Directory of OLLI Websites

Osher Lifelong Learning Institute National Resource Center

http://usm.maine.edu/olli/national/

Osher Lifelong Learning Institute at CSU, Chico

http://rce.csuchico.edu/isher/

Note – this is the home page for OLLI in Chico. Over time, the website may be updated and the links below may not work properly. However, if you start at the home page for OLLI at Chico, the menus will take you to your desired location.

Policy and Procedures

• http://rce.csuchico.edu/isher/about-olli

OLLI Calendar

http://rce.csuchico.edu/event/lifelong-learning/isher-lifelong-learning-institute-olli

Class Schedule & Descriptions

• Online Version: http://rceonline2.csuchico.edu/olli/home
• Downloadable Version: http://rce.csuchico.edu/isher/register

Course Proposal Form

• http://rce.csuchico.edu/isher/course-proposal

OLLI Office Maps and Parking Meter Locations

• http://rce.csuchico.edu/isher/contact
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Welcome!

Thank you for volunteering your time and knowledge as a peer leader for the Osher Lifelong Learning Institute at California State University, Chico. OLLI is possible, in large part, because wonderful people like you are willing to share your knowledge and experience with our members. It is because of your commitment that OLLI not only exists, but thrives. This handbook provides valuable information to assist you throughout your tenure as an OLLI peer leader. Think of it as a resource rather than an instruction manual. It includes numerous resources you can use to make your experience as a peer leader a rewarding one for you and the members of your classes.

Our Mission

The Osher Lifelong Learning Institute at CSU, Chico will provide for mature learners an enriched environment for learning, teaching, and social interaction. This will primarily be accomplished through participatory classroom experiences in a wide range of academic areas presented by peer leaders.

Partnership with California State University, Chico (CSU, Chico)

The Bernard Osher Foundation was established in 1977 by Bernard Osher, a San Francisco businessman and community leader, who perceived that the needs of mature students were not well served by traditional continuing education programs. The Foundation supports the strengthening of existing lifelong learning programs, as well as the creation of new ones, at colleges and universities across the country. In 2005, CSU, Chico joined the network of Osher Lifelong Learning Institutes and our existing learning-in-retirement program, Prime Timers, became known as the Osher Lifelong Learning Institute at CSU, Chico.

OLLI operates under the auspices of the Center for Regional and Continuing Education. Its finances are managed through the CSU, Chico Research Foundation. The OLLI
program director reports to the Dean of Regional and Continuing Education and oversees a part-time program assistant. The OLLI office is located on campus in the Aymer J. Hamilton building. (See directory of websites, page 2).

**OLLI Advisory Council**

The OLLI Advisory Council serves in an advisory role between the OLLI membership and the CSU, Chico administration. The Advisory Council, except for the program director, is elected by the OLLI membership and consists of the following: general chair, membership chair, scholarship and fundraising chair, events chair, curriculum chair, communications chair and the program director.

**How to Become a Peer Leader**

The curriculum committee encourages OLLI members to become peer leaders and provides encouragement and support. We are currently making plans to offer a series of workshops to guide prospective peer leaders by sharing tools and resources helpful in getting started. The following pages will walk you through some of the necessary steps. We also developed a frequently asked questions (FAQ) section (beginning on page 10) in anticipation of questions you may have about the role and expectations of our teachers. A Course Proposal form is available on our web site at [http://rce.csuchico.edu/osopher/course-proposal](http://rce.csuchico.edu/osopher/course-proposal). Complete and submit it to the OLLI office by the due date posted on the website. You will be notified by the OLLI office if your course has been accepted.

