



Mission Statement

*The purpose of the **Osher Lifelong Learning Institute (OLLI) at UAH** is to sponsor courses, forums, seminars, and other events to promote understanding and appreciation of subjects selected by its members and approved by The University of Alabama in Huntsville. The activities are designed to satisfy interests of members of OLLI in a cooperative and socially congenial manner. Further activities are designed to permit pleasant social interaction of members in other than classroom settings and to provide cultural activities of various types to enhance members' enjoyment of life. OLLI is a nonprofit, volunteer organization.*



History



The Osher Lifelong Learning Institute at UAH

Established in 1993 as the Academy for Lifetime Learning, Inc., UAH

The Academy was started in the fall of 1993. The purpose was to provide a learning experience in an academic environment for retired seniors. Initially, the Academy was directed by a staff member at UAH, with management support provided by volunteers from its membership. These volunteers served as officers together with others who were organized into three committees, Administration and Finance, Membership/Promotion, and Curriculum. The first term of courses occurred in the fall of 1993. Nine courses were offered with 74 members registered. The courses were taught by volunteers from the Academy membership. The Academy continued to grow over the years and by 1998 members of the Academy, with the support of the UAH Division of Continuing Education (CE), assumed total responsibility for the operation of the Academy. By 2004 membership had grown to over 1,000 members.

In July 2005, the Academy for Lifetime Learning, Inc. at UAH was recognized for its outstanding contribution to the adult population in the greater Huntsville/Madison County community and received a grant of \$100,000 from the Bernard Osher Foundation, thus becoming the Osher Lifelong Learning Institute at UAH. These funds are being used to further the program started in 1993 and expanding it for those individuals (primarily, seniors 50 years of age and older) in the greater Huntsville/Madison area who are interested in continuing their learning experiences.

Enrollment in classes for each term now exceeds 400 with over 50 courses provided each term. OLLI continues to operate as an all-volunteer organization with the Board of Directors responsible for day-to-day operations along with eight active committees.

OLLI endows a Scholarship Fund at The University of Alabama in Huntsville where funds are awarded annually to an outstanding full time student.

Affiliations

The University of Alabama in Huntsville (UAH)

www.uah.edu

UAH Division of Continuing Education (CE)

www.coned.uah.edu

Bernard Osher Foundation

www.osherfoundation.org

Elderhostel Institute Network

www.elderhostel.org

Volunteer Opportunities

The OLLI Board of Directors, Committees members, Office Staff, Instructors, Curriculum Coordinators and Facilitators all serve on a volunteer basis. Each member of OLLI is encouraged to volunteer. Members of OLLI also may have an opportunity to serve as volunteer mentors to UAH students and interact with University faculty and students on research projects.

Coordinators participate on one or more of the nine Curriculum Subcommittees. They pursue course ideas and prospective instructors. Course coordinators help instructors plan and develop courses; determine space, equipment, and reproduction requirements; and write course syllabi.

Facilitators are assigned to every course taught by OLLI. They provide assistance to the course instructors and class participants to ensure smooth operations throughout the term. They take class attendance and make announcements of upcoming activities and socials. They reproduce copies for course handouts and set up the equipment required by the instructor. In classrooms that provide coffee makers, they prepare coffee if the instructor and students so desire. Facilitators are the primary interface with OLLI for students and instructors.

Office Volunteers staff the OLLI office during the period of time when classes are in session. They provide assistance to students, instructors and classroom facilitators to help insure the best quality learning experience for all OLLI members. They are on duty beginning one week before classes start and continue through the end of classes each term; fall, winter and spring. They may also be called upon to provide administrative support at other times as well.

Typical activities for office volunteers include:

- Answer the office telephone, log the calls and take any required action
- Answer member questions regarding classes and membership
- Provide assistance to instructors and classroom facilitators
- Direct students to appropriate classrooms
- Provide information regarding changes in class meeting times and locations
- Provide assistance in providing equipment for use in classrooms
- Provide last minute copying of classroom materials for classroom facilitators or instructors
- Prepare coffee supplies for classroom facilitators to pick up
- Provide other general information and assistance as needed

Special Events Committee

The Special Events Committee is responsible for offering OLLI members opportunities for participation in extracurricular activities to broaden their experiences during the academic year. The committee schedules events during the summer months when regular classes are not scheduled and at other appropriate times during the year. Committee members meet to discuss, select, and plan events that will attract interested OLLI members. After selection of ideas by the committee, an ad hoc subcommittee is established to plan details of the event and to execute the program with the assistance of the other committee members. Events planned by this committee are usually one or two day activities and are also nonrecurring activities which members can enjoy outside of the normal curriculum program.

