

Osher Lifelong Learning Institute at UK, Lexington

Curriculum Committee



Shared Interest Group (SIG) Proposal Submission Information

Updated 9-21-2018

What is a SIG?

A **SIG** is a group of OLLI members who share a particular interest. SIGs may evolve from an OLLI class whose members want to continue to explore a subject on their own. Other SIGs begin when a member wants to create a new group in which to share an interest or experience. OLLI classes have an educational purpose, SIGs may include less formalized learning such as book clubs, story-telling, genealogy research, etc.

Characteristics of a SIG

- SIGs have a designated Facilitator who is the liaison with the OLLI Office and has specific responsibilities.
- All SIG Members are current Members of the OLLI
- Members register for a SIG as they do for courses on a first come first registered basis. Once a member is registered for a SIG, they can remain a member through the end of that annual OLLI year.
- SIGs do not have a course fee, therefore will not have costs incurred by OLLI at UK
- SIGs are responsible for finding their own location and determine their own meeting schedule.
- All resources needed and/or costs incurred (i.e. space fees, handouts, books, plays, movies or dinners) are handled by the SIG members – not by the OLLI office.
- SIGs may last one, two or three semesters in any given annual year. When OLLI Membership ends each summer, SIG membership ends as well.

How Is A SIG Created?

Any current member of the OLLI at UK may propose a SIG. The Curriculum Committee (CC) reviews all SIG proposals. Proposals are typically accepted approx. 6 months prior to the beginning of the semester, however each year is unique. Check with the OLLI Office for specific schedule and deadlines. The CC meets the 3rd Thursday/month, proposals received the Monday prior will be added to the agenda. Proposals are typically reviewed at the following meetings:

- Fall Semester: April and May
- Spring Semester: September and October
- Summer Semester: February and March

Proposal Review Process: The CC reviews all new SIG proposals. During the review process, additional information, clarification, or adjustments may be required. For SIGs approved, the CC works with new facilitators to help ensure a successful start to the SIG. If a proposal is not approved, the CC will be happy to provide feedback upon request to assist in creating a more successful proposal in the future.

Guidelines for Proposal Selection:

- Proposal is complete
- Evaluation results for continuing instructors/facilitators support continued review of this proposal
- Course/SIG format is appropriate and conducive to creating a successful learning environment
- Title and/or description supports clear communication of course content and member expectations.
- Outline/syllabus is sufficiently developed and achievable
- Content is educational/intellectual in nature, based on reliable research completed with due diligence, evidence-based;
- Content will be presented objectively in a non-biased/non-prejudicial manner, alternative views acknowledged and respected;
- Objective is to educate, not to promote, advocate, further the interest of, or advance an agenda. This includes, but is not limited to: political, religious, for-profit, or a personal agenda/objective.
- Content explores, and is inclusive of, experiences of all persons.
- Opportunities are available for interaction, open discussion and Q & A;
- Adequate resources are available to properly present and support the proposed opportunity;
- Provides a unique opportunity that is not sufficiently available elsewhere or more appropriately offered in a different environment;
- Significant interest by our membership is expected leading to sufficient registration;
- Supports a diverse and balanced curriculum.
- Supports and advances: OLLI at UK Mission; The University of Kentucky Mission & Core Values & University of Kentucky Strategic Vision & Objectives (See Pg. 3)

Please note the following additional Requirements

- Fitness certifications – valid and appropriate teaching and CPR certifications are required to be attached to any course and SIG proposal that includes fitness instruction as any part of the content. (There are numerous types of fitness certifications, please contact the OLLI Office to determine acceptable options for your area of instruction.) Note: OLLI Instructors are required to keep both certifications up-to-date.
- Fine Arts courses that will be offering public performances are required to have Instructors with professional training/experience. SIGs do not offer public performances in the fine arts.
- Financial topics – proposals are not accepted from instructors/presenters who are active in the for-profit financial arena. The CC's strong preference is for instructors/presenters to come from UK or another educational institution, and be fully retired from the field.
- Topics highly complex in nature - Instructors are required to have appropriate professional training/experience.
- To ensure we are following UK's strategic objective to "Leverage leading-edge technology, scholarship, and research in innovative ways to advance the public good and to foster the development of citizen scholars" proposals focusing content outside "consensus science" are requested to include a letter of support or published paper from a nationally recognized/peer-reviewed scientific journal

UK and OLLI Mission Statements, Core Values & Strategic Vision

1. **The OLLI at UK Mission:** OLLI at UK offers educational and enrichment courses, programs, and events for a diverse community of learners aged 50+.

2. **University of Kentucky's Mission:**
The University of Kentucky is a public, land grant university dedicated to improving people's lives through excellence in education, research and creative work, service and health care. As Kentucky's flagship institution, the University plays a critical leadership role by promoting diversity, inclusion, economic development and human well-being.
The University of Kentucky:
 - Facilitates learning, informed by scholarship and research;
 - Expands knowledge through research, scholarship and creative activity; and
 - Serves a global community by disseminating, sharing and applying knowledge.

3. **University of Kentucky Core Values:** UK's core values guide our decisions and behavior.
 - Integrity; Excellence;
 - Mutual respect and human dignity;
 - Diversity and inclusion; Academic freedom;
 - Personal and institutional responsibility and accountability;
 - Shared governance;
 - A sense of community;
 - Work-life sensitivity;
 - Civic engagement; and
 - Social responsibility.

4. **University of Kentucky Strategic Vision:** As Kentucky's indispensable institution, we transform the lives of our students and advance the Commonwealth we serve – and beyond – through our teaching and learning, diversity and inclusion, discovery, research and creativity, promotion of health, and deep community engagement.

Strategic Objective: Outreach and Community Engagement

Leverage leading-edge technology, scholarship, and research in innovative ways to advance the public good and to foster the development of citizen scholars.

UK Mission and Strategic Plan entire wording available at:

<http://www.uky.edu/sotu/2015-2020-strategic-plan#UK%20Mission>

If you have questions anytime during the process, from brainstorming ideas, to finalizing your proposal, please call the OLLI Office. The OLLI Office staff and Curriculum Committee Members are happy to help. Please complete the Proposal form and return by email to:

Joseph.Conrad@uky.edu

or mail to: OLLI at UK, UK Ligon House, 658 S. Limestone, Lexington, KY 40506-0442, (859) 257-2667