

office and administrative needs and working with volunteers from the organization. We recommend:

- (1) The Program Coordinator continue to locate adequate space in the first instance on the five campuses.
- (2) The office work load needs to be regularly monitored by the President in consultation with the Program Coordinator and Council to make sure that as we grow the demands on the office are reasonable and affordable.
- (3) At such time as the Program Coordinator retires or resigns, 5CLIR should establish a committee that should include past presidents of the organization and a representative of Five Colleges, Inc. to review the job description of the Program Director to determine its appropriateness for the size and demands of the organization.

### H. Technology

We have found that our members have considerable interest in the use of computers, that some have significant knowledge and background, and that some are gifted in sharing their knowledge with others. Roughly two-thirds of 5CLIR members are regular computer users and we have increasingly sponsored computer classes, workshops and support groups. We have developed an impressive website for our organization ([www.5clir.org/](http://www.5clir.org/)), with a variety of user friendly features and depositories for seminar products and photographs of our activities.

In addition we have found that our seminar experiences can be enhanced with the use of audio-visual technology, including advanced computer projection technology. Recently we purchased an LCD projector as well as an overhead projector and speakers and microphones to support our use of these devices when they can't be obtained from the colleges. They have already improved our seminar experiences. We have recommended:



*Molly Fitzgerald-Hayes of U Mass assists a 5CLIR member in collecting his DNA at the special seven week program on "You and Your DNA," Fall, 2001.*

- (1) Computer seminars, both basic and advanced, and support efforts should continue to be offered.
- (2) The continued development and maintenance of the 5CLIR website and its interactive features and encouragement of our members to become more interactive via the Bulletin Board.
- (3) We encourage our members to make use of audio visual equipment to enhance their presentations and the overall experience in our seminars.
- (4) We will broaden our data base to improve our program and activities planning.

**This Report was created by the Strategic Planning Committee (Chuck Gillies, Bob Grose and Nick Leras, Co-chairs, and Connie Anderson, Peg Bedell, Ed Buck, Eleanor Shattuck and Naomi Yanis) and was submitted to the 5CLIR Council on June 12, 2003.**

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