TSO CURRICULUM COMMITTEE MEETING MINUTES

Monday, September 23, 2013

Present: Linda Alatriste, Virginia Binder, Gloria Campbell, Carole DeCoursey, Steve Funk, Edie Heppler, Randy Johnson, Jim Maynard, Ahbreem Paige-Alatriste, Kathy Shoemaker, Chris Steele, Bill Stephens, Rae Marie Tellefson, Beverly Vernon, Bob Wilburn, Donnelly Wilburn, Mona Zimerman

The meeting began at 10:05 a.m., led by Chris Steele.

A Power Point presentation provided the meeting agenda. These minutes will follow the sequence of that presentation noting selected content about the slides, explanations, various additional comments, suggestions and discussion, *some noted in bold italic font.* Yellow highlighting indicates "ACTION ITEM". Green highlighting indicates that clarification is needed – could be erroneous information.

The interim structure of TSO from now through Wednesday, November 13, 2013:
- Ad Hoc Committee Oversight, consisting of President, Vice President/President-elect, Secretary, Treasurer, three Standing Committees (Curriculum, Internal Community, External Community) and two Pro Tem Committees (Vision/Mission/Bylaws, and Leadership Selection)

Potential Telosians in Bellevue, Issaquah, Kirkland, Mercer Island and Redmond consist of the following:
- Total number of households = 117,300
- Total number of households with one or more folks over 60 = 34,419 (28%)
- Total number of households with only one person over 60 (living alone) = 12,817 (37%)

How large should TELOS program be? Become?
- Stakeholders – *do we want TELOS to become a big operation or a small mom/pop?*
  - BC-CE – finance, staff
  - Students – *are we meeting their needs/desires?*
  - Instructors – *offering incentive and fulfillment?*
  - Community – *meeting a need in the external community of seniors?*

Curriculum Committee sub-committees, or areas of responsibility: (1) Support Current Instructors, (2) Class 'Assistants/Hosts', recruit/train, tent cards, (3) Identify student preferences, (4) Recruit new instructors, (5) Between-quarter courses/classes
- Support current instructors -- Instructor preferences
  - Books
    - *Instructors want the flexibility of asking students to have a book.*
    - *Jim said that as an instructor, he assumes books mean textbooks that are authored by profs at various U.S. colleges, revised every year, and the instructors select them; priced $50-90 apiece. Jim has taught both UG and Grad courses in several universities, and he thinks TELOS courses are more Post-Grad-seminar quality. Chris thinks TELOS instructors use best current essays, not textbooks. Jim thinks syllabi are more appropriate than texts for the way we teach here.*
    - *Randy thinks that the requirement of a book would decrease enrollment. Mona thinks it isn't a black/white issue; those who can afford the book will get it; others won't.*
  - Class handouts (current limits-10 pages per student per quarter; additional fee for more pages). *Fall Quarter is covered, but it will take effect Winter Quarter.*
    - *Students like handouts because they're tailored to the lecture, not an entire textbook.*
    - *Jim's understanding is that TELOS is in the black and that BC management determined that copying expense shouldn't be needed, so they dispensed with it – not an issue of budget squeezes. This new ruling is a real problem for instructors who've depended on syllabi in the past.*
    - *Donnie suggested we think electronically as an alternative. She accesses all material for courses online; if a photocopy, it comes as pdf. If instructor has lots of*