**Course Outlines and Syllabus**

Peer leaders are not required to prepare a course outline or syllabus for their class, but the curriculum committee recommends it. Many of our seasoned peer leaders hand out an outline or syllabus on the first day of class. It benefits both the members and the peer leader. There are samples of course outlines and syllabi in the appendix.
Emergency Procedures

In the event of a fire, call 911 on any phone and direct or assist everyone to follow these guidelines:

- Quickly gather your personal belongings (purse, notepads, keys, etc.).
- Close all doors behind you – this will help prevent the spread of smoke and fire.
- Pull the nearest fire alarm and call 911, if not already called.
- Immediately begin to exit the building using the nearest and safest exit.
- Do not attempt to use an elevator.
- Assemble at least 100 feet from the building.
- If known, provide emergency responders with information about people still in the building.
- Provide information to emergency responders regarding the reason for evacuation (smell of smoke, location of fire, chemical spill, etc.).
- Never re-enter a building until instructed to do so by the fire department or other official.

Peer Leader Conduct

In order to protect and maintain the academic freedom of the University and the non-profit status of the CSU, Chico Foundation, peer leaders are asked to observe the OLLI Policies and Procedures which state:

- The organization shall not support or oppose any political party, candidate, or political issue.
- The membership list and personal information to include names, addresses, phone numbers, and emails shall not be used for non-organizational related activities or fundraising without the expressed consent of the general membership.
- Classes shall not be used to sell or promote products or services, or generate client lists.
The Advisory Council recommends that, while classes on historical cultures and traditions are welcome, promotion of sectarian viewpoints should be avoided. Should you encounter any problems or concerns you are encouraged to contact the OLLI office at 530-898-6679 or email olli@csuchico.edu.

How to Cancel or Reschedule a Class

It is the peer leader’s responsibility to make sure each of his or her scheduled class(es) is covered. If a peer leader needs to change a class schedule after submitting the course proposal, the changes must be coordinated with the OLLI office prior to distribution of the final schedule. After classes begin, peer leaders must coordinate any schedule changes directly with class members and the OLLI office. Alternate arrangements may include cancelling a class, recruiting a substitute teacher, or rescheduling a class to an agreeable date and time. As soon as practical, you must notify the office at 530-898-6679 or email olli@csuchico.edu about any deviations from the published schedule.

Adding Members to Your Class

OLLI’s new online registration system allows users to add and drop classes until classes reach capacity. Waiting lists are generated by the office in an effort to improve customer service. The online system also generates rosters for peer leaders at any point in the registration process, enabling peer leaders to better plan for class size and space considerations. Once the semester begins, consideration will be given first to people on the waiting list if seats are open. However, if at any point seats are available and no one from the roster or wait list claims them, please feel free to make them available to anyone who is waiting. Do not allow members to stand or sit in the aisles.
Classroom Assistants

The curriculum committee encourages peer leaders to recruit classroom assistants as the semester progresses. This has several advantages: someone capable of facilitating the class in a peer leader’s absence; someone to assist the peer leader with audio-visual equipment; and someone to collaborate with in enriching class material and/or expanding the class the following semester. It is an opportunity from which we can all benefit immensely!

Field Trips

If you are planning to take your class on any field trips/excursions, you must notify the OLLI office. Each participating class member must complete a Risk and Liability Release Form and the office staff will assist you with that process. This form must be completed by each member for any activity that is not held in a regularly assigned classroom. A field trip is defined as any class session that is held outside of the assigned classroom.

Whenever possible, you should include field trip information on your course proposal form. Any admission fees and other expenses for the field trip must be paid by the class members. OLLI will not reimburse members or instructors for these out of pocket expenses.
Getting off to a Good Start

- Arrive at least 15 minutes early and conclude class on time.
- Upon arrival to the classroom, set it up as needed.
- Pass the class roster around and have the members check it for accuracy. If there are new members, have them add their names and contact information to the roster. They are welcome to stay if there is room. If there are no empty seats, recommend they check back in one or two weeks.
- Encourage members to wear name tags.
- Remind members to turn off the sound on their cell phones before class begins. If they receive a call during class direct them to quietly exit the room before taking the call.
- Give directions to the bathrooms and drinking fountains.
- Check to see if your classroom facility allows food and beverages.
- Point out the emergency exits and escape routes in case of fire or other emergency.
- Promote safety awareness.
- If there are parking meters, limited parking times or tow away zones near the classroom remind everyone of these limitations. Be prepared to discuss the opportunities and limitations of parking near your classroom.
Frequently Asked Questions for Peer Leaders

