The Steering Committee meeting was called to order at 11:25 a.m. Thursday January 9th, 2014, in a study room at Broome Library. All voting members except Carol Evans were present. Program Director Nick Fuentes was unable to attend.

Consent Calendar:
The agenda was approved as distributed
The minutes of the December 10, 2013 were approved as distributed

General Agenda Items:

1. Gary Collins reported on his unsuccessful efforts to provide us with Winter term enrollment figures, which ran up against unusual staffing challenges in the OLLI office. Between the office being closed over the holidays and illness and jury duty of the staff, the staff faced a mountain of backlogged phone and email messages on the first day of classes. This made it a general agenda item that we pursued first.
   While the random-chance problems contributed, it seemed to us that starting classes the Monday after a two-week complete shut-down of the office was not a good idea. It was proposed and accepted by consensus that we consider starting the winter term one week later next year. This would mean that our last week of spring term classes would be during exam week, but we should be able to be extra quiet.
   [Note: One of the ramifications that we did not consider was that OLLI-Fest III would then take place in the first week of classes, not the second - meaning less chance to prepare and get the word out. We may want to consider this, as well as Nick’s take on the matter, next month.]

2. This led to a discussion of the information we need gather and the procedures we need to implement to carry out our responsibility for course and instructor selection in the context of our stated site and membership expansion goals. Pat noted that half of the winter term registration was clumped into six classes, with up to a third of the others teetering on cancellation, even at the lower limit of ten set last month. The data for this term and spring will likely change and become part of the process, but it’s not too early to start getting the information we need to responsibly schedule the fall term.

3. Pat led us in an overview of the problems of scheduling for expansion - a mixture of factors that so far have had to be worked out at the last minute (for the instructor scheduling) or left as unknown that cause problems in the new term or scheduling for the next:
• Instructors limit the venues, times and days they are willing to teach. How to we spread the wealth and encourage new sites to grow in popularity?
• We are not clear about where existing students are willing to travel for classes, nor how the differing issues of parking and building access affect their enrollment decisions.
• Freeway traffic is another issue we haven’t considered in scheduling. (e.g., no one wants to get out of Marin at 5:00 to drive back to Ventura.)
• What the campus is going to do about the bus stop and access for limited-mobility students remains an unknown factor. Will it be resolved in time to decide where to hold classes? (Are we willing to schedule classes that are not ADA accessible? This is an important policy decision.)
• Venues like Marin have restrictions on availability to avoid conflict with other programs.

4. We need to get as much information on all of these issues as possible before the next, fall cycle of soliciting proposals for courses begins. Pat shared the “Milestone Chart” the Curriculum Committee uses to mark the dates by which things must be done. This is an extract from that document:
✓ Feb 1: Fall term Requests for Proposals (RFP) sent out to vetted and/or returning instructors by Nick
✓ March 15: RFP return deadline. March 15 – April 15: CC preliminary selection and scheduling process, in conjunction with review of winter and spring term evaluations.
✓ First week in June: Nick makes final adjustments to schedule, sends fall catalogue to the printer. [Email to existing students at the same time?]
✓ July 1: Start of fall registration
✓ Sept 1: Winter and spring term RFPs sent out to vetted and/or returning instructors by Nick
✓ Oct 15: RFP return deadline. CC meets for preliminary selection and scheduling process, in conjunction with review of fall term evaluations.
✓ First week in November: Nick makes final adjustments to schedule, sends winter/spring catalogue to the printer. [Registration email to existing students at the same time?]
✓ Nov 15: Start of winter/spring term registration
✓ January – August: recruitment and vetting of potential new instructors.

5. So what do we need to build into the SC calendar to provide the needed support for the expanding curriculum/instructor/venue program?
• Gary is designing an updated survey, to include the respondent’s town of residence, to be sent out NLT February 15 and collected in time to provide input to the CC’s preliminary selection work.
• Randy and Gary will survey the existing and proposed venues for info on availability, parking and access, again in time to inform the preliminary selection work.
Standing Committee Items:

Finance:
- Saul suggested that we get shades for the inside windows of the classroom to block the light when showing movies. It was noted that the conference room now has privacy shades, so there is precedent. With consensus agreement, Saul and Gary agreed to pursue the matter and report back.

Marketing/Outreach:
- Plans for OLLI-FEST II continue to come together.
  - More than 100 are expected to attend.
  - Ted Lucas has agreed to come play piano for us.
  - Gary will preside as Vice Chair for the “minimalist” program, introducing Nick, who will acknowledge dignitaries, if any, and introduce the hard-working staff, and Diana who will introduce the Standing Committees.

M/O committee members plan to circulate and introduce new instructors to people.
A policy for E-blasts was adopted by the M/O committee and submitted to the SC: Any committee chair may request that an email blast be sent out by Nick using the Osher email address. Pat suggested contacting Margaret Nesbitt with a regular E-mail, updating her on OLLI information/events/dates.

- The tablecloth, with our Logo prominently displayed, for public events like the Library talks is in the works, as is a wall banner with the logo. Nick reported in an email that he had gotten a design proof and sent it to Diana, who asked for a variation that has not come back yet. He suggested that if Diana would like to pursue the vendor directly, it might speed the process. [Question from the scribe: what is the printing status of the bookmarks we spent so much time on?]

Curriculum:
- Request to use the OLLI address for emailing potential instructors was approved by consensus.
- Lecture series for Ventura’s Topping Library:
  - March 30: Roz McGrath
  - April 27: Bruce Collins
- Gary suggested printing a course sign-up form on the back of the flyers we make for library talks. The idea was greeted with acclamation.
- Website requests and suggestions:
  - Update faculty pictures and bios
  - Replace .pdf site location maps with Google site photos. Remove Santa Barbara and add Ventura College.

Site Selection Special Committee:
- Committee Chair Randy Richardson shared the responses he has received from the newsletter item calling for input and volunteers to seek out potential new sites for
the fall term. Three suggestions, but no volunteers, but he says it’s a start, and they will be reviewed to see if they meet our list of requirements.

Program Director
• No Items submitted

The meeting was adjourned at 12:50

Next Meeting: Broome Library, 11:00 Thursday, 2/13/14