- *material, it could be emailed to students to print at home. FERPA shouldn't be an issue if students volunteer their email addresses in class.*
  - *Mona said that not all students have email; Bill reminded that every student is eligible to have a BC email account free of charge.*
  - *For courses that are facilitated needing more than 10 pages/qtr, there could be a modest fee for handouts, maybe $2/student; other courses don't have handouts, so no fee.*
  - *Kathy announced that King County libraries permit all individuals with library cards to print up to 75 pages per month per person free of charge.*
  - *Bob said that courses should be taught so that they don't compromise students who haven't read the materials.*
  - ==*ACTION ITEM: delegate this issue to another committee*==
- Name tent cards
  - *Are they important? Bill said, "Tell anyone that they will be taken away and see the reaction." They're important to both instructors and students.*
  - *It's a big process involving creation of new course packets, labeling packets with course title, filling with two course rosters, any handouts, and tent cards. We're holding a "Tent Card Party" this week to accomplish the project – 10 volunteers, for job done singlehandedly by John Billington in previous years.*
  - *Volunteers will need to be trained on use of the software program for making and printing the tent cards. Mona asked why students couldn't print their own names on the blank cards. Chris thinks it's unprofessional and unfriendly for previous students to have computer printed cards (recycled from earlier quarters) and the new students have handwritten cards.*
  - *The Administration said that TELOS is the only section that uses tent cards, and BC will no longer fund them.*
- Instructor manual (Standard BC-CE manual-modified for TELOS, FERPA training, copyright issues)
  - *Instructor Manual -- TELOS has one. Bill said that in the real world instructors have had to check a box stating that they have read the Manual. He doesn't think they want such a handbook. Jim dislikes the term, "manual"; suggested changing to "Instructor Guide". They agreed that a Guide should be provided for TELOS just as on the main campus; however, Jim said that there's little relationship between the needs of younger students and the specific needs of senior students. Lots of material is now published on concept of learning and how instructors should interact with seniors. Jim and Ahbreem supported gearing an instructor's guide to seniors, and it should be provided by the TELOS Director.*
  - *FERPA (Family Education Rights and Privacy Act) -- every instructor is supposed to have this training – available online in two modules. Chris thinks our instructors need to handle this training on their own.*
  - *Copyright issues – those who have put these laws into effect will not tolerate violation. In the future, there will not be a generous spirit about this. Per Ellen Berg's short story course, under copyright law, she can copy/distribute only so much. Jim clarified that he thought it was legal to project quotations on the screen as long as they gave attribute.*
- BC Website (class descriptions, course categorizations, registration process, instructor image)
  - ==*BC website – ACTION ITEM: There is no limit to the length of a course description instructors are allowed to have on the web. Several instructors agreed they'd like to take advantage of this opportunity.* <mark style="background:green">*(Something about 500 words per minute and class time????)*</mark> *Bev asked for instructor's first and last name to show, not first initial and last name; this is apparently controlled by BC, not TELOS, so probably can't change. How is the website now shown – "TELOS", or "Retirees"?*==
  - ==*Course categorizations – this is about separating courses by category (literature, politics, religion/philosophy, etc.).ACTION ITEM: most folks didn't like this new way of listing courses. Recommendations for future online categories – course*==

- *titles, or grid? Randy thought they could be listed by category, by day, and all categories.*
  - *Registration process – ACTION ITEM: There are bugs in this system. Some folks have no problem registering online; others, no success. It's defeating to consider ourselves intelligent students and be unable to accomplish this. Bill said that 4-5 years ago TELOS was charged $15 for every paper or phone-in registration. Not up-to-date figures, but he thought that online registration saved 30% of the cost of all registrations. This falls under the issue of transparency of budgeting – what are these actual charges to TELOS? Bob said that this needs to fall under the auspices of our website committee. Randy found an outdated feedback form for problems with the website and will check on its current usage validity.*
  - *Instructor image – would instructors like to have their photos in the BC-CE Catalog? Steve thinks either everybody or nobody. Jim and Mona don't want; Ahbreem wants. The block is computer generated by BC; we have no control.*
- Training:
  - Classroom (A/V training for classroom)
    - *ACTION ITEM: A/V instructor training is greatly needed. Some instructors are not at all versed and need help with A/V operation, how to set up a Power Point presentation, You Tube, etc. Mona said some instructors unplug the A/V after class which creates problems for next instructor. They must use flash-sticks, not their own laptops. Mona suggested emailing all instructors immediately to fix this problem.*
  - Using BC website (posting syllabus, handouts, blogs, class evaluations' results online)
    - *Instructors can post these documents on the BC website. Should this training be in the Instructor Guide? Another idea is for instructor to ask students to volunteer their names/contact info (okay by FERPA) and email students with information. (See "Class Handouts" above.)*
    - *Jim said most young students take laptops to class; seniors are entirely different with varying degrees of computer literacy. Gloria said it depends on subject matter of course how notes need to be taken.*
  - Explore recruitment of a senior learning expert to participate in a seminar for instructors
    - *Yes, look into this. A name for such a trainer was given.*
- Class feedback questionnaire
  - Handout during first class? Complete during class or mail in?
    - *To encourage students to be aware of the type of evaluation questions they'll be asked, at the beginning we could put a copy of the "end of course" questionnaire in the course packet with sign-in sheets and tent cards, or, post it online. Could even encase the questionnaire in plastic, but the form occasionally changes. Rae Marie said most students are aware of the evaluation questionnaire process.*
    - *Bob asked how 600 questionnaires are processed at end of quarters. Chris said Stephanie and Tish have entered the info on computer. TELOS receives only 32 paid staff hours. Volunteers should keep track of hours and report them. Might have influence on BC-State funding. Should our paid staff be spending time on evaluations?*
    - *Bob said the reasons for evaluation forms are (1) instructors want to have feedback, and (2) TELOS wants feedback. Form content needs to be reconsidered/modified to address both. BC gets stroked because of so many good reports.*
    - *Some instructors don't want to give up class time for filling out forms. Recommended handing out at next to last class for students to fill out at home and return last day. Extras on last day for those left at home. Virtually zero are returned by mail.*
- Feedback re Quarterly Orientation Session
  - *Most think the quarterly orientations are valuable and want to continue holding.*