1. How does OLLI work?
OLLI operates under the auspices of the Center for Regional and Continuing Education at California State University, Chico (CSU, Chico). Its finances are managed through the CSU, Chico Research Foundation.

2. Who is in charge?
The Dean of Regional and Continuing Education supervises a part-time program director who serves as the managing employee for OLLI at CSU, Chico. A part-time program assistant, also an employee of the CSU, Chico Research Foundation, provides office support and reports to the director. The OLLI Advisory Council serves in an advisory role between the OLLI membership and the CSU, Chico administration. The Advisory Council, except for the director, is elected by the OLLI membership and consists of the following: general chair, membership chair, scholarship and fundraising chair, events chair, curriculum chair, communications chair and the OLLI program director.

3. Can anyone be a peer leader?
Any member of OLLI who has the desire to teach may be a peer leader. Non-members may teach a class at the discretion of the Advisory Council.

4. Do you have to have teaching experience?
No. And in fact, we are currently making plans to offer a series of workshops designed to support members who’ve expressed an interest in teaching. Look for these workshops in future class lists.

5. Are peer leaders paid?
Peer leaders are unpaid volunteers.
6. How do I apply to be a peer leader?
Complete the online OLLI Course Proposal Form at http://rce.csuchico.edu/osher/course-proposal by the deadline for consideration by the curriculum committee and the OLLI program director. Course proposals are due on April 1st for fall courses and October 15th for spring courses. You become a peer leader when the proposal is approved!

7. Are there restrictions on what I can offer?
Yes. OLLI’s focus is on providing classroom experiences in a wide range of academic areas. OLLI also honors a non-compete agreement with the Chico Area Recreation Department (CARD) and defers from offering recreational classes and/or arts and crafts activities that directly compete with CARD. Classes may not support or oppose political parties, candidates, or political issues; they may not be used to sell or promote products or services; they may not be used to generate client lists, nor may they be used to promote sectarian religious points of view. They must not conflict with other OLLI courses currently being offered.

8. Who can I talk to about possible program ideas?
Talk to other members and peer leaders for feedback and suggestions. Talk to members of the curriculum committee and/or the program director. And sign up for one of our future workshops on training new peer leaders.

9. Where is the OLLI office?
The OLLI office is located in the Aymer J. Hamilton (AJH) Building, Room 118B, on campus. AJH is located between the Gateway Science Museum and the Bidwell Mansion. See the last page of this handbook for a campus map. The OLLI office phone number is 530-898-6679.

10. What is the website address for OLLI at CSU, Chico?
http://rce.csuchico.edu/osher/
11. What are the Peer Leader obligations?
   a. Attend the Welcome Meeting
   b. Attend the Peer Leaders Orientation
   c. Attend all scheduled classes in which you are in charge
   d. Be available by phone or email for members’ questions
   e. Set-up and clean-up your classroom. If another class is not scheduled immediately following yours, turn off the audio visual equipment, lock the door, and return the key
   f. If you experience any problems with your classroom facility or equipment, notify the OLLI office.

12. Can a class be cancelled or rescheduled?
   Yes, but it is the peer leader’s responsibility to make sure each scheduled class is covered. If the peer leader needs to change a class schedule after submitting the course proposal, coordinate the needed changes with the OLLI office prior to distribution of the finalized schedule. After classes begin, peer leaders must coordinate any changes with class members and with the OLLI office. Alternate arrangements may include cancelling a class, recruiting a substitute teacher or rescheduling the class to an agreeable date and time. As soon as practical, you must notify the OLLI office staff at 530-898-6679 or email olli@csuchico.edu about any deviations from the published schedule.

