



VOLUNTEER POSITION DESCRIPTION CURRICULUM COMMITTEE

This committee establishes a stimulating, well-balanced schedule of courses for each term: fall, winter, spring and summer. The committee works in partnership with the Director to identify instructors and topics that will result in a diverse, intellectually stimulating curriculum that meets the needs of the members. The committee collects and proposes a range of courses to assure offerings that address diverse topics, and a mix of returning and new faculty. The committee collects, reviews, and selects course proposals, communicates with faculty to confirm the schedule; and coordinates resource requirements. The final course selections are made in consultation with the Director. Members of this committee also assist with writing and editing course descriptions for the term catalogs. The Director has sole hiring authority and responsibility for all course instructors. Committee members may discuss and negotiate stipends based on the terms presented on the course proposal form. Any exceptions to the stipend or terms of employment are the exclusive authority of the Director.

CURRICULUM COMMITTEE CHAIR

- Work with OLLI Director to establish curriculum development process and timeline
- Plan and prepare meeting agenda with Director and lead Curriculum Committee meetings
- Ensure the recording and submission of meeting minutes
- In partnership with the Volunteer Committee and staff, recruit and recommend Curriculum Committee volunteers
- Oversee the research, planning, and selection of course offerings for each of four (4) terms
- Review and approve with the Director the recommended course matrix and schedule
- Submit brief summary for monthly Leadership Board meetings

Estimated Time Commitment: 4-20 hours per month, based on planning cycle

CURRICULUM COMMITTEE TASKS

Course Proposal Collection & Submission

- Planning:
 - Suggest course topic areas and course length options
 - Review instructor feedback, course evaluation forms and member surveys
 - Assess enrollment/popularity of past courses and faculty
 - Benchmark other OLLI course offerings
 - Brainstorm new/additional course ideas and possible resources
 - Recommend specific topics and number of course proposals
- Solicit course proposals:
 - Identify and contact potential instructors
 - Share the online course proposal form with instructors
 - Follow up with instructors as necessary

Course Proposal Review & Selection

- Review submitted course proposals
- Follow up with instructors on any outstanding questions
- Work with instructors to meet formatting guidelines for course title, description, and bio
- Assist in editing/rewriting course descriptions and bios to meet style and content guidelines
- Evaluate and rank course proposals with consideration for:
 - Alignment with OLLI mission statement
 - Popularity of topic (potential to draw members)
 - Instructor rating and/or credentials
 - Topic and scheduling balance within the matrix

Committee Size: 8-12 members; at least 50% of committee members must be year-round residents

Term: July 1-June 30; renewable upon mutual agreement

Estimated Time Commitment: 4-6 hours per month

Meeting Requirement: 8-12 meetings per year

Preferred Experience & Skills

- Academic or curriculum development experience
- Computer literacy and accessibility (email, Microsoft Word and Excel)
- Excellent interpersonal communication skills
- Outgoing and creative
- Dependable and reliable