

OLLI at Penn State, University Park

Curriculum Committee Responsibilities

OLLI's curriculum committees (Bellefonte, Penns Valley and State College) are responsible for planning the curriculum, each semester, for their respective locales.

OLLI's program coordinator works directly with the curriculum committees through all stages of planning and catalog production.

The curriculum committee responsibilities are to:

1. Have a solid understanding of OLLI's curriculum planning processes, procedures and tools (Production Schedule; Course Forms, Instructor FAQ's, Course Comment Forms, Instructor Comment Forms, Enrollment Reports; etc.), and the role of the curriculum committees versus the program coordinator.
2. Pursue course ideas and identify instructors from a variety of sources (local news items, community contacts, member suggestions, and Curriculum Support Subcommittee recommendations, etc.) and be prepared to discuss them at the curriculum committee meetings.
3. Ensure prospective instructors have an understanding about OLLI and have the appropriate curriculum materials and information to plan their course(s). Refer instructors to the Instructor Support Subcommittee, as needed.
4. Ensure prospective instructors have submitted their Course Form by the Production Schedule deadline and that the information provided is complete.
5. Serve as the contact person for recruited instructors (i.e., ask them to teach again, answer their questions about teaching for OLLI).

Note: Curriculum committee members may attend their instructor's courses to evaluate the effectiveness of the instructor. They must notify the instructor and office if they intend to do so. Also, if they intend to fully participate in the course (i.e. receive handouts, food, materials) they should register for the program.

Curriculum Committee Chair Responsibilities:

1. Maintain/update course tracking worksheet.
2. Work with new, unsolicited instructors (submitted online, walk-ins, member recommendations, etc.) from the time OLLI first learns about their interest in teaching, through the successful completion of their first course. Duties include:
 - Contact the instructor to learn more about them and their course idea, and how they heard about OLLI.
 - Upon request, assist with completing and submitting an electronic course form.
 - Provide orientation about teaching for OLLI (scheduling A-V equipment, getting handouts, role of the class assistant, etc.).
 - Observe their first session to evaluate the effectiveness of the instructor.

- Tracking

Note: Once the instructor demonstrates success in teaching for OLLI, they will be assigned to a curriculum committee member who will serve as their ongoing contact.

