

Osher Lifelong Learning Institute (OLLI) at CSU Channel Islands
Policies and Procedures

Updated: April 2017

1. Purpose and Mission
 - a. The Osher Lifelong Learning Institute (OLLI) at CSU Channel Islands (CSUCI) brings the excitement and stimulation of college learning to area adults (50 or older) who wish to extend their learning experiences in a university atmosphere. At OLLI, post-baccalaureate-level courses are offered by Channel Islands faculty, qualified faculty from other institutions and field experts without the distraction of grading, preparing for a career, or meeting degree requirements. No more testing - just learning for pure stimulation and enjoyment.
2. Affiliations
 - a. The Osher Lifelong Learning Institute at CSU Channel Islands is an institute within Extended University in the Division of Academic Affairs. OLLI is affiliated with the Bernard Osher Foundation through an endowed gift made to the CSUCI Foundation.
3. Administration
 - a. The University assumes all legal, financial, and liability risk associated with the program, collaborating with volunteer leaders and members as necessary to create a vibrant educational program.
 - b. Staff position descriptions are on file with the University.
 - i. Program Director
 1. Direct the OLLI program on behalf of the University, promote the interests of OLLI within the University, and assume legal and financial responsibility for the program.
 2. Provide an annual budget and quarterly financial information for various OLLI income/expense and Foundation accounts.
 3. Direct the OLLI office and staff and work with the OLLI Advisory Board's recommendations to establish policies, best practices, and guidelines for the program.
 4. Create ad-hoc volunteer committees or recruit volunteers for specific tasks as needed.
 5. Reports to Associate Vice President of Extended University and International Programs.
 - ii. Program Analyst
 1. Work on all aspects of program development and management of courses and events.
 2. Has primary responsibility for the production of the course catalog, the registration system, and orientation and support of OLLI instructors.
 3. Provide enrollment information to Program Director and Advisory Board during the opening weeks of each session.
 4. Coordinate the work of the OLLI office and volunteer base.
 5. Reports to Program Director.
 - iii. Program Support Coordinator
 1. Has primary responsibility for registration, payment, and general inquiries to the program.
 2. Reports to Program Director.
4. Membership
 - a. Membership is intended for and designed to be open to anyone 50 years of age or older who, upon payment of an annual membership or an "a la carte" individual course enrollment fee, is eligible to participate in all OLLI activities for a given academic year. Spouses of current members, including those under the age of 50, are eligible for membership.
5. Member Volunteerism

- a. All volunteers to OLLI at CSUCI will be held to the standards outlined in the [California State University Volunteer Policy \(HR 2015-10\)](#).
 - b. All new volunteers are expected to participate in a new volunteer orientation.
 - c. All volunteers interested in lead advisory committee positions will be expected to participate in a more in-depth program orientation.
6. OLLI Advisory Board (AB)
- a. Scope
 - i. The primary function of the AB is to gather and provide program advice and recommendations from standing and ad hoc committees to the OLLI administration in accordance with the will of the membership while adhering to the mission, policies and procedures of the University.
 - ii. As an advisory component to an institute at CSUCI, the OLLI AB has no administrative oversight and no financial responsibilities and/or liability common to boards of incorporated entities. The AB's existence rests solely upon the abiding commitment of CI to involve its members in fulfilling the Institute's purpose per the funding agreement between the Bernard Osher Foundation and CSUCI.
 - iii. The AB does not have the authority to hire, fire, or formally evaluate OLLI staff, administrators or instructors. The Program Director may ask members of the AB to participate on hiring committees or to provide informal information regarding OLLI staff and instructor performance as needed.
 - b. Roles and Responsibilities
 - i. Provide recommendations to OLLI administration on assignment of volunteers, strategic vision, and program direction.
 - ii. Provide recommendations to ensure that OLLI courses, activities, and events are consistent with membership interest.
 - iii. Review budget and financial reports as provided by Program Director and plan committee activities appropriately.
 - iv. Oversee the activities of standing committees in accordance with this document.
 - v. Serve as liaison between OLLI membership and OLLI administration.
 - vi. Serve as ombudsmen and good-will ambassadors for the Institute.
 - vii. Recruit new members and volunteers.
 - viii. Create ad-hoc committees as needed to accomplish the roles and responsibilities as outlined in section 6b.
 - c. Board Membership
 - i. Elections - Any candidate being considered for EB must have at least one year of OLLI membership. Qualified candidates are elected after the annual membership meeting by electronic ballot.
 - ii. Term of Office - Elected members serve three years and may be reelected to the same office after one year out of office. Standing committee chairs serve per section 7b.
 - iii. Number of Members - The AB shall be composed of nine board members as specified in section 6d. Board members shall serve on at least one and no more than two standing committees. Board members may only chair one committee.
 - iv. Conflict of Interest - Members of the AB shall recuse themselves from decisions where there is a potential conflict of interest, such as direct or indirect financial gain or a potential for nepotism.
 - v. Resignation - If a board member should leave the AB between the annual general membership meetings, a replacement to serve the remainder of that member's term shall be appointed by

the AB Chair with the advice and consent of the remaining AB members. In the event the AB Chair resigns, the Vice Chair shall serve the remainder of the term.

