

Faculty FAQ

1. Is there anything I should be doing before my class starts?

Please visit the venue and room that your class is scheduled to be held in and check out the equipment in advance to ensure that your first class will go smoothly. Take your laptop along to make sure it is compatible with their projector. We have a contact person at each venue, and Joseph or Jeanne will contact that person to arrange a good time for you to visit. Also, if you would like the room set up differently than what you see when you make your visit, please let us know your preference, and we will notify the venue at least one week before your first class. Sometimes, even with the best of technical preparatory efforts, the equipment fails. Is that a problem? No, because you are a pro, you know what you're talking about, and you can have a stimulating class without the equipment.

2. Keeping attendance and making announcements

Our registrar (Charise Dixie) will email the roll and roster to you a day before your class starts for you to print out. We would appreciate it if you would keep the attendance roll. (I like taking attendance aloud, because it helps me to learn the names of my students). After the last class, you can scan the class roll back into your home computer or request a SASE that we will mail to you and that you can use to mail the roll back to the office. Or you may have a student who lives near USF or stops by our offices who may volunteer to return it to us. If you do need special assistance to help you with your class, please let us know, and I try to provide one for you.

If there is an important OLLI news item or upcoming event, we will email you an announcement for you to communicate at your next class.

3. Faculty ambassadors

Since OLLI is not only an academic institution but also a social learning community, we appreciate your efforts to welcome new students, help promote our other programs, and use any practical ways to nurture the social as well as the intellectual environment of OLLI-USF.

It may help at the first class to have the students give a short self-introduction, so they can begin to make a connection with you and the other students.

Ask your students if they would like to receive your notes or slides by email and encourage them to send you questions.

Another idea to further class relationships is to see if some would like to go out for lunch either before or after the class. Shared meals are always an excellent way to bond.

4. What is the OLLI guest policy?

As long as there are open seats, we encourage students to bring a guest - once. We hope the guest loves the class and registers to become an OLLI member and pay for the remaining classes.

5. When is a class cancelled?

We occasionally—and sadly--undertake this task with consultation from the teacher, based on not reaching an enrollment number that is set by the teacher. Some teachers are tempted to prematurely

cancel their class based on a low early enrollment number. HOWEVER, we often see a “second wind registration surge” in the days just before a class begins. We generally wait until two days before the class starts to make that determination.

6. Is there anything I can do to help class enrollment?

If you have taught an OLLI class before, an email to your former students will help. Consider also blind copying into that email, your other friends and associates. Most of us who have taught in college or elsewhere are not used to promoting our classes, so this is a new experience - but it does make a difference.

8. What is a successful class?

It starts with an enrollment number that makes you happy, manifests itself in a teaching performance that you are proud of, and culminates in a learning experience by your students that exceeds their expectations.