

# Osher Lifelong Learning Institute at UK Lexington

*Offering learning opportunities for adults 50+*

# MEMBER HANDBOOK

*Updated: August 16, 2022*

This Member Handbook will continually be reviewed and updated.  
The most up-to-date version can always be found on the OLLI at UK website.

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## ***A Message from Dr. Eli Capilouto, President University of Kentucky***

The Osher Lifelong Learning Institute (OLLI) is a distinctive part of the UK family. It is a special community committed to the cause of learning and steadfast in its pursuit of knowledge and new ideas. At its core, OLLI represents the crucible of creativity and imagination that defines a college campus.

The University of Kentucky's multi-faceted mission of teaching, research, service, and care guides an innovative curricular experience that prepares our graduates to compete and lead in a global society. The example set by the OLLI program and participants encourages students and their peers to add immeasurable benefits to their lives through continuous learning.



This vibrant community of seasoned learners at UK has developed over more than 50 years. You, and the many OLLI members and Donovan Fellows who came before you, have been generous with your time, your leadership, your ideas, and your material support.

May your learning adventures with OLLI continue to be exciting, creative, and discovery-filled.

Sincerely,  
Eli Capilouto, President

### ***OLLI at UK Mission***

The Mission of the Osher Lifelong Learning Institute (OLLI) at the University of Kentucky is to engage the minds, elevate the spirit, and enrich the lives of a diverse and inclusive population of adults aged 50+ through educational, social, and community activities.

### ***University of Kentucky 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.

## ***Welcome to OLLI!***

We are pleased you are now a member of the OLLI at UK, a dynamic group of lifelong learners. This handbook is your program guide to how we operate and the many opportunities and experiences available to you. We look forward to having you involved!

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## **I. Osher Lifelong Learning Institute (OLLI) at UK**

The OLLI at UK offers educational and enrichment courses, forums, seminars, shared interest groups (SIGs), day trips, and social events for adults aged 50 and older. OLLI courses and programs are held in community locations, vary in format, offer a wide variety of topics, explore new subjects, and may teach a skill. OLLI at UK has sites in Lexington and Morehead.

OLLI at UK is a volunteer, member-led institute. A Member Advisory Board is made up of elected members and appointed committee chairs. Members, also known as OLLI Scholars, serve on committees and task forces, teach courses, facilitate SIGs, assist instructors, and volunteer for events. Committees develop curriculum; plan and implement presentations, trips, and social events; and promote the program as an OLLI Ambassador hosting exhibit booths, distributing materials, and more.

In the University of Kentucky's organizational structure, our OLLI is a program of the Office of Lifelong Learning within the Office of Community Engagement. OLLI staff are the liaison between the university and the OLLI and manage the day-to-day operations of both sites. They work with OLLI Members, Leaders, Instructors, and the Lexington community to administer the program, provide information, schedule classes, coordinate with host locations, arrange for class supplies and equipment, handle membership and course registrations, manage the budget, and promote the mission of the OLLI at UK within and outside of the University.

## **Osher Institutes and Lifelong Learning at UK**

OLLI institutes, all located within colleges and universities, are dedicated to lifelong learning. Our programs reflect the belief that adults need and seek intellectual stimulation, physical activity, creative outlets, and social engagement throughout their lives.

We value and incorporate life experiences in our programs. OLLI programs encourage learning for learning's sake to expand our horizons and our understanding of the world around us. There are no grades or credits issued; all you need to participate is a desire to learn.

## II. OLLI at UK Operations

### A. Membership

- OLLI at UK is a membership organization open to adults 50 years of age and older.
- The \$50 annual membership fee includes Fall, Spring, and Summer semesters
- Memberships are renewed annually in August.
- New Members are welcome to join the OLLI any time throughout the year. Summer membership is prorated.

### B. Semesters

- Fall: September through December
- Spring: February through May
- Summer: June and July

**C. Learning Opportunities:** OLLI at UK offers courses, shared interest groups (SIGs), experiential learning, discussion groups, educational travel, lectures, presentations, etc. Interested in teaching a course or SIG? Proposal information and forms are available at: [www.uky.edu/OLLI](http://www.uky.edu/OLLI)

#### 1. Courses

Numerous courses are offered each semester. Courses have a specific educational purpose and a set time and place where classes are held. The OLLI Office coordinates the implementation details of courses including their location, set up, a/v equipment, handouts, etc.