- vi. Dismissals - Officers of the AB may be dismissed upon a majority vote by fellow board members or by the OLLI Program Director. Members of the AB must adhere to the CSUCI Code of Conduct for students.

d. Officers

- i. Chair (elected member) - Act as lead liaison between the AB and OLLI administration. Prepare AB meeting agenda in consultation with OLLI Program Director and preside over AB and general membership meetings. Assist with management of volunteers upon request of OLLI administration.
- ii. Vice Chair (elected member) - Perform all duties of Chair in their absence. Partner with OLLI administration to oversee the strategic planning process. Collaborate with the Chair in preparation of agenda for AB meetings.
- iii. Secretary (elected member) - Keep records of meetings of the AB and file minutes with OLLI administration for archiving.
- iv. Three Members-at-Large (elected members) - Chair ad-hoc committees as needed. Promote OLLI positively to the internal and external community, within University guidelines.
- v. Three Standing Committee Chairs (Curriculum, Marketing, and Fundraising). Chosen by standing committee members per section 7bi and have responsibilities as outlined in section 7c.

e. Meetings

- i. Rules of Order - Meetings of the general membership, the AB, and all standing committees shall be conducted in accordance with Robert's Rules of Order or a variation established by the AB Chair.
- ii. All items put to the AB for decision shall pass with an absolute majority vote.
- iii. Frequency - The AB shall meet at least six times a year or at the call of the AB Chair or Program Director.
- iv. Attendance Requirements - AB members are required to attend a minimum of half of the Board meetings annually and may be replaced if unable to satisfy attendance requirements. Standing committee chairs may appoint a proxy for a meeting if unable to attend.

7. Standing Committees

- a. Names and Charges - The AB shall establish and maintain the following three committees: Curriculum, Marketing and Outreach, and Fundraising. Each committee shall meet monthly and report minutes at the AB meetings.
 - i. Curriculum - Recommend high quality, post-baccalaureate-level courses to OLLI program administration, participate in the recommendation and vetting of new instructors, maintain instructional quality and innovation.
 - ii. Marketing and Outreach - Work with OLLI administration to develop, plan, and implement OLLI marketing strategies and activities to recruit and retain a diverse and growing membership.
 - iii. Fundraising - Advise and assist OLLI administration with the development and implementation of fundraising plans as requested. Research and make recommendations on grant and donor opportunities.
- b. Structure and Composition
 - i. Each standing committee shall select a chair who will serve for two years with the recommendation that the outgoing chair serve as a mentor for the incoming chair for the first year of service. The standing committee chairs may be reelected to office after two years out of

office. Standing committee chairs must have been an OLLI member for at least one year prior to selection.

- ii. Standing committees shall consist of no fewer than 3 and no more than 15 member volunteers.

c. Responsibilities of Standing Committee Chairs

- i. Lead all standing committee meetings and report minutes, activities and relevant recommendations to the AB.
- ii. Chairs may create and modify their own committee operating guidelines as necessary with the understanding that guidelines must be in accordance with this document and the mission, policies and procedures of CSUCI. Chairs will provide a summary document to OLLI administration no longer than 1 page listing the basic operating guidelines of the standing committee on an annual basis.
- iii. Instruct committee members regarding committee roles and operating procedures.
- iv. Ensure minutes are kept at each meeting and are filed with OLLI administration for archiving.
- v. Schedule committee meetings, prepare agenda, and identify meeting locations.
- vi. Maintain accurate lists of committee members to be reported to the OLLI administration on a quarterly basis.
- vii. Recruit members to serve on committees. It is recommended to bring in at least one new member a year to ensure a fresh perspective and to give all qualified OLLI members an opportunity to volunteer.

d. Responsibilities of Committee Members

- i. Attend at least half of committee meetings.
- ii. Perform given duties and assignments in a timely manner and within the mission, policies and procedures of CSUCI.
- iii. Communicate collegially with other committee members during meetings and work within purview of the committee's charge and operating guidelines.
- iv. Confer with Committee Chair on all committee matters taking place outside committee meetings, including requests for OLLI or other University staff assistance.