13. Is peer leader training available?
   There is a Peer Leaders Orientation prior to the start of each semester, organized by the curriculum committee to answer questions and assist you throughout the year. In addition, we are currently making plans to offer a series of workshops to support members in developing the skills, tools, and confidence needed to begin leading classes. The Osher Lifelong Learning Institute National Resource Center has a tremendous list of books, articles, and websites available to support peer leaders at http://usm.maine.edu/olli/national/.
14. What class venues are available?
Class venues and locations are listed on the OLLI class schedule. Our classes are currently taught at several different venues on and off campus.

15. Can I request a venue?
Classrooms are assigned according to size, audio visual needs and availability. On the course proposal form you may request time, day, venue and special needs. However, not all requests may be met due to availability or class size.

16. When will I know if my class has been accepted?
Every attempt is made to notify you prior to the end of the previous semester.

17. When will I receive a class schedule?
Generally the schedules are made available to the peer leaders about two months before the semester begins.

18. Can I invite guest speakers?
Yes.

19. Do they need to be OLLI members?
No.

20. Is there reimbursement for guest speaker expenses?
No. OLLI funds are limited and the budget is approved prior to the fall semester.

21. Where and when is the audio visual equipment training?
There will be equipment demonstrations at the Peer Leader Orientation. The curriculum committee can also provide instruction for peer leaders at the various class sites as needed since the equipment resources may vary widely.
22. **What do I do if the audio visual equipment doesn’t work (Whom do I call?)**
If there is no one in your class who can help you, contact the OLLI office at 530-898-6679. However, it is always a good idea to have a back-up plan available for your class presentation.

23. **Will I have help setting up the audio visual equipment?**
No. Most classrooms are normally pre-configured for immediate use. However, the curriculum committee suggests you recruit a classroom assistant to help with additional setup needs. If you need help with the audio visual equipment, contact the OLLI office prior to the start of the semester and someone will meet you at your scheduled venue to demonstrate the equipment. We want you to feel comfortable on your first day of classes!

24. **Where and when do I get the keys?**
You will receive instructions at the Peer Leader Orientation. If you cannot attend, please call the OLLI office for instructions at 530-898-6679.

25. **What do I do in case of an emergency?**
Call 911 and then notify the OLLI office when practical. The CSU, Chico Emergency Preparedness & Occupational Safety Coordinator will be invited to make a presentation at the Peer Leader Orientation each semester. An emergency response guide will be available at each location and included in your peer leader folder.

26. **Can I be reimbursed for minor expenses (such as postage or copying)?**
Yes. Limited instructional expenses may be reimbursed but they must be pre-approved. Contact the OLLI office for approval and reimbursement forms.

27. **Will I have access to the University Library?**
Yes. Visit the OLLI office to receive a membership verification form and take it to the Meriam University Library. The Circulation Desk near the entrance to the University Library will issue you a courtesy card that will give you access to its resources.
Appendix

Course Proposal

The OLLI course proposal form is now an online form on our web site at http://rce.csuchico.edu/osopher/course-proposal. After you complete the online form, you will get a confirmation email with a copy of your proposal. The proposal will be reviewed and someone from OLLI will be in touch with any questions or to schedule your class.
### Sample Course Outlines and Syllabi

<table>
<thead>
<tr>
<th>Class I – 9/8/11</th>
<th>At-home assignment – bring to read in class on September 22:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>“On September 11, 2001 I was ....and .....”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class II – 9/22/11</th>
<th>At-home assignment – bring to read in class on October 13:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>“The teacher I had in ....grade was responsible for.....”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class III – 10/13/11</th>
<th>At-home assignment – bring to read in class on October 27:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>“One vacation experience my family loves to retell over and over is the time....”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class IV – 10/27/11</th>
<th>At-home assignment – bring to read in class on November 10:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>“The first time I saw the man/woman I married (or fell in love with)....”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class V - 11/10/11</th>
<th>At-home assignment – bring to read in class on December 8:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>“My mother/father/grandparent was the kind of mother/father/grandparent who would ... (or who would never)”</td>
</tr>
</tbody>
</table>

