CURRICULUM COMMITTEE
Minutes
January 14, 2016

In Attendance: Diana Brookes, Michael Bunkin, Joyce Childress, Vicki Engard, Ann Lewin, Arlene Miro, Bob Newman, Irene Seda, Marianne Slaughter, Joan Zender, Jerry Clifford.
Guests- Su Part, MOC

Meeting opened at 3:30

- Addition to agenda - Irene Seda
- Minutes of 15 December, 2015 approved by consensus.

PLA Activities

- Registration for Peterson Automotive Museum begins March 18
- Posters are very inviting, will have a special docent.

Taste of OLLI

- Final numbers sent to committee – Accumulative attendance was 78% of those who enrolled for particular classes. Do not have the final figure of $$ generated.

Winter Class Numbers

- Sheet with class names, instructors, ambassadors and numbers per class as of 1/4/16 was distributed.
- Three classes were below 20, however the enrollment did increase by opening day.
- There are three new instructors plus one who is pairing with Snibbe.
- The number of new members has increased greatly, but in many cases classes they wish to take are filled.
- Irene Seda gave a great thumbs up to Bill Ochs for the work he did scheduling technology meetings with the new instructors who will have classes in the Martin V. Smith Center.

Spring Catalog Report

- Still in process, meeting time lines.
- MOC is sending NEW pictures to Nick to put in the catalog.
• Classes for Spring will begin 3/21 and end 5/14 with make-up day for Thursday classes the following week.

MOC

• Su Part, MOC reminded all that OLLI Fest is Thursday January 23 at the Los Posas Country Club – 3:00 to 6:00 -donation of $10
• In two weeks, the ambassadors will discuss myci in all classes

Unfinished Business

• Agoura Site still being discussed, but we may be able to have two classes there.
• Arlene presented the possibility of a class at the Camarillo Health Center which could hold 50. It is a very new, professional facility.

Class Waiting Lists

The Fall 2015 and Fall Taste of OLLI generated 141 new students. This session has also generated at least 25 new students. These students tend not to register early and end up on waiting lists for particular classes. Ways to be more accommodating were discussed in depth:

1. Save a space each session for an overflow class
2. Repeat the overflow (waiting list) class the following session or as soon as possible. For example the El Nino class has 66 enrolled and a waiting list. We usually have said we don’t repeat classes for 3 years. Group said times have changed and we need to be more flexible, especially with increased enrollment.
3. Repeat the class in a different location (take a campus class to Ojai or Ventura, etc.) as soon as possible.

Many agreed that accommodation 2 and 3 could be implemented as soon as Fall 2016. Final discussion at February meeting.

New Students and Gateway Classes

The idea of “Gateway” classes was brought up. A Gateway class would be a specialty class only offered during a specific session on specific subject matter. For instance, the Art Center classes we have been offering during Fall sessions has attracted individuals from as far away as Ojai and Westlake, but the question becomes – “Do these individuals continue to take more classes on campus or elsewhere?” Without further research the question remains unanswered.

Each OLLI member with an ID number can be traced over time and gives a picture of when and where a member takes a class or classes. Knowing this would be especially helpful for the committee to know if Gateway classes DO bring new students to OLLI and keep them.

This would be extremely helpful as we move forward to develop additional Gateway classes.
Two of our members, Vicki and Irene, would like to work on this project. This project would be submitted to Steering Committee and Nick so the ladies could have access to the information.

**Recruiting More CSU Faculty Members**

Jerry Clifford met with Provost Dr. Gayle Hutchinson about the possibility of recruiting more CSUCI faculty to teach in the OLLI program. She was agreeable to Jerry’s suggestion of putting a letter in the professor’s personnel file about teaching in the OLLI program which would be considered an outreach activity. We need include more CSUCI professors in our fall outreach information.

**Mid-Term Feedback vs. Ambassador Feedback**

The need for some kind of feedback for the committee and the instructors was discussed. We have used:

- Midterm feedback forms with 5 questions rated on a 5 point scale.
- Ambassadors answering 6 questions in narrative about the class.
- End of course survey on line- Who does it? and Who gets the results?

It was decided that some kind of feedback is desirable for new instructors. New instructors are Davis, Harvell, Rumer and Snibbe’s partner. Jerry and Arlene will meet and develop a short feedback form ASAP. (Jerry, Ann and Arlene met and discussed what was needed). The form is enclosed and will go out to the new instructors. Thank you so much, Ann and Jerry.

**Calendars**

- Passed out new calendar for 2016.

**Instructors**

- Continue to search for new instructors.
- Enclosed with the minutes will be the RFP form and the dates for Taste
- All completed forms should go to Nick and Arlene
- Taste suggestions should go to Diana and Arlene

**Meeting Adjourned: 5:20.**

**Next meeting – February 11, 2016 3:15 to 5:00**

FYI Great input. We did cover quite a bit.

*Included RFP and Taste Schedule- and a copy of the feedback form*