8. OLLI Curriculum for Regular Session, Taste of OLLI and Speaker Series

a. Academic Quality

- i. OLLI courses are non-credit, post-baccalaureate-level courses and are academic in nature (not trade or skill-building courses). Courses have no homework, tests, or grades and require no academic prerequisites for registration.

b. Instructors

- i. Instructors have special knowledge, background, and skill in the topics they teach. The preference is for instructors to have terminal degrees in their areas of expertise.
- ii. All instructors are subject to background checks by the University and are vetted by members of the Curriculum Committee as well as University staff.
- iii. All potential instructors must submit a course proposal form through the online request for proposal (RFP) system by the listed deadline in order to be considered for a given session.
- iv. Selected instructors are hired under contract with Extended University and are paid per CSU salary schedule 2322 in accordance with California State University policy.
- v. All instructors are subject to an end-of-course evaluation to be conducted by the University. Evaluations are confidential and are on file with the University. Evaluations are made available to instructors upon request.
- vi. All instructors are expected to adhere to the mission, policies, procedures, and codes of conduct set forth by CSUCI.

- c. Classroom requirements
 - i. It is preferred that OLLI courses be held in “smart” classrooms equipped with internet, projector, screens, access to laptop or PC, and full audio/video capability.
 - ii. It is preferred that classrooms used by OLLI can hold at least 35 students.
- d. Sessions
 - i. All OLLI session dates must fall within the CSUCI regular session terms defined by the CSUCI academic calendar. All University holidays and closures are recognized.
 - ii. There are three regular 8-week OLLI sessions per academic year (fall, early spring, late spring), two Taste of OLLI sessions per academic year (fall, summer), and one speaker series during the summer term.

9. Fee Structure

- a. Fees for Regular Session, Taste of OLLI, and Speaker Series
 - i. Annual membership - An annual membership entitles OLLI members to unlimited regular session classes (not including Taste of OLLI or speaker series) beginning in the fall session and running through the end of the late spring session.
 - ii. Session membership - A session membership entitles OLLI members to unlimited regular session classes (not including Taste of OLLI) for the given 8-week session.
 - iii. A member may take individual classes “a la carte,” including Taste of OLLI courses.
 - iv. The fee for the annual membership, regular session, Taste of OLLI, and speaker series course fees are set by the OLLI Program Director with recommendations provided by the AB.
- b. Scholarships and Financial Assistance
 - i. A limited number of annual membership scholarship opportunities are available to OLLI members who meet the stated criteria of a given scholarship and who formally apply in the specified manner. The scholarship application process begins in advance of the start of the fall session. Final awards are recommended by a group of third party reviewers working with the CSUCI Financial Aid office. The Financial Aid office processes the final awards and applies awards to member accounts. Scholarships have no cash value and are non-refundable to members.
 - ii. An OLLI discretionary fund is available to help cover the cost of tuition for students with stated financial need on a first-come, first-served basis. The fund is intended to cover one session of OLLI classes per member. If a need extends beyond a single session, it is recommended that members apply for the annual membership scholarships. Discretionary fund assistance has no cash value and is non-refundable to members.
- c. Refund Policy
 - i. Members may receive a full refund if a course is formally dropped within two weeks of the start date of the session. After the two-week deadline has passed, no refund will be issued for dropped classes.
 - ii. Members seeking special exception to the refund policy, must submit a Petition for Exception form through Extended University for review.
 - iii. In the event of a course cancellation, enrolled members will be issued a refund for any difference the cancellation makes to their final fee total. In the event of a one-day only cancellation, a makeup day may be scheduled for that class. Members will be notified via email as soon as possible of any changes to the course(s) in which they are enrolled.

10. Benefits of OLLI Membership

- a. Extracurricular activities are a benefit of membership in the OLLI program and may include bus trips, day trips, book clubs, social events, etc.

- b. All OLLI members have a *myCI* account which entitles them to all electronic services available to CI students, including Dolphin email, free wireless internet on campus, CI Learn, etc.
- c. All OLLI members can purchase a CSUCI student ID card that entitles them to benefits and local discounts as outlined at <http://asi.csuci.edu/ddplist.htm>.
- d. OLLI members are informed of CSUCI campus events before the outside community.
- e. OLLI members may borrow books and other media from the Broome Library with their ID card.

11. Additional Information

- a. Student Code of Conduct
 - i. As students of CSUCI, OLLI members are responsible for becoming aware of and abiding by the Student Conduct Code found at <http://www.csuci.edu/campuslife/student-conduct/student-code-of-conduct.htm>.
- b. Students in Need of Accommodations
 - i. Qualified individuals with disabilities shall not be excluded from participation in, or be denied the benefits, services, programs or activities of its organization because of their disability.
 - ii. Students with disabilities who require accommodations are encouraged to make an appointment with the Disability Resource Program as soon as possible.
<http://www.csuci.edu/drp/>