

## **FIVE COLLEGE LEARNING IN RETIREMENT**

### **MINUTES OF THE COUNCIL MEETING**

**February 8, 2018**

**Smith College Campus Center, Northampton, MA  
(First draft distributed on March 5, 2018)**

Council Members Present: Mike Brooks (President), Ellen Kosmer (Vice President), Gordon Wyse (Past President), Kathy Campbell (Treasurer), Chuck Aulino (Assistant Treasurer), Cynthia Barker (Secretary), Pam Daniels, Jake Greenburg, Chris Hurn, Jonathan Jay, Terry Rosenfeld, Jay Russell

Committee Chairs and Others Present: Ilene Rosenfeld, Miriam Whitney, Sara Wright, Nancy Hayes Clune, Tisha Ferguson, Neil Novik

Council Members Absent: Joanne Creighton

The meeting was called to order by Mike Brooks at 2:02 p.m.

The Council accepted the minutes of the December 14, 2017 Council meeting.

#### **Officers' Reports:**

##### President

1. Mike Brooks reported that Ilene Rosenfeld is chairing a special committee to review Appendix F of the Operations Manual for possible changes. The committee will meet Feb. 27, 2018, 9:30 A.M., Room 102 at the Smith College Campus Center, and all members of the committee have been notified.
2. We continue to pursue a policy regarding liability insurance associated with holding occasional meetings and events in member's homes. On March 1, 2018 the Director of Five Colleges, Inc. (together with two staff members) will attend our Executive Committee meeting to discuss this issue. We hope this issue will be resolved at that meeting. We will also

discuss with the Director the subject of liability insurance for officers and members of the Council.

3. Neil Novik is here today to discuss the experimental Auditor/Emeriti program.
4. Mike and Tisha have revised the membership dues form to distinguish between new members and renewing members.

### Vice President

Ellen will be attending the next Curriculum Committee meeting. She missed the last meeting of the Great Decisions Group. She is sending out an email to committee chairs, requesting that they inform her of the times of their meetings.

### Treasurer

The Treasurer's report was released with the agenda. The report is included as an appendix.

### **Committee Reports:**

#### Curriculum Committee:

A detailed report from the Curriculum Committee is attached as an appendix.

The Curriculum Committee prepared a proposed 2018-19 LIR calendar (attached as appendix) for submission and approval by the Council. A vote to approve the calendar was deferred to the next meeting. In future years, Tisha has requested that all committees submit their individual calendars to her, and Tisha will prepare a master LIR calendar, rather than requiring the Curriculum Committee to prepare a calendar for the entire organization.

Two spring seminars (Broadway Musicals and the Refugee Experience) were cancelled.

Writing to Remember: The spring semester had an unprecedented demand for Writing to Remember (WTR) seminars. The three scheduled WTR seminars were insufficient to accommodate all members who wanted to enroll, including a number who had designated a WTR seminar as first-choice. Consequently, the CC voted to add a fourth WTR seminar, for the Spring 2018

semester only. The Curriculum Committee (CC) has addressed the issue for the future in two ways:

- It passed a motion that a member may only enroll in one Writing to Remember seminar per semester.
- It formed a small advisory committee to consider options and bring recommendations to the CC at its March meeting.

Following the last Council meeting, the CC co-chairs convened a small advisory group (the co-chairs, the Ombudsman, and a Council member) to consider what action might be needed, if any, to address the relatively rare issue of a disruptive seminar participant. It was decided that setting guidelines for expected participant conduct in seminars would be useful.

The CC has reviewed and approved “Guidelines for Constructive Participation in Seminars” (attached as appendix) to be added to the Participant’s Handbook, and distributed to moderators to share with participants at the beginning of each semester. No changes are recommended to the Operations Manual, as the existing language in the Ombudsman section seems sufficiently flexible to handle the very rare occasion when some further action might be needed.

Neil Novik presented a summary of the Emeriti Program Evaluation. We received 106 survey responses in support of the evaluation, with 100% of respondents recommending that the program continue.

After some discussion, Mike Brooks appointed a committee (chaired by Jonathan Jay) to prepare a policy proposal for the Emeriti program for review by the Council; this policy would be incorporated within the Operations Manual. Jake Greenburg recommended that we continue operating under current rules, until a new policy can be developed and approved.

#### Finance Committee:

Next week, the Finance Committee will start working on a budget. If you have any input, please notify Kathy Campbell.

## Great Decisions

Information about the four upcoming programs is on our website. Program brochures will be distributed, probably, during the first week of March. Jake still needs someone to help with technology issues.

## Member Events:

Information about the April social event will be included in the next newsletter.

## Publicity

Nina Scott was unable to attend our meeting. Mike Brooks read her report which is included as an appendix.

## Special Programs

Please reference a detailed report (attached as an appendix) provided by this committee. Highlights include:

1. We now have Nancy Mihevc and Glenn Swanson facilitating Encore Presentations at Applewood Retirement Community from 10:00 am to noon on select Fridays beginning the end of February.
2. Science Roundtable will be suspended for the Spring Semester. They are hoping to resume in the fall.

## **Office Manager:**

Tisha just purchased a digital projector and screen. Tisha is preparing a technology inventory and instructions for use.

We now have 305 paid members, and added 170 email sign-ups.

For events that are open to the public, Tisha will notify senior groups with appropriate event information.