Typical events organized by the committee are:

- ▲ Speaker forums
- ▲ Game parties
- ▲ Sporting events involving members
- ▲ Special garden tours
- ▲ Camping events
- ▲ Short duration summer classes

The committee is responsible for publicizing planned events. This includes the newsletter, emails to members, providing information to class facilitators for announcements in classes and public service announcements arranged by the Public Relations Committee.

Ad Hoc Committee

Osher Grant Committee is an ad hoc committee established in 2005 when the Osher Institute at UAH received an initial grant from the Bernard Osher Foundation. Members of the committee are appointed by the Board president. The committee works with UAH Continuing Education in establishing the budget for the expenditure of these grant funds and monitors the utilization of the funds.

<i>Mission Statement</i>	1
<i>History</i>	2
<i>Affiliations</i>	2
<i>Membership Benefits</i>	4
<i>Fees</i>	4
<i>Courses</i>	5
<i>Registration</i>	6
<i>Activities</i>	7
<i>Cultural</i>	
<i>Social</i>	
<i>Industrial Tours</i>	
<i>Administration</i>	8
<i>Standing Committees</i>	9
<i>Committees & Responsibilities</i>	10-14
<i>Volunteer Opportunities</i>	15
<i>Class Teachers/Facilitators/Coordinators</i>	
<i>Office Volunteers</i>	

This handbook is for the sole use of Members of the Osher Lifelong Learning Institute at UAH.



Membership Benefits

Committees

The Osher Lifelong Learning Institute (OLLI) at UAH is a nonprofit membership organization whose purpose is to sponsor courses, forums, seminars, and other events to promote an understanding and appreciation of subjects selected by its members and approved by the Division of Continuing Education at The University of Alabama in Huntsville. These activities are designed to satisfy members' interests in a cooperative and socially congenial manner.

Membership in OLLI gives individuals privileges at the UAH library* and bookstore, participation in social and cultural activities, and admission to special events, field trips and educational bonuses offered by OLLI. A monthly newsletter keeps members updated on activities within OLLI and at UAH. You can find current information on OLLI's Web site at www.osher.uah.edu.

*** Process for using UAH Library**

1. Show your current OLLI membership name badge to the front desk.
2. They then complete a library form which captures name, address, phone, etc.
3. You are then issued a UAH Library Guest Pass which allows you to check out up to 5 books at a time.
4. Each time you want to check out future books, you show your current membership name badge and UAH Library Guest Pass.



Membership Dues

Annual membership dues are \$15 with the year extending June 1st through May 31st.

- Developing and maintaining a documented history of OLLI,
- Developing and maintaining scrapbooks which provide a historical document for OLLI.

This committee is also responsible for collecting demographic information regarding the members to help define the interests and capabilities of OLLI membership.

Nominating Committee

The Nominating Committee is responsible for nominating candidates annually to fill vacancies for Directors retiring from the Board of Directors and for filling vacancies as they may occur during the year. Members of the Board are elected by the general membership at the annual general membership meeting. Nominees proposed during the year are elected by the Board. The Nominating Committee also nominates officers for each year. These officer position nominees are voted on and selected by the incoming Board of Directors. Members of the Nominating Committee are selected from the Board of Directors.

Public Relations Committee

The Public Relations Committee is responsible for publicity activities external to OLLI for the purpose of recruiting new members. This involves informing the general public, social groups, and individuals of OLLI's existence and benefits. Speakers are made available to local organizations from/through this committee and includes preparation of publicity material and distribution to the general community. The material is used for presentations to other organizations that may have members potentially interested in joining OLLI. The committee is responsible for organizing OLLI participation in various community events oriented towards seniors, using various communications media such as newspaper articles and PSA announcements on local radio and TV. This committee organizes volunteers twice a year to man the phones at WLRH Public Radio fund drives. Periodically, displays are set up in area libraries to publicize OLLI. This committee also maintains the Osher Lifelong Learning Institute at UAH Internet Web site.