**NO CLASS 11/24 - THANKSGIVING**

Class VI – 12/8/11 – last meeting for Fall
Sample Course Outlines and Syllabi

Drifting, Bobbing & Whirling Among The Stars

Peer Leader: Scott Perry  Phone: 891-5148  Email: SnuffyP@sbcglobal.net
My Website: http://web.mac.com/snuffy/Site/Home.html

Tuesdays @ 9:15 AM Pleasant Valley Recreation Center on North Avenue

Stories & Stars:
Field trips to learn the constellations • Not at the Observatory • Details TBA:
Tuesday evening viewings in Upper Bdwell Park: 13Mar12, 14Mar12, 17Apr12

Syzygy Party 20May12

Note: there will be no classes: 20Mar12 (Spring Break) 24Apr12 & 1May12

1  Introduction  7Feb12
2  History & Observation  14Feb12
3  Driven to understand  21Feb12
4  Home & Beyond  28Feb12
5  Our neck of the woods  6Mar12
6  Once upon a time far, far away & long ago  13Mar12

SPRING BREAK

7  Starlight Star Bright  27Mar12
8  Beginnings: The Chicken & The Egg  3Apr12
9  Lions & Tigers & Bears … Oh ny!  10Apr12
10  Exobiology  17Apr12

NO CLASS (TWO WEEKS)

11  Cosmological Questions  8May12
12  Quarks to Quasars  15May12
Additional Resources - Books


Becoming a Critically Reflective Teacher.

Discussion as a Way of Teaching: Tools and Techniques for Democratic Classrooms, San Francisco

Learning in Adulthood: A Comprehensive Guide


Knowles, Malcome S. (2002), McKeachie, W.J.

The Adult Learner, Seventh Edition,
Links to Additional OLLI Resources

OLLI National Resource Center Links to Information on Lifelong Learning
http://usm.maine.edu/olli/national/natresource_ctr.html

American Society of Aging, the largest organization of professionals in the field of aging.
http://www.asaging.org/

Road Scholar educational adventures are created by Elderhostel, Inc., the not-for-profit world leader in lifelong learning since 1975. http://www.roadscholar.org/

Edsitement: The National Endowment for the Humanities (NEH) in partnership with the National Trust for the Humanities and the Marco Polo Education Foundation presents online humanities resources from some of the world’s great museums, libraries, cultural institutions, and universities. http://edsitement.neh.gov/

National Gallery of Art Extension program loans teaching packets, films, videocassettes and CDs for all types of art courses. http://www.nga.gov/education/learningresources/index.shtm

Arts and Letters Daily, a service of The Chronicle of Higher Education, has extensive coverage of articles, newspapers, magazines, news services, journals, columnists, etc. It covers such topics as philosophy, aesthetics, literature, language, ideas, criticism, culture, history, music, art, trends, breakthroughs and disputes. http://www.aldaily.com/

Historical research: DoHistory is a NEH-funded website launched by the Harvard Film Study Center. It uses interactive examples to teach methods for doing effective historical research for yourself or a learning group. www.dohistory.org/home.html

The Study Circles Resource Center, a project of the Topsfield Foundation, Inc., is dedicated to finding ways for all kinds of people to engage in dialogue and problem solving on critical social and political issues. http://www.everyday-democracy.org/en/index.aspx
Andragogy.net
http://www.uni-bamberg.de/fileadmin/andragogik/08/andragogik/andragogy/index.htm

elearning papers is a European website on lifelong learning
http://elearningpapers.eu/en/elearning_papers