## **Old business:**

### Seminar Participation Requirements

There was a brief discussion about active participation of members in seminars.

There is language in the Operations Manual and the Bylaws about requiring active participation, but there is some latitude. We will revisit this subject at the next Council meeting. If you feel that the Bylaws or Operations Manual need to be changed, please bring a specific proposal to do so.

There being no further business, the meeting was adjourned at 3:58 p.m.

Cynthia Barker  
Secretary

February 2018 Council Report  
Curriculum Committee

- 2018-19 LIR Calendar: As required by the LIR Operating Manual, the Curriculum Committee prepared and approved for submission to Council a 2018-19 LIR Calendar. Significant changes from the current year are highlighted in yellow.
- Spring Seminars: Most Spring 2018 seminars start the week of February 19. There will be 22 seminars (no workshops). Two seminars have been cancelled due to low enrollment (Broadway Musicals and The Refugee Experience), and one additional Writing to Remember seminar was added (Green) (see below).
- Writing to Remember: The spring semester had an unprecedented demand for Writing to Remember (WTR) seminars. The three scheduled WTR seminars were insufficient to accommodate all members who wanted to enroll, including a number who had designated a WTR seminar as first-choice. Consequently, the CC voted to add a fourth WTR seminar, for the Spring 2018 semester only. The Curriculum Committee (CC) has addressed the issue for the future in two ways:
  - It passed a motion that a member may only enroll in one Writing to Remember seminar per semester.
  - It formed a small advisory committee to consider options and bring recommendations to the CC at its March meeting.
- Participant Conduct: Following the last Council meeting, the CC co-chairs convened a small advisory group (the co-chairs, the Ombudsman, and a Council member) to consider what action might be needed, if any, to address the relatively rare issue of a disruptive seminar participant. It was decided that setting guidelines for expected participant conduct in seminars would be useful.

The CC has reviewed and approved the attached “Guidelines for Constructive Participation in Seminars” to be added to the Participant’s Handbook, and distributed to moderators to share with participants at the beginning of each semester. No changes are recommended to the Operations Manual, as the existing language in the Ombudsman section seems sufficiently flexible to handle the very rare occasion when some further action might be needed.

- Moderator’s Meeting: The annual Moderator’s Meeting is scheduled for Friday, February 23, at Applewood Retirement Community, from 1:15 – 3:30 p.m. It is designed to attract and help first-time and new moderators. Experienced moderators willing to share their expertise are welcome.

- Summer and Fall 2018 Proposal Deadline: The Summer and Fall proposal deadline is March 9. This will be the second summer for the trial program of up to 3 summer seminars or workshops that Council authorized in 2016.
  
- Final Evaluation of Emeritus/A Auditor Trial Program: The final evaluation of the two-year Emeritus/A Auditor Trial Program has been completed (copy attached, with a copy of the original 2016 policy approved by Council). The CC reviewed the evaluation and approved it for submission to Council. In addition, based on that evaluation, the CC:
  - Recommends (unanimously) that Council define ‘audit’ to mean that if a seminar’s design includes a requirement that its participants make a presentation or lead a discussion, an auditor is not required to do so, and moderators may define the scope of the auditor’s participation; and
  - Recommends (by majority vote) that, because people’s health and circumstances change, Council consider adopting a policy that Emeritus/A auditor status can be changed in subsequent semesters.
  
- Miriam Whitney and Jim Harvey, Co-chairs, Curriculum Committee

Attachments:

2018-19 LIR Calendar

Guidelines for Constructive Participation in Seminars

5CLIR Emeriti/Auditor Program Evaluation (2/1/2018)

Announcement of New Emeritus/A Auditor Policy (April 2016 5CLIR Reporter)

## Public Relations/Publicity

I have written up all the articles (8 in all) from the “Going with the Grain” course; Katy van Geel has edited them and supplied almost all of the photographs. All but two have been published in the *Gazette*, and will appear singly in future 5 CLIR Newsletters; the last two are forthcoming shortly.

I have written a lengthy article on this same course for the Arthur F. Kinney Center for Interdisciplinary Renaissance Studies Newsletter, which will be published this spring. Our course met at the Center and we also fed a number of the staff, which is good for 5CLIR’s reputation.

I wrote up a report on the first tour of the Gazette for our newsletter, with photos by Gene Palmer and me. The second tour will be on the 8<sup>th</sup> of Feb.

I will do publicity for the Legislators’ Forum on Feb. 16.

Respectfully submitted, Nina M. Scott

## ***Guidelines for Constructive Participation in Seminars***

Five College Learning in Retirement uses a collaborative approach to learning. Our seminars are “peer led,” requiring each participant to take part of the responsibility for success of the seminar. Often this means making a presentation of some aspect of the seminar’s overall topic, but it also means contributing to constructive discussion and avoiding disrespectful behavior. The following are guidelines for doing your part to make the seminar a positive experience for all participants:

- Be well prepared for your presentation, or other contribution;
- Leave time for other participants to participate;
- Stay on topic while presenting or during discussion;
- Make arrangements in advance for audiovisual or other equipment and test well in advance;
- Avoid carrying on conversations during presentations or discussions;
- Turn off your cellphone during class;
- Be brief and try not to dominate the discussion;
- Disagree with respect for those who hold other points of view.