



OLLI Curriculum Committee

Purpose of Committee: The Curriculum Committee works collaboratively with the OLLI staff and other stakeholders to ensure that the breadth of courses and supplemental activities offered is of the highest quality while helping to promote an inclusive and diverse educational environment that sustains a commitment to lifelong learning.

The Curriculum Committee has no administrative oversight or financial or legal liability.

Committee Member Position Description and Requirements of Role:

- Attend and actively participate in all Curriculum Committee meetings.
- Work proactively with OLLI staff to recruit new instructors and identify, develop, and solicit new courses.
- Review course proposals and instructor qualifications ensuring OLLI standards are maintained.
- Complete evaluation and scoring of new course proposals by the assigned deadline.
- Provide input as requested on OLLI projects and initiatives.
- Complete voluntary assignments, such as subcommittees, by the stated deadline.
- Provide updates to assigned actions as required to ensure complete, timely, and accurate information is available to the committee membership and OLLI staff.
- Participate in external program support activities such as discussion groups, workshops, and conferences with key stakeholders as requested.
- May be asked to maintain and update assigned electronic committee files.
- Provide input and support to the OLLI staff on the formation of the overall curriculum plan including courses, discussion groups, and special events.

Mandatory qualifications to become a member:

- Any OLLI member is eligible for membership on the Curriculum Committee after completing one year (3 consecutive terms) as an active member (enrolled in OLLI classes and/or audits every term).
- Maintains OLLI membership throughout the term of service.

Preferred Qualifications:



- Sincere interest in adult education and commitment to the OLLI at Pitt mission.
- Experience in collaboration and teamwork.
- Strong organizational abilities and attention to detail.
- Strong computer literacy, especially with OneDrive and Excel. Although ownership of a personal computer is not required, computer use is essential for most Curriculum Committee tasks.
- Commitment to diversity, accessibility, and new educational approaches.

Term of Service:

- Members of the Curriculum Committee serve a term of 3 years.

Renewal:

- Upon completing a term of service, a committee member may renew their committee membership for an additional 3-year term with the approval of the OLLI Director. At the conclusion of their term of service, a committee member may reapply for membership after a period of one year has passed.

Minimum/Maximum Number of Committee Members:

- **Minimum:** 10 volunteer members and 2 staff members
- **Maximum:** 12 volunteer members and 2 staff members

Committee Chair Position Description and Requirements of Role:

The Curriculum Committee Chair will:

- Collaborate with the OLLI Director to recruit and interview new members of the committee.
- Develop the agenda for committee meetings in cooperation with the OLLI Director and staff.
- Designate a (committee) member for each committee meeting to record the minutes.
- Facilitate committee meetings, ensuring that the designated agenda is followed.
- Gather committee scoring sheets from committee members and prepare the course evaluation scoring summary for committee review.
- Compile the final scoring summary report of individual scores and communicate results to the committee and OLLI staff.



- Review committee meeting minutes with the OLLI staff and post the completed version to the committee folder.
- Maintain and update the committee action items list and communicate changes to the committee membership.
- Designate responsibility for certain committee files to individual members as necessary and ensure the folders are logically organized in the online committee folder.
- Assist the OLLI Director in developing goals and objectives for the committee and monitoring the status of the committee's activities.
- Mentor and assist incoming members to learn about the procedures and methods of the committee.
- Participate in a smooth transition between chairpersons. Ideally, the chairperson would inform the Director of their intent to leave the position one term before departure to allow for a gradual transition and relinquishing of duties.

Chair Qualifications and Term(s):

- The OLLI Director appoints the Chairperson of the Curriculum Committee.
- The term of Chairperson is three years; one two-year renewal is possible, subject to the approval of the Director.
- Must be an OLLI member who has been with the program for at least two consecutive years.
- Must have served on the Curriculum Committee for at least one year.
- Has an in-depth understanding of the OLLI at Pitt program.

**Chair Selection and Term:**

To be eligible for the position of Chair, a member must have served on the Curriculum Committee for a minimum of one year (three consecutive terms). The member selected by the Director as Chair will serve in that capacity for the remainder of their term. The Director may extend the Chair's term provided the total time served as Chair does not exceed three years. At the conclusion of their term, the Chair may serve one additional 3-year term subject to the approval of the Director. The Chair shall serve no more than 2 consecutive terms. At the conclusion of their term of service, the outgoing Chair may reapply for committee membership after a period of one year (three consecutive terms).