OLLI Curriculum Committee

Standing Rules

Membership

1. Membership on the Curriculum Committee is open to all OLLI members and those individuals having a direct connection to OLLI providing, at the Chair’s discretion, there is a need to bring on new committee members.

2. Each Curriculum Committee member is expected to serve on one or more subcommittees or be a contributing OLLI moderator.

3. Each Curriculum Committee member is expected to participate in the quarterly calling of moderators to encourage proposal submissions.

4. The membership of any Curriculum Committee member will be terminated if the Committee member fails to attend at least 50% of the previous twelve regular Curriculum Committee meetings or fails to attend four consecutive meetings, whichever is the first to occur. Exceptions to this rule may be made at the discretion of the Curriculum Committee Chair.

Meetings

1. Unless prohibited by conflicting events, the Curriculum Committee will hold business meetings on the second Monday of each month, beginning at 10:00 AM and concluding at approximately 11:30 AM. The only exceptions will be the months of July and December during which business meetings will not be held. The Curriculum Committee Chair will have the discretion to change meeting dates and/or times as deemed necessary.

2. At the Committee’s discretion a retreat-style meeting may be held yearly and could take the place of a regularly scheduled business meeting.

3. A quorum must be present in order to take a vote. A quorum equals 50% of the Committee membership plus one.

4. The Committee Chair may poll the Committee members via email in the event an issue which requires immediate action arises in between regularly scheduled business meetings. Committee members shall vote by email within the specified time frame. The results of the vote shall be emailed to all Committee members at the conclusion of the voting period and shall also be announced at the following business meeting.

5. Minutes of each meeting shall be recorded. These minutes shall be distributed in a timely manner to the Committee membership, the Program Director, and to the Board of Trustees.
6. The Program Director shall attend all Curriculum Committee meetings in order to provide staff support and shall not have voting privileges at such meetings.

Role of the Curriculum Committee Chair:

1. The Curriculum Committee Chair will be appointed by the Board of Trustees Chair.
2. The Chair shall:
   - Hold this position for two years with the approval of the Board of Trustees Chair. This term may be extended should circumstances warrant an extension.
   - Preside at all meetings of the Curriculum Committee and serve on the Board of Trustees and the Executive Committee.
   - Recommend a Curriculum Committee Chair successor to the Board of Trustees Chair.
   - Notify the Chair of the Governance Committee by the end of February of each calendar year if a new Chair of the Curriculum Committee will be leading the committee beginning the following June.
   - Serve as a member of the Scheduling Subcommittee.
   - Serve as an ex-officio member of all subcommittees lending assistance at the request of the subcommittee chairs.
   - Work closely with the Program Director to facilitate the role of the Curriculum Committee.
   - Monitor the Curriculum Committee’s gmail account and respond to all inquiries.
   - Prepare a yearly budget projecting the next fiscal year’s income and expenses of the Curriculum Committee and submit such draft budget to the Board Chair, the Chair of Budget & Finance, and the Program Director no later than March 1st of each year.

Role of the Curriculum Committee Vice Chair:

1. Perform the duties and responsibilities of the Chair in his/her absence or inability to serve.
2. Serve as a member of the Scheduling Subcommittee.
3. Serve as an ex-officio member of all subcommittees lending assistance at the request of the subcommittee chairs.
4. Act as the coordinator for the Wow, Fab Friday, and Summer Series subcommittees. The Vice Chair will attend planning sessions held by those subcommittees whenever possible and will maintain close communications with the chairs of those subcommittees concerning speaker and topic selection. The goal of the coordinator will be to ensure a variety of content by minimizing overlap of speakers and topics.
Standing Subcommittees

1. The subcommittees shall include: (see Appendix for subcommittee descriptions)
   - Data Management
   - Extra Treats
   - Fab Fridays at Llanfair
   - Moderator Appreciation
   - Moderator Recruitment
   - Road Scholar
   - Sampler/BBL Hosts
   - Scheduling
   - Striving for Excellence
   - Summer Series
   - Wednesday WOWs at the Sycamore Senior Center
   - Welcome Tables

2. Subcommittee members are expected to support the work of the subcommittee by participating fully and completing tasks assigned by the subcommittee chair.

