

## Saturday Seminars, Hosted by OLLI-UO

### Operational Information

The purpose of this document is to provide a general overview of operational details that are specific to the Saturday Seminars series. In particular, for those familiar with the OLLI-UO format, this should clarify unique characteristics of the Seminars in contrast from the routine arrangements in OLLI-UO.

#### Seminar Selection Process

1. Proposals will be reviewed by a sub-committee of the Program Committee at OLLI-UO in Eugene/Springfield, along with OLLI-UO program staff.
2. Proposals will be solicited and reviewed primarily in the March – June cycle, with additional consideration given into summer, if the schedule is not already filled.

#### Seminar Selection Criteria

The “season” of seminars will be curated, with consideration of numerous goals:

- Participation of both UO and non-UO faculty.
- Participation of a variety of instructors.
- Consideration of participant feedback from prior seminars.
- Inclusion of literary content, as has frequently been part of the seminar series in the past, e.g poetry, novels, plays, etc.
- Inclusion of other topical areas drawn from the breadth of academic disciplines, such as science, social science, art, architecture, history, ethics, music, performing arts, etc.
- Selection of topic areas that are most likely to be of greatest interest to potential participants. Given that seminars have a special registration fee (and instructors receive an honorarium), there is a business need for strong likelihood of having at least 15 attendees per session, with capacity for up to 30. This projected viability will be assessed by staff.

#### Instructor Obligations

- A. Your reading assignments or other essential class materials should be clearly stated in your syllabus proposal. There is a strong preference for identifying course materials that are (a) free or low cost, (b) can be readily obtained by attendees on their own, and/or (c) accessed via PDF, web site, or other digital modalities that you provide to them. A *small* number of handouts can be printed in the office, with 2 days advance notice.
- B. You may need to modify your syllabus to a brief paragraph format appropriate for promotional materials, e.g. web site, printed fliers, e-blasts.
- C. The instructor will be provided with a “roster” that includes participant names and e-mail addresses, beginning about four weeks prior to the first class. You will

Saturday Seminars, Hosted by OLLI-UO  
**Operational Information**

communicate directly with your “students” via email to answer any questions in advance or share any items necessary in advance of a session. (May include links to web sites, PDFs as attachments, and the like.)

- D. You will need to schedule a “dress rehearsal” at least one week in advance of the first session, to test out all technology resources such as microphone, videos, CDs, laptop connections, etc.
- E. Additional details may need to be clarified and confirmed, based on your specific topic and teaching support requests.

**Instructor Support**

- A. Teaching is compensated with \$1,000 honorarium, for a 4-week seminar. (This amount is total for the seminar, whether there is one instructor or team taught.)
- B. Classroom facilities are supported by on-site “staff” which most often will be a student employee. Technical arrangements will be made in advance with a professional staff so that the student employee can be appropriately trained for your session.
- C. Promotional campaigns will be managed by the office of Continuing and Professional Education, consistent with UO and OLLI-UO style guide requirements. You are encouraged to also promote the seminars through your personal and professional networks, in tandem with the professionally managed materials.
- D. You may be invited to present, for free, at a “preview” session within the OLLI program.
- E. Additional details may need to be clarified and confirmed, based on your specific topic and teaching support requests.