

OLLI-SF State Course Development Committee Charter, 2-21-24

I. Role and Responsibilities

The Course Development Committee (CDC) works with the OLLI Director to develop course ideas and to locate potential instructors that meet the interests of OLLI members. All final decisions about a proposal are made by the Curriculum Committee.

The Course Development Committee meets monthly for a total of at least ten meetings a year.

Goal

To develop a variety of course ideas and potential instructors that meet the interests of OLLI members so that the Curriculum Committee (CC) and the Director always have sufficient courses to select from when putting together course sessions.

Responsibilities

To accomplish its purpose as described above, the Course Development Committee's responsibilities include:

- Brainstorming about upcoming events at San Francisco area museums, musical and dramatic venues, etc. with the idea of presenting courses related to those events;
- Checking the San Francisco State University *Bulletin* and list of course offerings for possible courses and instructors;
- Checking the programming at other OLLIs, the Fromm Institute, and other institutions such as the Commonwealth Club, the San Francisco Public Library, and other California universities and colleges;
- Keeping an updated listing of programs suggested by OLLI members and making regular efforts to develop programs from those suggestions;
- Soliciting course proposals from instructors of courses thought by CDC members to meet the interests of OLLI members, likely to attract new members to OLLI, and likely to meet approval by the CC, using an approach similar to the attached form letter.
- Checking periodically with the list of previous OLLI instructors to determine who has been successful and who has not to be certain that CDC does not recommend instructors on the latter list.
- Members shall also work on:
 - Identifying possible courses to balance the curriculum or to respond to current events; and
 - Developing courses in response to OLLI members' suggestions.
- CDC will have access to CC's running list of proposal review outcomes located in Google Docs folder #2; and CC will have access to CDC meeting minutes, which list courses CDC is working on and are located in Google Docs folder #17.

II. Course Development Committee Membership

The Director is invited and encouraged to attend all CDC meetings to facilitate communication.

Eligibility

To be eligible, an OLLI member must be a course-taking member and be willing to make a one-year commitment to serve on the Committee, including regularly participating at meetings. At the start of each calendar year, members can recommit to the Committee or resign.

Becoming a Member

OLLI members interested in joining the Course Development Committee will be invited to attend a committee meeting as a guest. After attending a meeting, potential members should indicate their interest in joining the Committee and review the membership Charter.

Time Commitment

CDC Committee work is estimated to take anywhere from 5 to 20 hours per month.

III. Committee Organization

Chair

The chair shall be chosen by the committee at its first meeting of each year. Alternatively, a chair may be appointed by the Council or the Council President. The chair shall report regularly to the Council on CDC activities.

Agenda

The chair shall prepare the meeting agenda and send it to members at least two days before the meeting.

Secretary and Minutes

A member of the Committee shall act as secretary and prepare minutes of each meeting for approval by the committee before they are filed in Google Docs folder #17.

Attachment. Suggested Written Approach to Possible Instructors

Dear 000000,

I am a volunteer member of the Course Development Committee of the Osher Lifelong Learning Institute (OLLI) at San Francisco State, and I am writing to inquire whether you would be interested in submitting a proposal to offer a class. You can learn more about SF State OLLI at <https://olli.sfsu.edu>. Most OLLI members are retired professionals and are well read, well-traveled, and well educated.

San Francisco State OLLI offers mostly two types of classes:

- multi-week classes that meet once a week for two hours, usually for six weeks, and
- one-time, two-hour classes, which we call Mini-Courses.

Other formats are occasionally offered. Classes may be primarily lecture or discussion, but all classes must include an opportunity for questions and comments. Readings or other activities outside class are optional. Students do not submit written work and do not receive any form of credit. Classes are held online via Zoom, at our downtown San Francisco location on Spear Street, or in a combination of the two formats. In the past, some classes have been offered at the San Francisco State campus and may be again in the future.

You can learn more about teaching at SF State OLLI at <https://olli.sfsu.edu/teaching-olli>.

Blank proposal forms can be found at the link above. If interested, send a proposal including either a formal CV or a resumé that includes your qualifications to offer the course. Your resumé should include your education, your qualifications for the course you are proposing, and your experience with teaching or presenting programs similar to those offered by OLLI. Submit this material as explained on the OLLI website.

Every proposal is carefully reviewed by our Curriculum Committee based on the qualifications of the instructor and the way that the proposal fits with OLLI's goals. The Curriculum Committee meets monthly to review proposals. If the committee is interested in your course, you may be asked for additional information or you may be asked to meet virtually with the committee.

Thank you for your interest. Please let us know if you have any questions.