

OLLI at Duke – Instructor Town Hall – May 27, 2020

Frequently Asked Questions (FAQs)

Resources

Q. Can you provide a recording of this meeting or an instructor handout as a guideline?

A. All slides from and the recording of the Instructor Town Hall can be found on the OLLI at Duke Instructor website: <http://olliatdukeinstructors.pbworks.com>.

Q. I missed the Zoom orientation, what was covered?

A. A recording of the orientation is available on the instructor website.

Q. Can you provide (send out) the chat from this session?

A. The chat has been converted to this FAQ sheet. It is posted and links to this page are being sent to active instructors.

Q. What are the web addresses for additional information?

A. For information about online courses and to view previous classes: <http://olliatduke.online>
For instructor information: <http://olliatdukeinstructors.pbworks.com>
For the Course Proposal System: <http://duke.ollicps.org>

Q. Please list all of the instructor websites on the main Olli web site.

A. We will link from the OLLI member website to the two instructor websites, OLLI at Duke Instructor website and the Course Proposal System website. Regarding the instructors' course websites, these are the property of the instructor and it is not appropriate to make these sites available on the OLLI membership website.

Technical

Q. Can Olli help instructors with bandwidth problems?

A. OLLI cannot directly address bandwidth issues, but we will provide suggested actions instructors can take to address them.

Q. Can OLLI help me find a place with better WiFi to broadcast my class?

A. We're glad to help you brainstorm possibilities, but we cannot find it for you. We are aware some instructors have taught their class from an office building that has stronger bandwidth.

Q. Will the instructor come to the OLLI office to originate the Zoom call?

A. No, OLLI staff will originate the Zoom meeting from their designated office space and the instructor will join the Zoom meeting from their own home.

Q. What are the ways to get the best possible audio when sharing a YouTube from my laptop?

A. We will provide training on tools and processes for instructors who will be sharing audio or video from the internet or DVDs/CDs.

Q. Can multiple cameras be provided for art instruction?

A. Zoom does support the use of multiple cameras. However, each instructor will be responsible for their own equipment.

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Q. Will Weebly still be used?

A. Yes, Weebly remains the suggested tool for instructors to create optional course websites.

Q. Do you have recommendations for people with hearing loss?

A. We are still trying to figure out how we can best serve hearing impaired members. Some recommend using earbuds or headphones on their computers/tablets to hear the Zoom audio better. Some hearing aids support Bluetooth connections to computers. Also note that there are several different ways of turning up the volume on your computer. Zoom has volume control as does your device.

While Zoom does have captioning, Duke requires that all captioning be done by a human being. This is not an option for OLLI at Duke Courses.

Q. Will Duke record the classes on our account?

A. No the classes are recorded on OLLI's Duke account.

Q. Could/would you talk about the "record" feature?

A. The record feature will be described as part of future instructor training. We are still working out details on which courses to record and the logistics of making recordings available only to students in those courses.

Zoom-Related

Q. Does OLLI's Zoom license give us a full class time or are the classes going to be shortened?

A. OLLI's Duke Zoom Enterprise account does not have a time limit. Classes will not end abruptly, but we do need to be mindful of scheduled times just as we do with in-person classes.

Q. Can instructors use Duke's Zoom account?

A. Yes, in fact instructors will be required to use the Duke Zoom account.

Q. Can I use my own Zoom account?

A. No, instructors will be required to use the Duke Zoom account.

Q. Can I use my Duke Zoom license to teach?

A. No. Every instructor must use the OLLI Duke Zoom Account.

Q. Does Zoom allow for the use of any type of audience response system?

A. Zoom does offer a formal polling feature to ask the audience a specific question with multiple choice answers. There are also non-verbal response features that can be used to take an informal "poll" of students. These will be covered as part of future instructor training.

Q. Will the instructors be able to set up breakout rooms for small group discussions?

A. Yes, Zoom offers a breakout room feature, which can be used by instructors.

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Q. Can the instructor see the order of raised hands?

A. Unfortunately, Zoom does not indicate the order that hands are raised. The instructor or moderator will need to keep track. However, if the instructor uses the chat feature, the chat entries are in chronological order.

Q. Will the recordings be recorded on my computer or in some Duke OLLI Zoom account?

A. The recordings will be stored in the cloud on the Duke Zoom Account.

Course Format

Q. Will there be training for instructors?

A. Later this summer there will be several different types of training, e.g. advanced Zoom training; best practices for online instruction, etc. Training may be group training and/or individual training. Instructors will be offered the opportunity to rehearse and this can be recorded for the instructor's use.

Q. How will discussion classes work?

A. The instructor can design the course the way they want. One option would be to have a co-instructor where you lead the discussion and the other person facilitate the questions. You may choose to rely on Zoom's chat feature, or you could call on people who have raised their hand. In a small class you may be able to allow a more free flowing conversation. Zoom also provides a breakout room feature to (randomly) assign smaller groups of participants to engage in discussion and then reconvene with the entire class.

Q. My in-person class was limited to about 20-25 people to promote discussion. If I go online, does that open the class to more students, and less discussion?

A. You can still set a limit of 20-25 people; however, we appreciate instructors' increasing class size to meet the demand (i.e., eliminating wait lists). It is likely that the larger the size class, the more challenging it will be to facilitate discussion. You might consider inviting a colleague to be a co-instructor to monitor the chat feature or "hands raised" as you lead the discussion.

Q. If we are co-instructors, can one person be moderator while the other is speaking and vice versa?

A. Yes, if there is more than one instructor, it is expected that they will serve as moderators for each other.

Q. I am still undecided about teaching online. Who can I brainstorm this with?

A. Consider talking with your Area Chair or someone on the Curriculum Committee.

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Course Structure

Q. Are the beginning minutes a part of the 75 minutes?

A. The classroom will open 15 minutes prior to the start of class. This period does not count as course time. The 75 minutes starts at the official start of the class.

Q. Will there be a hard cut-off at 75 minutes?

A. No, there is not a hard stop; discussion and chat can continue for up to another 15 minutes. However, new content or material should not be presented during this extended period. I.e., students who choose to leave *on time* should not be penalized for doing so.

Q. It sounds as though you only want 10-week courses. Is that correct?

A. No, ten weeks is the maximum any course can be, but shorter courses are welcomed. Ten- and six-week classes will begin the first week of classes. Shorter courses will begin in late October.

Q. How many courses do you anticipate offering in the Fall?

A. We hope to be able to offer at least 60 courses.

Q. Will there be more than one course per time slot?

A. Yes, there may be up to four courses per class period.

Q. What size is a “large” class? 25? 40?

A. Large is 100+ or more

Q. Could we possibly have an in-person break out session with our students sometime in the Fall?

A. No, as of now, Duke prohibits OLLI from hosting any in-person meetings regardless of masks and social distancing.

Proposal Submission

Q. If a course is a modification of a previous course, do we need to submit it as a new course or can we just use the intent-to-teach form?

A. All instructors who plan to teach in the fall must submit an intent-to-teach form. If a proposed course is selected, then the instructor will be required to submit a full course proposal, regardless of whether the course was taught before. The new online Course Proposal System will save prior term proposals, so if a course is already in the system an instructor will be able to “resubmit” (a copy of it) for the current term.

Q. When are Fall Term proposals due?

A. The Intent-to-Teach form is due June 10; if invited to submit, the proposal will be due July 1.