MISSION STATEMENT

▶ OLLI Sedona/Verde Valley is a member led / member driven organization

▶ OLLI provides diverse opportunities for anyone over the age of 50 to share interests, information and insights

▶ Through collaborative and life-enhancing intellectual and social activities.

OLLI Nationwide

- **Bernard Osher, businessman, founded 1977**

- **125 programs embedded in colleges**
  - **Interest of the original trust**
  - **Membership & class fees**
  - **Donations**
  - **Charter requires annual membership by students**

- **Staff paid by funding!**
  - **Provides marketing, membership management, class scheduling, coordination**
  - **Current recovery from "Covid-reduced" funding & membership**

OLLI VV STAFF - The Best!

▶ Patricia Berlowe, Director

Director for both Prescott and SVV OLLI's

Find her weekly at the Sedona Center

▶ Danielle Gervasio, Staff

Find Danielle M-Th at the Sedona Center!

▶ Solaris Walsh, Staff

Long-time employee at SVV, she is indispensable in her support work.

OLLI OFFICE & CONTACT INFO

▶ **Sedona Verde Valley OLLI – all locations**

  ▶ 928-649-4275

    ▶ (x4275 on the campus phones

  ▶ Staffed on location M-TH

  ▶ Friday – phone support

  ▶ ollisv@yc.edu

▶ https://www.yc.edu/v6/lifelong-learning/olli.html

Who Can Teach

- Anyone with passion and knowledge
  - Credentials not vetted
  - We work with you to find the appropriate content
  - We help you succeed
- Step out of your field of expertise
- Entrepreneurial --- no guaranteed attendance
- All are volunteer teachers

Code of Conduct

▶ Exchange lively and even passionate views.

▶ Observe common courtesy.

▶ Respect opposing viewpoints.

▶ Maintain dignity for yourself and class.

▶ No personal attacks.

▶ Remove violators from premises.

Delivery –It's a Hybrid World

▶ Student preference:
  ▶ OLLI VV – 50 to 70% like in-person
  ▶ Some will only Zoom; some only in-person
  ▶ Instructors tend to prefer in-person
▶ Instructors have options!
  ▶ Zoom
  ▶ In-person
  ▶ Off-site (field trips, hikes, etc.)

Process

1. Submit proposal; receive confirmation
   - ➢ **New instructor information email**
2. Receive date/time email
3. Meet the Curriculum Committee
4. **Receive roster and room confirmation**
5. Receive a copy of the email sent to students

Review Policies and Procedures

Always available: Website Link

For Professionals in a Business

Facilitators may promote their books, products, or services in OLLI classes or events. Facilitators may not require the purchase of his/her books, products, or services on YC property. Books required for certification by public health and safety organizations are permitted.

Please do not re-use the student information unless it relates to OLLI ☺

ROOM TRAINING

Solaris Walsh, OLLI Staff and an expert on our facilities!

SCHEDULED DATE: AUGUST 13, 2025

Be sure to visit your room and see the premises

Meet staff

Understand any equipment you will need to use

Meet other instructors

(If you are teaching at Clarksdale, we will arrange a for a room visit there!)

Build your Class

- ▶ Organize
- ▶ Outline
- ▶ Session by session planning
- ▶ Work with your mentor or experienced instructor
- ▶ Create handouts one week advance
- ▶ Package to fit time available

Practise!
Have Fun!

Working the Roster Info

- https://www.campusce.net/ycadmin/SignInStandard.aspx

- Send a welcome email
  - Inform on special requirements
  - Class location information if needed
  - Encourages interest and attendance
- Get attendance for class

Handouts

▶ Send digital content to participants

    ▶ Get emails from roster

▶ Submit your handout to OLLI (optional)

    ▶ *Must* send a week before

    ▶ Will be double sided, black & white

▶ Be mindful of copyright laws

Low Enrollment? - Teach anyway?