- a. Course dates and times** are determined by the availability of the instructor, an appropriate location, and the content to be covered. The majority of courses meet during the day, Mondays through Fridays, between 9 and 5 p.m., although we do offer learning opportunities at other times.
- b. Spring Break:** OLLI at UK courses meet independently of spring break schedules.
- c. Scheduled deviations.** Courses typically meet continuously. Any scheduled days off will be communicated in advance.

#### 2. Shared Interest Groups (SIGs)

A SIG is a group of current OLLI Members who share a particular interest. SIGs may offer a less formalized learning opportunity such as book clubs, story-telling, genealogy research, etc. SIGs may evolve from a class whose members want to continue to explore a subject.

SIGs do not have a course fee; any costs incurred are determined and covered individually by SIG Members. SIGs are responsible for locating their own meeting site, determining their schedule, and providing handouts and other resources. Once a member is registered for a SIG, they can remain a member to the end of that OLLI year, July 31. Wait lists are kept for SIGs.

## D. Inclement Weather Policy and Delays

There are times when adverse weather causes classes to be cancelled. Staff will coordinate with our Instructors and Host Locations to reschedule missed classes, if at all possible.

NOTE: Even if the weather improves over the course of the day, our policy remains in effect.

### **OLLI at UK Inclement Weather Policy**

OLLI at UK, Lexington follows Fayette County Public Schools (FCPS) and the University of Kentucky (UK) closings. Due to inclement weather, when Fayette Co. Public Schools and/or UK:

- **Are Closed:** ALL OLLI programs are cancelled.
- **Dismiss early:** All programs scheduled from that point on will be cancelled.
- **Delay opening:** OLLI programs continue as scheduled.

### **Important:**

- Watch local media for announcements regarding FCPS and UK.
- Check your email and voice mails before heading out in inclement weather; individual classes, at times, have had to cancel.
- If you choose to travel in inclement weather, please travel with care.

## E. Email Communication

Program information and updates are communicated by email. This includes last minute course changes, new member-only opportunities, early bird registration catalogs, and much more. We strongly encourage members to check their email frequently and to keep the OLLI Office updated on all email changes throughout the year.

## F. Host Locations for OLLI at UK

Our Hosts are extremely important to our success, providing the spaces that allow our program to exist and to grow. We are dependent upon the goodwill of our Host Locations and greatly appreciate the opportunity to be guests in their buildings. We also recognize the significant in-kind donations of their time, staff, and facilities willingly offered.

Instructors identify their needs for space and equipment in their course proposals. Staff identifies sites that match those requirements and negotiates facility use. Staff and Instructors work closely with the site manager to ensure the room set-up and equipment work optimally.

Each Host Location has policies and procedures for space usage by outside organizations, to which OLLI Instructors, Facilitators, Members, and guests are required to adhere. These policies and procedures will be communicated to OLLI Members at the beginning of each class, or as soon as possible if there is an addition or change. Examples include: Arrive and depart promptly; park in designated areas; and use designated entrances only.

As guests, we need to be tolerant of other activities at the Host Location, such as occasional music, shared parking spaces, and the need to adjust our schedule and space now and then.

Please direct any site concerns directly to the Instructor and/or the OLLI Office, not the staff of our Host Location. The Instructor will work directly with the OLLI Office regarding any concerns. All changes must be coordinated with and through the OLLI Office to prevent confusion and invalidation of an existing agreement with our Host.

## **G. Volunteer Opportunities**

There are numerous opportunities to be involved in OLLI events, programs, courses, trips, etc. throughout the year.

### **1. Advisory Board**

The OLLI at UK Advisory Board sets policies and procedures and collaborates with the OLLI at UK Staff. Board Members and Committee Chairs serve a 3-year term. The Advisory Board includes 9 members elected from the OLLI membership at large and the appointed chairs of standing committees: Connections; Curriculum; Development; Donovan Forum; Promotion and Membership; Social; Travel; and Volunteer.

### **2. Committees**

Committee members have opportunities to take leadership roles in the many activities we offer. The Volunteer Chair keeps a current list of volunteer needs. If you are interested in serving on a committee, please contact the Volunteer Chair or the OLLI Office.