- *Problem – emailed announcement to all TELOS participants came from Stephanie Carlson, not BC-TELOS. Some people didn't recognize name and didn't access it.*
- *See Addendum to these minutes -- Bev's 9/13/13 email to Tish, Bill and TSO steering committee members, with subject, "Reflections on the Fall Orientation – comments/suggestions for future w/additional entries".*
- *This function needs to be handled by Curriculum Committee but table this discussion until appropriate time before Winter Quarter Orientation.*

- Interaction with BC staff
  - Interview process, hiring process, verification of class marketing paragraph, class go/no go status, feedback re class(es), next quarter course submission process , responsiveness to issues, other?
    - *Jim said instructors were not given enough notice for submission of Winter Qtr course details; made it hard to find new instructors with such a tight timeline. Reasonable timelines need to be established for Spring Qtr. Bill said the Marketing Dept. determines deadline dates and holds to them rigidly. Spring Qtr info needs to be in by first week of January.*
    - *Fall Quarter Course Schedule (yellow) was mailed/received late. This time, some things fell through cracks; won't happen again. The reason some folks didn't receive it by post at all is that Bill pulled copies addressed to some TSO regulars to save postage.*

- $$$ - teaching = for joy of experience
  - $31/classroom hour ($46.50 gross pay for 1/5 hour course)
    - Does not cover: preparation time (3-5 hours), supplies, 520 bridge tolls
      - *Folks who teach for TELOS do so for enjoyment, not money.*
      - *We'll talk about 520 toll at next meeting.*
  - Compensation suggestions?
    - TSO pay for TELOS course?
      - *Curriculum and Finance Committees can deal with this.*
      - *Jim said most of the older instructors don't need greater compensation; they're teaching for the love of it; however, need to talk about younger instructors.*
      - *What about gifts?*

- Class 'Assistants/Hosts' recruit/train; tent cards
  - Two different roles?
    - Assistant = focus on instructor, BC tasks
    - Hosts = social interactions
  - Instructor advise whether want 'class assistant/host' or not
  - Announcements
  - Training package
    - *Some instructors don't want a class host. Should we give instructors option to have or not have host? Some hosts like being in limelight; others have unprofessional idiosyncrasies (chewing sandwich while announcing, etc.)*
    - *Hosts welcome students; some instructors prefer to do welcoming.*
    - *Conduct mini training class for hosts.*
    - *Host issue should stay in Curriculum Committee.*

- Identify student preferences
  - Grid – Schedule of Courses – by day/time
    - Goal registration optimization
      - Based on instructor availability
      - Days of week: Monday-Thursday, Friday?
      - Standard times: 9:30-11, 11:30-1, 1:30-3
        - Exceptions – Tai chi, Writing, Technology, Films
          - *ACTION ITEM: Jim commented that the move from NW Arts to this new building resulted in increase in number of courses offered. Do we want to become larger? He sees days of week not filled and thinks we need to try to minimize competition (similar course content but*

different instructor) at particular hours. There are cases where students want to register but two courses overlap. Jim thinks this shouldn't be left up to instructors but that Administration should use optimization. Do we want to start teaching evenings, weekends?