Social Committee

The Social Committee is responsible for planning and implementing all social events for OLLI members, such as back-to-school socials, teacher appreciation coffees, annual meeting socials, picnics, holiday parties, dances, and other social activities during the academic year. Work of the committee involves planning the functions, purchasing food and supplies, setting up the facility, serving the food, and cleaning up afterwards. In addition, at some of the socials, entertainment or programs are provided, which the committee is responsible for.

The committee informs members about these planned activities via the newsletter, Internet Web site, and by providing information to class facilitators for announcements in classes.

Executive Committee

The Executive Committee consists of the officers of OLLI: President, Vice President, Vice-President-Curriculum, Secretary, Treasurer, and Past President. This committee coordinates the activities of the Board of Directors in the overall management of OLLI. In an emergency, this committee can take action on behalf of the Board in situations where the Board as a whole is unable to respond to some specific situation in a timely manner. The committee assures that the primary files on the operation of OLLI are maintained. The committee is responsible for the procurement of special honoraria and means of recognition for OLLI members, as appropriate. The committee is the primary interface with UAH relative to policies and agreements that affect OLLI.

Long-Range Planning Committee

The Long-Range Planning Committee is responsible for long-range plans that are prepared and updated periodically. The committee is responsible for determining and maintaining the data that is used to measure the health and progress of OLLI and how well OLLI is serving its members.

This committee:

- Prepares long-range plans (three to five years into the future) and, during preparation, coordinates with the other OLLI committees. The plan is presented to the board for approval. Monitors and evaluates the actions and progress of OLLI committees and OLLI as a whole in meeting goals defined in current plans and reports result of reviews to the OLLI Board of Directors,
- Reviews the long-range plan annually and publishes updates when necessary,
- Prepares other special plans, such as a longer vision Strategic Long-Range Plan (for up to 10 years into the future), when deemed necessary.

Member Services Committee

The Member Services Committee is responsible for serving OLLI members and for investigating ways that OLLI may improve that service. Among the ways that service is provided are:

- Providing welcoming letters and membership badges to new OLLI members,
- Overseeing publication of the OLLI newsletter,
- Providing general information on OLLI operations to its members,
- Soliciting and coordinating volunteer help for the OLLI office when needed,
- Posting information of interest to OLLI members on the OLLI bulletin board,

Membership in OLLI entitles you to increase your knowledge and explore new interests by enrolling in courses offered through the Curriculum Catalog published for the fall, winter and spring terms. The catalog is published a month prior to the start of each term and the list of courses is also posted on our Web site.

A wide range of courses is offered each term, they include such areas as art, computers, economics, entertaining, finance, foreign affairs, foreign languages, gardening, health, history, hobbies, indoor games, investing, literature, music, nature, psychology, religion, science, sports, theater and writing.

The enrollment in courses offered through our Curriculum Catalog has a term fee. This fee is set and paid to the UAH Division of Continuing Education.

Most classes are held on the UAH campus, are 90 minutes long, and meet once each week for six to eight weeks.



Ways to Register

Each term, a curriculum catalog is mailed out to all members of the Osher Lifelong Learning Institute at UAH. The UAH Continuing Education (UAH-CE) business office handles the registration and there are various ways for members to register for the courses offered:

- MAIL: Send a completed course registration form with your check or credit card information to: UAH, Division of Continuing Education – Business Office, Wilson Hall Room 124, Huntsville, AL 35899-0650.
- ONLINE: Complete an online registration form by accessing www.coned.uah.edu/olliregistration.cfm
- DROP BOX: Enclose a completed registration form and payment (NO CASH) in an envelope and place in the drop box located outside the UAH CE Business Office, Room 124 Wilson Hall.
- PHONE: Call the UAH CE Business Office at 256.824.6010, or 1.800.448.4031 if outside Huntsville, between 8:15 a.m.-5 p.m. Monday-Friday. Phone registration requires credit card information.
- FAX: Fax a completed Course Registration Form with your credit card information to: 256.824.6760.
- WALK-IN: Stop by the UAH CE Business Office located in Room 124, Wilson Hall, between 8:15 a.m.-5 p.m., Monday-Friday.

Upon acceptance, all registrants will receive a confirmation letter and parking decal via the U.S. Mail. Additional decals, replacement decals, and decals for summer terms can be purchased in the Continuing Education Business Office, Wilson Hall 124 on the UAH campus. The charge is \$5 per decal. Enrollment in classes is limited and will be processed on a first-come basis when registration begins (typically three weeks before start of term).