- Learn what works.
- Build a following.
- Get last minute enrollments.
- Word of mouth may bring in students.
- We may be able to put an ad in our newsletter if you need to boost enrollment

Need to Cancel?

- Inform OLLI office or email OLLISV@yc.edu
- Reach out to your sign-ups.
- If single session, consider a make-up

Campus Closures

▶ Sign up for text alerts College closings & info:
https://www.yc.edu/alertyc

▶ Prescott campus closing also closes Verde Valley

   ▶ Prescott provides support staff

▶ Consider a make-up class if class cancelled

▶ Zoom classes may still be held!

Classroom Access

- There may be a course before yours same room
  - Check beforehand
- 15 minutes guaranteed
- Set up earlier if the classroom is open
- Special requirements can be added to your submission or talk to staff
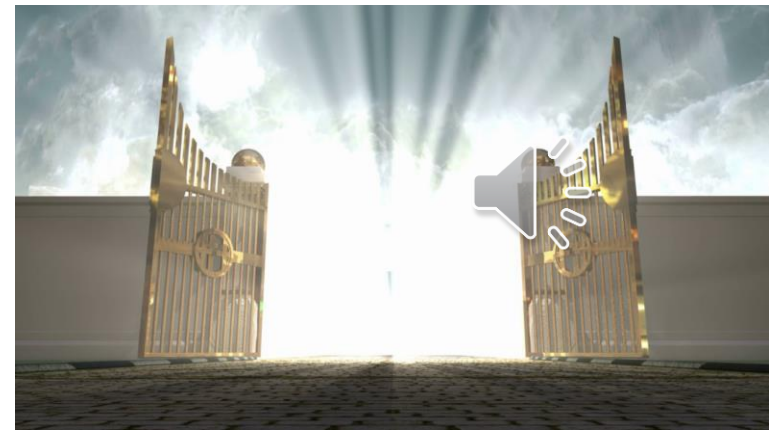
Classroom Preparation

1. Know where your class is offered
2. Know if there is a class before yours
3. Understand room layout & lecture podium
4. Understand relevant room technology
5. Obtain a microphone if needed
6. Vet previous course materials if a repeat course

Laptops and Media

- Windows machines on site
    - Can use the Internet through browsers
    - Microsoft office installed on all machines
    - Can bring a USB flash drive with content
- Alternately, you can bring your laptop
    - Helpful for Mac users
   - ***You must attend room training to test use***

Room Layout

- Proposal submission – indicate needs
- Come early to modify
- Students can help!
- Options:
  - V-shaped
  - Circular
  - Move chairs and tables to suit!
    - CAREFULLY!
- Return the way you found it!

Rows and Columns Classroom Layout

Group Classroom Layout
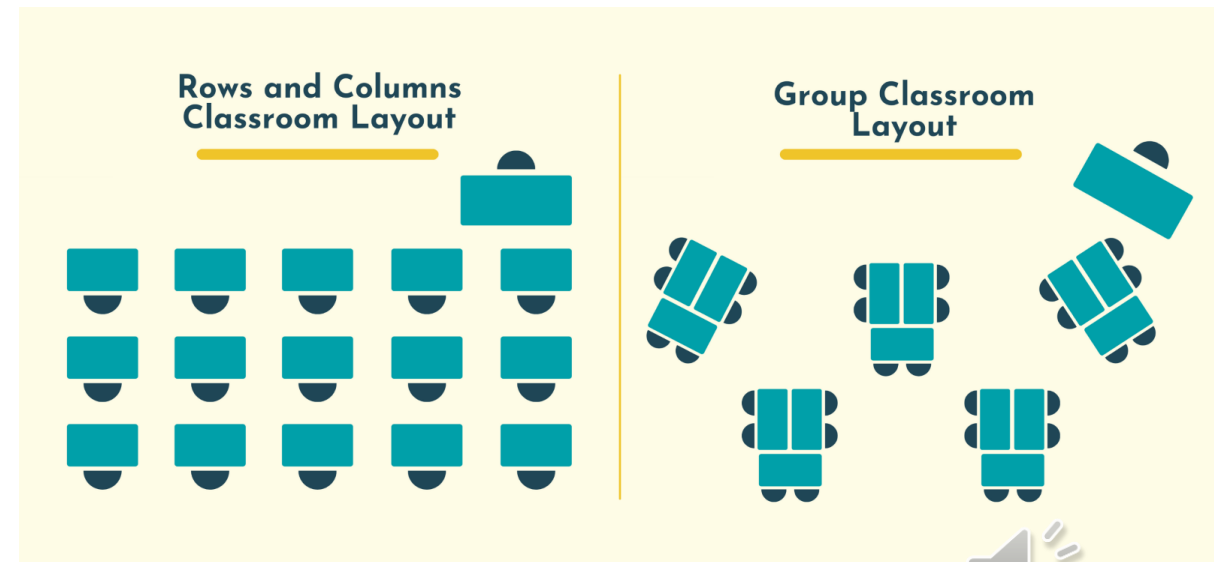
Available From Office

