

CURRICULUM COMMITTEE CHARTER – Fall 2019

1. **Membership** – The Chair of the Committee shall be appointed at the first 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 the approval of the Board. The Committee Chair, in consultation with the Chair of the Board, shall appoint such members as they deem necessary to accomplish the tasks of the Committee.
2. **Objective** – To recruit new study group leaders to OLLI from both the membership and Washington, D.C. community; to solicit study group proposals from new and previous SGLs for Fall, Spring, and February Shorts, and keep in touch with SGLs during the process, offering support as needed; and to review all feedback (formal and informal) and reach out to SGLs over email, phone, or in person to offer support and use feedback to guide decision about future offerings.
3. **Tasks** –
 1. **Meetings:**

Three meetings per semester:

Kick-off

 - Printed feedback given from the most recent session(s)
 - Semester dates and deadlines discussed
 - Printed spreadsheet given for the upcoming session in order for study area coordinators to keep track of SGLs in their subject area
 - Discussions for attracting new SGLs

Status

 - Updates from each study area coordinator about the SGLs in their subject area
(Last few weeks before proposal deadline – updated spreadsheet is e-mailed to committee members once a week)

Approval

 - Committee discusses proposals and makes decisions before sending them to the Board for final approval
 2. **Curriculum:**

Types of Class Offerings

 - Fall and Spring semesters – study groups meet once a week for 8 to 10 weeks
 - February Shorts – study groups meet 3, 4, or 5 times over the course of one week (may include a second week if excess of proposals).
 - The June Minis and July Shorts are not the responsibility of the curriculum committee, but committee members may be asked to give input on the proposal if a question arises.

Number of classes – dependent on the quality of the proposals and the number and size of available classrooms. The Fall/Spring semesters and June Minis can accommodate 98 classes each; the February/July Shorts can accommodate 21 classes.

- Duplications – effort should be made to avoid course duplication. When we have proposal topic duplicates, discussions should be held with those affected to consider any changes if needed and if possible.
- Cross-Referencing – when a course could logically appear in either of two sections, relevant curriculum committee members and the academic programs coordinator should discuss and agree on who should be the main contact with the SGL. Generally, the SGL's choice of section is the main factor.

3. Recruitment:

- Study area coordinators are encouraged to recruit new SGLs for each academic session, either in their own subject area or another.

4. Proposals:

Content

- Proposals should be appropriate for OLLI's goal of quality education.

Soliciting

- Study area coordinators solicit proposals by contacting potential SGLs (both previous and new), letting them know session dates and deadline for proposals;
- Once proposal is received, reply to the SGL within two weeks, acknowledging receipt of proposal and giving dates when decisions will be made (when the curriculum committee meets to review all proposals and then forwards recommended approvals to the OLLI Board).
- Once proposal is received and reviewed, contact SGL if needed to offer suggestions for improving/editing proposals and/or to flesh out syllabus, especially for new SGLs.

Proposal decisions

- a. Study area coordinators participate in committee decisions regarding acceptance of proposals, based on:
 - **Member interest in topic**
 - **Registration** for the study group
 - **Attendance numbers** at the beginning and end of the study group
 - **Feedback** from members
 - **Curriculum balance** of courses across all subject areas
 - **New SGLs** (we are interested in attracting new SGLs)
 - **New proposal vs. a repeat** from the same SGL

- b. Study area coordinators are expected to maintain confidentiality about sensitive proposal discussions

5. Feedback:

All formal feedback will be sent to the SGL, the relevant study area coordinator, and the curriculum committee chair. A digital copy is kept on file in the OLLI office. Copies of attendance sheets will be sent to study area coordinators.

Timing

- Fall/Spring – class members are asked for feedback after the third week of classes, and at the end of the semester;
- February Shorts – class members are asked for feedback at the end of the week;
- Informal feedback is received by the office at any time via e-mail, phone call, or in person.

Response to Feedback

Early in an academic session

- If substantial negative feedback (formal or informal) is received, the relevant study area coordinator will meet with the CC Chair and the Executive Director regarding next steps. If appropriate, the relevant study area coordinator will meet and discuss areas of improvement with the SGL.

Late in an academic session/final feedback

- Study area coordinators will read final feedback and be prepared to endorse the SGLs in their subject area (or not) when proposals are reviewed.

All summer feedback and issues are handled by the CC Chair and OLLI office.