music, art supplies.

d. In addition to the book(s) provided for the class, within the limitations described above, faculty members can give students the option of purchasing other book(s) or materials. This purchase should be considered as an enhancement, i.e., students must be able to get full benefit of the class without buying extra materials.

e. The book policy will be explained in the newsletter so that the general membership understands this benefit, and its limits.

f. The newsletter will also explain that OLLI students have access to the USM and OLLI libraries where additional books and references for the course(s) taken will be available.

g. This policy will be reviewed annually.