- **Supplies** like white board markers.
- **Handouts** (if applicable).
- **PowerPoint** advancer (remote) or Mic
  - Borrow OLLI with Personal ID or Keys
- **Paper Name Tents** & Markers (optional)
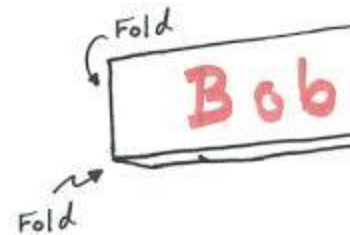
Instructor Name Tags

1. Two consecutive terms (or consistent contributor)
2. OLLI will order
3. Contact Olli or go to office

Before Class Begins

- Arrive 15 minutes early
  - Check equipment
  - Students typically arrive 5 to 10 minutes early
  - Some earlier – some late!
- Greet
- **Take roll first class (print roster) first class**
- Encourage name tents or personal name tags
- Wear the OLLI instructor name tag (have)
- Adjust temperature (if possible)

Potential Problems

1. Students must go to OLLI office class change
   - Refunds submitted in writing or by email.
   - Limited time period for refund.
2. **Unexpected room assignments/conflicts** – contact Office

Student Not Enrolled?

- Advance enrollment preferred
- Send to office, telephone or online to enrol
- Invite to return to class
- Other instructors sometimes "surf" –
  - They may not know to enroll
  - They have credits from teaching or must be members

PRINCIPAL
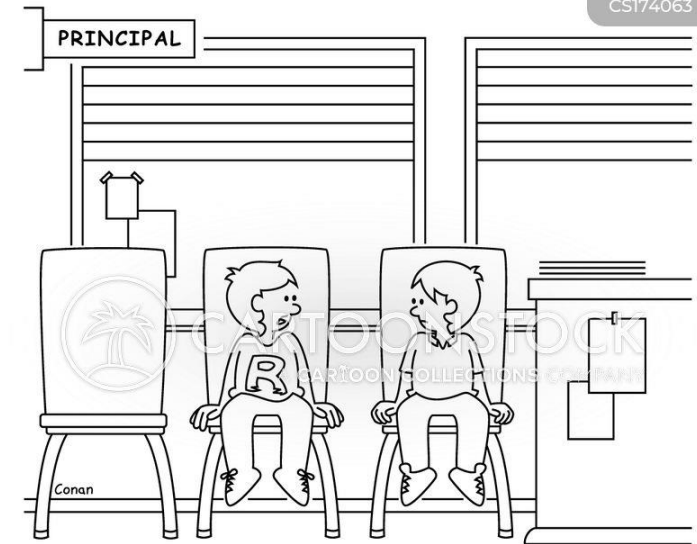
"You'd think a teacher shortage would make it easier to get away with stuff."

CS174063

Room Computer Login

▶ Keyboard: Ctrl-Alt-Delete

▶ Username: **t-?**

    ▶ **Changes each session**

▶ Password: **Learning2025**

▶ Call Olli x4275 if problems!