### **3. Course Instructors and SIG Facilitators**

OLLI Course Instructors and SIG Facilitators are the face of the program and represent the University of Kentucky, the OLLI, and our Members. Our Instructors and Facilitators take their role, and the interests of their students, very seriously. They spend untold hours in preparation for and in the classroom, as well as constantly searching for ways to make learning exciting and fun. Formal training is not required to teach an OLLI course. We offer support for persons interested in teaching, including: gathering research and resources, creating and organizing course content, completing proposals, presentation skills, etc. The Curriculum Committee (CC) reviews each proposal for specific criteria. If you are interested in serving as an instructor or facilitator, please contact the CC or the OLLI Office.

### **4. Event or Short-Term Volunteer Opportunities**

If you would like to get involved and make a difference but have limited time available, the OLLI offers short term volunteer opportunities. Most OLLI events, such as Open Houses, concerts, receptions, forums, luncheons, etc., rely on member volunteers.

### **III. MEMBER BENEFITS AND RESPONSIBILITIES**

#### **A. Benefits of Membership**

OLLI Scholars are eligible to register for a wide variety of learning opportunities and are encouraged to take advantage of the numerous ways to get involved!

#### **OLLI Scholars**

- Register for:
  - courses and learning opportunities;
  - Shared Interest Groups (SIGs);
  - Educational Travel;
  - Social Events;
  - UK Wellness: Lap Swim and Johnson Recreation Center Fitness (additional fee paid to Johnson Center);
  - Discussion groups; and
  - Community engagement opportunities.
- Attend Donovan Forum presentations;
- Receive:
  - Catalogs in the mail 3x a year;
  - Special invitations to OLLI Events: performing arts, exhibits, concerts, etc.;
- Volunteer to:
  - Plan and implement programs and events;
  - Serve on committees and task forces;
  - Serve on the Advisory Board.

#### **B. Member Expectations, Responsibilities, and Boundaries**

Membership in the OLLI at UK is contingent upon following the policies and procedures of the OLLI at UK and our Host Locations.

##### **1. Member Responsibilities**

- a. Registrations must be confirmed prior to participation.
- b. Wait lists are kept for all courses. The OLLI Registrar contacts the next person in line when a space becomes available.
- c. All required Risk Releases must be signed prior to participation.



## 2. Member Expectations

- a. Respect others' beliefs, property, and the importance they place on learning.
- b. Respect and support a diverse and inclusive OLLI community.
- c. Be aware that others have health conditions which may not be noticeable. As a member of our OLLI community, please:
  1. Offer assistance, as needed and as you are able;
  2. Be aware that others could have increased susceptibility to pain or injury, even through light physical contact;
  3. If you have special needs or limitations, please address any concerns with specific instructors and/or the OLLI Office.
- d. Respect the requests, schedules, and time of our Instructors, Facilitators, and Host Locations.

## 3. Organizational Roles and Boundaries

As members of the University of Kentucky (UK) community, OLLI Scholars serve as role models for younger generations, and exemplify the excitement of exploration and discovery and the importance of remaining ever curious throughout our lifetimes. As we create and implement a wide variety of programs and activities each semester, UK's resources and regulations help guide us through these processes. Please do not hesitate to contact the OLLI Office with any questions or for assistance.

- Advice, views, and opinions expressed in OLLI Courses, SIGs, and programs are strictly those of the individual and not of the University of Kentucky.
- Course content has not been reviewed or approved by the University of Kentucky.
- Only OLLI at UK Staff can speak, or appear to speak, for the OLLI at UK, and in no event can anyone other than OLLI Administration make commitments for funding, personnel, or use of resources.
- See FAQs for:
  - Freedom of Speech statement; and
  - Political activity and campaigning policies and procedures.

## 4. Safe and Welcoming Environment

- a. We encourage energy and excitement consistent with maintaining a safe and welcoming environment at all times.
- b. Disruptive behavior will not be tolerated.
- c. Examples of disruptive behavior include, but are not limited to:
  - Impeding the delivery of services;
  - Interference with, or disruption of, activities;
  - Disregarding rules, policies, or procedures;
  - Misuse or destruction of property;
  - Disrespectful, offensive, abusive, speech or action;
  - Threats or acts of violence.

