

## SUMMER CURRICULUM COMMITTEE CHARTER – Fall 2025

1. **Membership** – The Chair of the Committee shall be appointed at the September Board meeting after the Spring elections by the Chair of the Board, with the approval of the Board, for a one-year term. Such term may be renewed at the discretion of the Chair of the Board and with approval of the Board. The Committee Chair, in consultation with the Chair of the Board, shall appoint such members as deemed necessary to accomplish the tasks of the Committee.
2. **Objective** – To ensure that summer study groups offered by OLLI at AU are of high standards in content and delivery.
3. **Tasks** –
  1. Meetings:

Members attend three committee meetings per year and are prepared to discuss their section's potential for proposals and other business.

Kick-off: (February - in-person)

    - Set upcoming summer dates/deadlines.
    - Review spreadsheet for the upcoming summer for committee members to keep track of their SGLs when contacting them about teaching.
    - Brainstorm ideas to attract new SGLs.

Approval: (April - online)

    - Committee discusses proposals and makes decisions before approvals are sent out to the SGLs.

Evaluations: (July or August - online)

    - Review evaluations and discuss any actions to be taken.
  2. Curriculum:

Types of Class Offerings:

    - June Minis (once a week for 4 weeks).
    - July Shorts (2-5 times over the course of one week) may include a second week if there is an excess of proposals.

Number of Classes:

    - June Minis have about 30 classes.
    - July Shorts have about 20 classes.
  3. Proposals:
    - Solicit proposals by contacting potential SGLs (both previous and new), letting them know summer dates and deadline for proposals.
    - After proposals come into OLLI email, the Director of Academic Programming forwards them to the appropriate Curriculum Committee member and copies the Committee Chair.

- Email SGL to offer suggestions for improving/editing proposals, if needed.
- Email SGL within one week, acknowledging receipt of proposal and giving approximate date when decisions will be made. Ask questions about proposals (if any).
- Look over all summer proposals after deadline (a spreadsheet will be provided) and either approve or voice any questions/concerns during April committee meeting.

4. Communication:

- Stay in communication with the Director of Academic Programming about potential course proposals and new Study Group Leaders.
- Transmit information about possible courses in other subject areas to appropriate committee members.
- Committee members are copied on emails sent by Director of Academic Programming to SGLs in their subject area.
- Update Director of Academic Programming as responses are received from potential SGLs.
- When the proposal deadline is 2-3 weeks away, the Director of Academic Programming may contact any SGLs on the spreadsheet who are an unknown, a maybe, or a yes, and haven't submitted a proposal.

5. Feedback:

- Offer support to SGLs when needed during the session based on SGL requests or informal feedback from the SGR or members received by the office via phone, email, or in-person.
- Read end-of-session formal feedback and be prepared to endorse the SGLs in your section (or not) when proposals are reviewed.