- *Randy has attended Osher courses with 80 students.*
- *We have 16 classrooms on the first floor, 16 on second. We share this facility with two other CE divisions (OLS and Languages). Theoretically, we could offer 45 classes per day here. Curriculum Committee needs to come up with a process of how to handle.*
- *Bill's flexibility in deciding whether or not to run a course with fewer than 8 students (break even number) is important. No flexibility on main campus.*

- History of student surveys:
  - 2003 – tabulated by Susie Anschell – summary of survey choices by score (most popular downward, from 134 votes to 68)
    - Art Appreciation, Age of Discovery (1400's -1500's), Philosophy – The Greeks, History of Religion in the U.S., The U.S. Constitution and Amendments, Archeology, Effect of Current Technology on Our Culture (Radio, TV, Internet), American Musicals – Theater and Movies, Civility in the U.S. (1600's –present time), Canada – History and Geography, The History and Changes in Family Structures and Functions from the Industrial Revolution to Today's Technological Revolution, Japanese Culture (1800-2000), Basic Astronomy, The History of Navigation – Celestial through GPS, Modern 20th Century Architecture
  - 2006 – tabulated by Jim Farrell – general level of satisfaction: 95% -- desired courses (most popular downward)
    - Art History, Classical Music, History-Comparative/Middle Eastern/Philosophy/U.S., World Geography, Comparative Religions, Contemporary Architecture, Physics, Astrology, Ecology, Evolution, Literature-Classics/Poetry, Anthropology, Languages, Horticulture
  - 2010 – tabulated by Chris Steele
    - 538 = number TELOS courses in last two years (from when to when? Sp Qtr 2008-Sp Qtr 2010?; 538 different types of courses or 538 total number of courses offered during 2-year timeframe, cumulative?)
    - 5 = average number courses from those who responded (same time period? How any responded?)
    - 222 = total number students at start of Spring Quarter (which year? 2010?)
    - 106/222 (47%) = total number of responses (does this mean that 106 of the total of 222 individual students in Sp Qtr 2010 responded?
    - Q – When you look at TELOS course brochure to select courses, what do you focus on? Of the 106 responses, 94.34% said "course topic", 42.45% said "instructor", 23.58% said "format-lecture, discussion, etc.", 19.81% said "site/location".
    - Q – What course formats do you enjoy most? Of the 106 responses, 64.15% said "opportunity for discussion/questions", 47.17% said "all 'live' lecture, 45.28% said "discussion at designated intervals or at the end", 45.28% said "with video or sound recording for illustration and discussion", 12.26% said "live lecture to introduce video or sound recording, limited time for discussion, 1.89% said "videos and taped lecture with limited time for discussion", 1.89% said "video with limited time for discussion", 1.89% said "other".
    - Q – What general areas are of greatest interest to you? Of the 106 responses, 65.09% = History, 46.23 = Politics/Government, 43.4% = Science, 37.74% = Art History, 36.79% = Economics/Finance, 34.91% = Literature, 33.96% = Writing, 33.96% = Drama/Film/Opera, 31.13% =

Biography, 31.13% = Current Events, 31.13% = Music, 29.25% = Philosophy, 28.3% = Religion, 24.53% = Psychology, 22.64% = Architecture, 20.75% = Language-applied, 16.98% = Lifestyle/Health, 16.04% = Language-evolution, 10.38% = Art Practice; 1.89% = Other.