Internet Connectivity

- Access Wi-Fi, Select "YCRoughAir"
  - Avoid any others – they are for staff
- Open browser & accept terms
- Test
- No password needed – public use
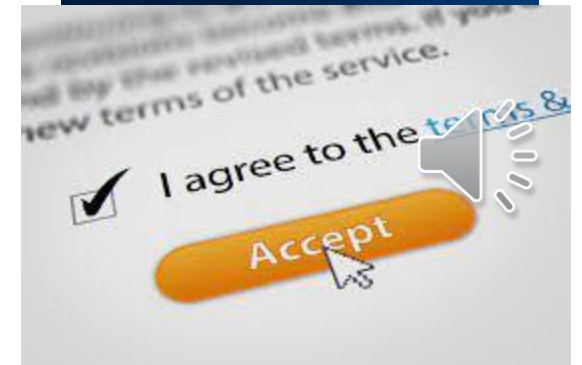
Technical Problems

- Computer 15-minutes inactivity:
  - Goes to "Sleep"
  - Login again
- Technical problems (projector, Internet, hardware)
  - Simple issues – contact staff
  - Serious problems, call x2168 IT support
    - On white boards
    - On room instructions

Tech Issue Examples:

- Simple:
  - Trouble using two monitor systems
  - Getting sound to work (VLC Media Player)
  - Trouble logging into Wi-fi from other device
- IT Help:
  - Screen does not drop down (no projector)
  - Creston panel in 34 frozen

Begin Your Class:

- Introduce yourself
- Ask students to introduce themselves
- Give course overview & goals
- Mention housekeeping like washrooms / cafe
- **Explain how questions are to be handled**
  - (Tip: Repeat Questions)

Be a Sport!

- OLLI Announcements on podium
- Share upcoming events!
- Encourage volunteering
  - Be a facilitator!
- Encourage donations

Encourage Discussion

▶ Learn good question-asking techniques.

▶ Use **short** Power Point slides.

▶ Use **short** videos.

▶ **Repeat questions.**

▶ Offer breaks if doing a workshop

Disturbances

- Verbal abuse or violent behavior is not tolerated
- Ask problem child to leave room
- Call 911
- First Aid Kit available office

Students Evaluation Form

▶ Get specific feedback

▶ Use comments to self-promote ☺

▶ Use to fine-tune your class

▶ Feedback helps develop OLLI curriculum

▶ If truly aversive, you may opt out

Improve Your Skills

- Come to facilitator mixers and online meetings
- Enjoy free OLLI classes for skill building, e.g.:
  - PowerPoint
  - Zoom
- Facilitator Webpage: Teaching Page
  - Document Repository available upon request

Growing your Following

▶ Encourage evaluations and keep the good ones!

▶ Build several classes and alternate offerings

▶ Post on your social media pages

▶ Tell and email your friends and affiliates!

Submit New Proposal

▶ Copy into browser:
https://yc.jotform.com/22145549588787

▶ 5 sessions per year (Fall 1, Fall 2, Winter, Spring, Summer

▶ Opens 2 to 3 months before session

▶ 4 weeks to submit after Opening

▶ Time preferences honored as submitted

SUBMIT EARLY   SUBMIT OFTEN

Take OLLI Classes

▶ Workshop or learning class credit each offering

▶ Thank you for your service!

▶ Learn something new & see other styles!

▶ Become a member & take more classes

Membership Options VV OLLI

OSHER
LIFELONG
LEARNING
INSTITUTE

OLLI
AT YAVAPAI COLLEGE
PRESCOTT | SEDONA | VERDE VALLEY

Stay Curious! Stay Engaged! Join OLLI

Winter Registration opens Tuesday, December 13

Participate OLLI

- Become an OLLI member – get free class vouchers
- Become a volunteer and help others
- Meet others

Thank you for teaching!

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