3. Subcommittee members need not be members of the Curriculum Committee.

Role of the Subcommittee Chairs:

1. Must be a member of the Curriculum Committee.
2. Will serve at the pleasure of the Curriculum Committee Chair.
3. Determine the goals of the subcommittee.
4. Determine the best course of action for achieving those goals.
5. Determine the size of the subcommittee appropriate to the charge of the subcommittee.
6. Select members in consultation with the Curriculum Committee Chair by extending an invitation and/or by accepting volunteers.
7. Call meetings.
8. Assign tasks to members, clearly indicating deadlines and the goals to be met.
9. Select a Vice Chair to take responsibility of the duties of the subcommittee should the Chair be unable to fulfill those duties. The Vice Chair should work closely with the Chair, keeping in mind the possibility of one day assuming the role of Chair.
10. Determine whether the work of the subcommittee is in alignment with the 2025 Report and what more could the subcommittee do to further the goals of the 2025 Report.
11. Keep a log of events, procedures, and policies particular to that subcommittee. This should be passed on in a timely manner to the succeeding subcommittee chair.
12. Report progress to the Curriculum Committee Chair.

Changes to the Standing Rules:
1. The Standing Rules may be added to, amended, or rescinded at any business meeting where a quorum is present.
2. The change to the Standing Rules will be approved by a majority vote with previous notice given of the proposed change. Without previous notice, a 2/3 majority vote will be required for approval.

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Appendix

• Data Management:
The Chair of this subcommittee shall be the person who maintains the Committee databases of members, moderators, and course offerings, and assists in compiling the quarterly catalogs.
At least one other Committee member shall serve on this subcommittee. This person must have a working knowledge of all tasks performed by the subcommittee chair and have access to the various computer programs used to conduct the Committee’s business.
The Curriculum Committee Chair and the Data Management Subcommittee Chair will select the members of this subcommittee.

• Extra Treats:
This subcommittee plans the excursions for the Fall and Spring terms. The subcommittee members contact possible sites, select the programs, prepare the schedule, and submit the catalog entries to the OLLI office in a timely manner for publication. Members are on-hand at the venues to facilitate the event.

• Fab Fridays at Llanfair:
This subcommittee plans the eight presentations given each Fall, Winter, and Spring terms. The subcommittee members contact possible speakers, select the programs, prepare the schedule, and submit the catalog entries to the OLLI office in a timely manner for publication. Members are on-hand at the presentations to facilitate the event.
• Moderator Appreciation:
  This subcommittee at the direction of the Curriculum Committee will organize and carryout the task of sending to the moderators a token of appreciation. The month of November will be their target date.

• Moderator Recruitment:
  In order to ensure that OLLI is meeting the learning desires and needs of its students, this subcommittee will use a variety of methods to explore new programming and seek out potential moderators new to OLLI. In addition to the current members, the Subcommittee shall seek out liaisons, one each from both Marketing and Friends.

• Road Scholar:
  This subcommittee takes on the responsibility of selecting Road Scholar programs for the participation of the OLLI membership. The subcommittee chair will coordinate the subcommittee’s efforts with the Road Scholar office. The subcommittee may choose to survey the OLLI membership to ascertain travel interests.

• Sampler/BBL Hosts:
  The members of this subcommittee will serve as Hosts to facilitate Sampler and BBL presentations by welcoming and introducing the speaker. The Co-Chairs will set the schedule and provide pertinent biographical and topic information to those serving as Hosts.

• Scheduling:
  Subcommittee members shall include the Curriculum Committee Chair, Vice Chair, Past Chair, Chair of the Data Management Subcommittee, and four additional committee members selected by the Chair to serve a term of two years. The Chair of the Data Management Subcommittee shall serve as Chair of the Scheduling Subcommittee.
  Members shall meet before each term to consider the submitted proposals and to compile the catalog listings for the upcoming term. This subcommittee also assists the Program Director and UC IT group in the preparation of web-based proposal forms, sends out the emails soliciting proposals and reminder emails to potential moderators, and downloads and organizes the proposal data from the UC IT department after the proposal deadline.
• Striving for Excellence:
  This subcommittee will host quarterly orientation/education sessions for new
  and current moderators. The subcommittee members will plan and carry out
  the program for each quarter.

• Summer Series:
  This subcommittee plans a maximum of seven presentations given each
  Summer. The subcommittee members contact possible speakers, select the
  programs, prepare the schedule, and submit the information to the OLLI office
  in a timely manner for publication. Members are on-hand at the presentations
  to facilitate the event.

• Wednesday WOWs at the Sycamore Senior Center:
  This subcommittee plans the eight presentations given each Fall, Winter, and
  Spring terms. The subcommittee members contact possible speakers, select the
  programs, prepare the schedule, and submit the catalog entries to the OLLI
  office in a timely manner for publication. Members are on-hand at the
  presentations to facilitate the event.

• Welcome Tables:
  This subcommittee staffs the Welcome Tables during the first week of each
  term. Tasks include welcoming new and returning members, verifying
  registration, and distributing name tags, enrollment verification stickers,
  lanyards, and classroom number assignment sheets.