- Survey students regarding:
  - Types/subjects of courses desired (Note: often students don't know they are interested in subject until they are exposed to it, a la, Steve Jobs/orientation)
  - Books
  - Handouts (fees, BC web page)
  - Name tent cards
    - ***Do we want to do another student survey? If so, what do we want to capture? Sue Black, marketing expert, has volunteered to participate in this, if we decide to do one.***

- Recruit new instructors
  - Sources of new instructors
    - Ask TELOS students if they would like to teach
    - Contact:
      - Colleges/retire educational programs (BC, UW, SU, SCC, Osher, CRI, etc.)
      - Retire organizations: UW retired professors, FBI, police, military, teachers, etc.
      - Local service club speakers, labor unions, professional organizations-architects and legal, museums, city governments, etc.
    - Network with friends and neighbors
    - On-line application submitted by potential instructor
  - Develop procedures for recruiting and preliminary vetting prior to recommendation to BC management
    - Recent procedure
  - It takes an average of five overtures for each new instructor
    - ***Chris said we have tried to recruit instructors from UW, retiree organizations, Scandinavian Center, and several other logically productive sources, and "thud", no luck. Carol DeCoursey has asked for a course on corporations. Some seemingly appropriate TELOS instructors have sent applications to teach at BC but first go to other divisions of BC and come to TELOS last. Recruiting instructors takes about five overtures to get one to teach. Chris said she will not be curriculum recruiter again.***
  - Constraint: cannot hire if need to pay benefits
    - ***We cannot hire someone if teaching for TELOS and other BC divisions bumps them over hours and we'd have to pay benefits.***
  - Text of letter was displayed in the Power Point presentation – a sample letter appropriate from a Curriculum Committee chair or member designed to invite potential instructors to be considered for teaching Winter Quarter 2014.
- Between Quarter courses/classes
  - Between quarter offerings:
    - "Views of the News (Current Events)", others?
  - New offerings:
    - 2/4/8 hour courses/classes
    - Three-day seminar M-W during break
      - ***We could do these if the Curriculum Committee has someone to coordinate them.***
      - ***Would TSO consider using these ideas not through BC as courses but instead as opportunities for fund raisers – public lectures, etc.***
      - ***Might we co-create between Curriculum and Finance Committees?***
- Experiment
  - MIT/Harvard/Stanford/U of W courses/classes??? ***Could we have a facilitator who says, "Let's look at lecture on DVD and discuss."***
  - Kahn Academy???

- TED Talks (Technology, Entertainment, Design)??? *Sue Black wants to do these -- current info on various subjects, some controversial. There's a huge group of people interested in dialoging about these kinds of lectures.*
- Symposia??? *Meet and share thoughts.*
- Partner with Road Scholar (formerly, Elderhostel)???
- Teaching Company courses/classes??? *There's a library of these in Bill's office for folks to check out. They were ordered at request of former instructors.*

- Next Steps
  - Formation of Curriculum Committee
    - Student?
    - Instructor?
    - Discussion:
      - *There's a lot of work to do. Do we have enough energy in this room to do it? Should there be mainly student or instructors on this Committee? Jim said it could be the TSO that structures the committee with executive and helping committee members. A formal structure should be announced at the Nov 13 meeting. We hope that leaders start emerging prior to that date. Meantime, until we have a functioning body, the Ad Hoc members continue. Tish said she thinks we need only one person to interface with the College, a liaison. Jim thinks we need someone who is strong to interface. The Ad Hoc Committee is moving toward this goal. It's in flux at this time. Important things are happening in the next couple of months.*
      - *Bill said that Edie Heppler and Charlie Lyter are the insiders who outsiders may contact if they want to know more about TSO. Jim said that if we're going to accomplish all we've set out to do by Nov. 13, we'll need a big volunteer base. It's essential that we hire a new Director quickly. A new assistant to the Director has been hired on the basis that she commit to at least one year. Carol DeCoursey asked how we get from Point A to Point B. She will meet with Chris Steele. Bill could become Curriculum Committee Chair when he becomes emeritus, but not at this time.*
      - *The deadline for having some things decided and reported is the Oct 16 meeting. Randy said that we shouldn't try to get a leader from this room but should appeal to the wider community.*
      - *The minutes of this and all committees should be sent to the maximum number of people on the mailing list and be posted on the website.*
  - Next meeting? *Classes end at 3:00 p.m. We shouldn't hold meetings after dark.*
    - *Next meeting will be Friday, 10/4, 10:00 a.m.*

The meeting closed at 12:40 p.m.

Respectfully submitted,

Bev Vernon, Secretary/Recorder