Other Notes

Computer Courses: Students are encouraged to sign up for no more than two computer courses. Additional computer lab fees are applicable for all computer courses.

Some courses require an additional fee to cover the cost of materials.

Disclaimer: The Osher Lifelong Learning Institute at UAH offers courses in the spirit of academic freedom. OLLI does not endorse any creed, concept, service, or product that might be presented by the volunteer instructors.

Curriculum Committee

The Curriculum Committee plans, implements, and evaluates all courses presented by OLLI during the three terms of the academic year. These terms are fall, winter, and spring. To accomplish its tasks, the Curriculum Committee is divided into nine subcommittees and three task forces.

The sub-committees are as follows:

- ▲ Arts & Letters
- ▲ Finance & Economics
- ▲ Health & Psychology
- ▲ Leisure & Nature
- ▲ Wednesday Afternoon Bonus Classes
- ▲ Computers
- ▲ Foreign Languages
- ▲ History, Religion & Civics
- ▲ Science & Math

Every term, each of the individual subcommittees arranges for courses in the discipline for which it is responsible. This results in some forty to sixty courses each term. In many cases the subcommittees assign a coordinator to work with the instructor of a planned course. The subcommittees check the course syllabi as they are submitted to the UAH Outreach Coordinator for OLLI. They recruit a facilitator for each course and monitor the course as the term progresses.

All subcommittees have chairs and most have members from the general membership and hold regular meetings. Many have certain core courses that are repeated each year. They all strive to present interesting and innovative courses in order to have as many attendees as possible.

The task forces divide their activities as follows:

- Task Force I (TF-I) compiles all courses into the total OLLI curriculum before each term begins. It works with the subcommittee chairs to be sure all syllabi are complete and are turned in by the deadline. It assigns the days and times the courses will be taught and strives for an even distribution throughout the week. It reviews course equipment needs and works with Task Force II and UAH Continuing Education to make sure the equipment will be available. TF-I edits the curriculum catalog each term as it is prepared for typing and printing. It sends a welcoming letter, which includes an instructor information sheet, to all instructors two to three weeks before the term begins.
- As course registration begins, Task Force II (TF-II) works with the subcommittee chairs to recruit a facilitator for each course. The facilitators, who are enrolled in the courses they facilitate, assist the instructors in the classrooms as the courses progress. TF-II trains the facilitators and oversees their activities throughout the term. Working with OLLI office volunteers, it monitors equipment usage, room changes, etc., and, in general, works to have the term proceed as smoothly as possible.
- Before the completion of each term, Task Force III (TF-III) prepares invitations to all instructors for the appreciation social planned by the Social Committee. At this social, it provides recognition ribbons for the instructors, coordinators, and facilitators. At the completion of each term, TF-III compiles the course evaluations made by class members. It forwards summaries of these evaluations to subcommittee chairs and to the OLLI office to be attached to the original syllabi. Evaluations also are provided to the appropriate instructors.

Administration and Finance Committee

The Administration and Finance Committee membership includes the Vice President, Treasurer and members at large from OLLI.

Committee responsibilities include:

- Preparing OLLI's annual operating budget and presenting it to the Board of Directors for approval
- Monitoring OLLI committee expenditure trends during the year
- Making financial recommendations relative to OLLI operations to the Board of Directors
- Making arrangements, once per year, for an audit of OLLI's financial records
- Periodically assessing the long range financial health of OLLI and making recommendations to the Board relative to any changes necessary in financial planning
- Reviewing OLLI procedures annually, updating existing procedures, or implementing new ones, with Board approval, when required
- Procedures the committee is responsible for include:
 - ▲ OLLI Financial Procedures
 - ▲ Nominating Committee Procedures
 - ▲ OLLI Property Procedures
- Reviewing OLLI By-laws annually and updating, with Board approval, when required

Cultural Committee

The Cultural Committee is responsible for planning and organizing a wide variety of cultural events that may be of interest to OLLI members and for carrying out the actions necessary to implement these events. This varies from organizing attendance of OLLI members at events held by outside organizations either in the Huntsville area or outside the Huntsville area. Examples of these are visiting various sites of interest and attending orchestra rehearsals, concerts, plays, and art exhibits as a group. Previous out of town trips have included Florence, Birmingham, Nashville, and Chattanooga.

Travel to nearby towns is either by organized carpools or using a local tour company providing bus service. The committee may also organize overseas travel programs for OLLI members.

