

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. If the proposal includes hybrid or zoom-only delivery options, the proposal will also be reviewed by the Program Committee at OLLI-UO in Central Oregon.
2. Proposals will also be reviewed with the Eugene/Springfield Program Committee, within their routine meeting cycle.

Seminar Selection Criteria

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

- 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.
- Participation of both UO faculty and non-UO faculty.
- Participation of a diversity of instructors.
- 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 18 attendees per session.

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 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

Operational Information

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 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. (This is true whether in person or on Zoom.) 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. Additional details may need to be clarified and confirmed, based on your specific topic and teaching support requests.