### **If you experience disruptive behavior in an OLLI Program:**

- Immediately report any concerns to your Instructor/Facilitator and the OLLI at UK Director.
- If the situation becomes threatening and/or dangerous, move immediately to a safe place, then contact 911. Contact the OLLI Director/OLLI Office as soon as feasible.
- If you are not sure who to contact first, err on the side of safety. Safety always comes first.
- All reported incidents will be investigated.

**In response to disrespectful or disruptive behavior:** the OLLI Director may take action including, but not limited to, removal from the course; revocation of membership; and ineligibility for membership.

## 5. Emergencies

**Depending on the severity of any emergency, real or perceived threat, and/or disruptive behavior:**

- **Move immediately to a safe place**
- **Call:**
  - **911**
  - **The OLLI Director: 859.257.2658**
  - **OLLI Office: 859.257.2656, or 859.257.2667, or 859.257.2657**

## IV. FREQUENTLY ASKED QUESTIONS (FAQs)

### A. Can I drop off my registration?

Unfortunately, no. Registration can be completed online or by mail.

### B. Visitors and Guests

If all 3 of the following requirements are satisfied, a guest may sit in on one class without registering in order to experience the opportunities OLLI has to offer.

1. **Prior approval by the Instructor**, please note that not all courses are a good fit;
2. **The course does not have, or had, a wait list of Members wanting to participate**; and
3. **A Risk Release (RR) has been signed by the Guest**. A signed Risk Release is a requirement of participation.

\*OLLI Membership must be completed prior to participating in UK Wellness Opportunities.

### C. What is the policy on photographs?

Photographs may be taken with prior approval of the instructor and those in attendance. If you would like to submit class photos for the OLLI catalog, website, Facebook page, etc., the OLLI Office will provide photo release forms. If photos are taken at a public event, releases are not needed.

### D. Can I audio/video record a class?

Recordings are discouraged and are allowed only if no copyrighted material is included, with prior written permission by the OLLI Office and the Instructor, and with the agreement of all persons in attendance. **\*\*IMPORTANT:** Recordings, of any kind, cannot be made of copyrighted music.

### E. Freedom of Speech

Freedom of speech is a treasured right in the academic community; however, in no setting is there an absolute right to free speech. The freedom of thought and belief are absolute, but other freedoms are not absolute and depend on time, place, and circumstances. Freedom of speech does NOT include freedom to use speech that is:

- slanderous or libelous,
- lewd or obscene,
- profane or blasphemous,
- will result in a breach of peace,
- is insulting and constitutes "fighting words" or words that by their very nature cause injury.

**For entire statement, please visit:**

**<http://www.uky.edu/legal/frequently-asked-questions>**

### F. Political Activity and Campaigning

- **OLLI at UK:**
  - Shall not carry on propaganda, or otherwise attempt to influence legislation\*;

- Shall not influence the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive\*;

\* within the meaning of Internal Revenue Code Section 4945(d)(1) & 4945(d)(2).

- **Federal Law IR Code Section 501(c)(3)**

“Organizations ...[including UK] are prohibited from directly or indirectly participating or intervening in any political campaign on behalf of, or in opposition to, any candidate for political office.”

- **University of Kentucky Regulations**

- The University cannot endorse, support or promote any political candidate or any partisan political activity. Therefore, University facilities shall not be used for conventions, rallies, or any campaign activities that would further the interest of a political party or of a candidate or candidates of public office. The facilities of the University may be used for public forums to which all legally qualified candidates for a public office are invited to speak provided that all such candidates are given equal access and opportunity to speak.

- Use of Facilities

" . . .University of Kentucky facilities shall be used only for educational, cultural and charitable purposes or other purposes as determined by the President. . . ."

- University employees may not use or provide University resources, including but not limited to mailing lists, office space, property, telephones..., technology, photocopying, or personnel to support or oppose a political candidate, campaign, party, or action committee or group. The University and its employees may not use institutional letterhead or the email system in support of or in opposition to a political candidate, campaign, political party, action committee, or group.

- **Note:** Political candidates may be invited to present for the OLLI, on a political/non-political topic, under specific circumstances.

**Visit these sites for more information:**

[www.uky.edu/regs/](http://www.uky.edu/regs/)

[www.uky.edu/legal/frequently-asked-questions](http://www.uky.edu/legal/frequently-asked-questions)