Once an event is selected, one of the members of the committee is assigned responsibility to carry out the actions necessary to implement the event. These actions include advertising the event in the OLLI newsletter or other publicity material, arranging for tickets, and making necessary reservations.

Cultural

Culture comes in many forms. It is a reflection of how we live, what we do, and from where we have come. OLLI provides access to a wide variety of activities outside of OLLI at a discounted cost to members. Representative of cultural activities provided are group attendance at rehearsals of the Huntsville Symphony Orchestra. Many OLLI members meet at a local restaurant for coffee and fellowship prior to attending the rehearsals. Group discounts are obtained for members to attend productions of the Huntsville Community Chorus, the Community Ballet, and plays put on at the Von Braun Center. OLLI organizes out of town trips for OLLI members. Trips in the past have included going to the Princess Theater in Decatur for various productions, going to Chattanooga, Tennessee for a fall foliage tour, and to Nashville, Tennessee, to attend productions at the Chaffin Barn Dinner Theater. Announcements of these events are made in the OLLI newsletter.

Social

A vital part of the OLLI experience is the opportunity to mingle and socialize with other members. While interaction in classrooms is encouraged, the socials provide an opportunity for all to get to know each other much better in a more relaxed environment. This heritage goes back to the beginning when the Academy for Lifetime Learning, now the Osher Lifelong Learning Institute at UAH, was organized. The first Back-to-School Social was held in September 1993, prior to the first term of classes. There have been a variety of social activities over the years. The socials have included Back-to-School Socials, Teacher Appreciation Socials, the Annual General Membership Meeting, summer picnics, and a Holiday Dinner/ Dance party during the Christmas holiday season. Food and refreshments for most of the events are provided by OLLI. We have had pizza, BBQ, and ice cream, in addition to standard fare. However, some of the events are pot luck where members provide the food themselves. Announcements of these events are made in the OLLI newsletter.

Industrial Tours

Industrial tours have been provided for members ever since the beginning of the Academy for Lifetime Learning, now the Osher Lifelong Learning Institute at UAH. The first tour organized was to the Chrysler Electronics plant in Huntsville in 1993. Tours have been sponsored every year since then and have included a wide variety of industries. Many Huntsville area industries have been visited, as well as industries in Decatur, Courtland, Muscle Shoals, Albertville, Scottsboro, Guntersville and Vance in Alabama. Cities visited in Tennessee include Nashville, Spring Hill, Ardmore, Lynchburg, and Fayetteville. Major facilities visited include the Saturn and the Mercedes Benz manufacturing plants and Wheeler Dam. Announcements of these tours are made in the OLLI newsletter.

Board of Directors

The Board of Directors manages the business and affairs of OLLI. Monthly meetings and special meetings, as appropriate, are held to review activities and to conduct business to assure the smooth operation of the organization. The Board of Directors is composed of members of OLLI. A nominating committee selects director candidates from the general membership and they are elected by the general membership to three year terms. They are limited to two consecutive full three-year terms, after which they must remain off the Board for a full year before being eligible for reelection to the Board.

Officers

Officers are members of the Board of Directors and are elected by the incoming Board just prior to the beginning of the OLLI fiscal year which starts in June. Officers consist of president, vice president, vice president-curriculum, secretary, and treasurer.

President

The president is the principal executive officer of OLLI, supervising and controlling all of the business and affairs of OLLI, and presiding over all board meetings and all meetings of the general membership.

Vice President

In the absence or unavailability of the president, the vice president shall perform the duties of the president. The vice president chairs the Administration and Finance Committee.

Vice President-Curriculum

The vice president-curriculum is responsible for the OLLI curriculum and overall conduct of OLLI classes. The vice president-curriculum chairs the Curriculum Committee.

Secretary

The secretary prepares minutes of all meetings of the Board of Directors and is responsible for maintaining the primary files of OLLI.

Treasurer

The treasurer is responsible for all funds and securities of OLLI, receiving annual dues from OLLI members and depositing these funds in banks or other financial institutions, as appropriate. The treasurer is responsible for paying all bills charged against the OLLI organization.

Standing Committees

Administration and Finance

Cultural

Curriculum

Executive

Long-Range Planning

Member Services

Nominating

Public Relations

Social

Special Events

Ad Hoc Committee

~ designated annually ~

Osher Grant Committee

If you would be interested in serving on any committee(s), please call the OLLI office at (256) 829-6959.