Educational Programming Committee Standing Rules

● Class Material Requests
  ○ All purchased materials not directly consumed/used by the instructor or class is property of OLLI at UNLV
  ○ Items acceptable for material requests include:
    ■ Demonstration art supplies
    ■ 1 copy of a book or sheet music for instructor use, to be used in compliance with U.S. copyright fair use laws which stipulates that such material must be used for a limited and transformative purpose.
    ● The amount of work disseminated should be no greater than what is needed for the particular educational use (i.e., book excerpt/section, not the entire book)
      ○ If students should have their own copies, please provide title and places where they can purchase materials
    ● Copies of copyrighted works should include proper attribution and copyright notices
    ● Must be limited to the students within the course
    ● Any materials within these guidelines should pertain to the topic and be definitively covered in classroom discussion, or should not be distributed
    ● Student access to copyrighted content should terminate, when the student has completed the class
      ○ Material should not be distributed by the instructor to students after class semester has ended
    ■ Films/DVDs for instructional use
    ■ Other items as requested and approved by the OLLI at UNLV administrative team.

● Film Discussion Policy
  As OLLI at UNLV is a lifelong learning community, our goal is to encourage collaboration and the construction of knowledge within our classrooms. Copyrighted material may be used in class if it is used for a limited and transformative purpose such as commentary or criticism. To ensure fair use compliance, every film, video, or online piece shown, regardless of length, during OLLI at UNLV classes, activities, or events should be accompanied by a minimum of 15 minutes of discussion per piece.

● Team Teaching
  ○ The term Team Teaching applies to any class in which three or more instructors divide the teaching of classes with each teaching specific sessions.
  ○ No more than 5 instructors during Spring & Fall semesters or 4 instructors during the summer semester, with each instructor teaching a minimum of two weeks each
    ○ One team leader
- Facilitates all communication to class through one common channel
- Is able to substitute or accommodate if another instructor needs assistance or is unable to teach their designated class session.
  - Additional instructors are allowed on a case by case basis if teaching additional classes that semester. These additional instructors must be approved by the Educational Programming Committee and OLLI administrative team.

- **Syllabus Policy**
  - **NO MORE** than 1 page (back and front)
  - **MUST HAVE** the following
    - Class Title
    - Class Location (Paradise or Satellite)
      - Room Number if instructor would like to update after classroom assignments
    - Day(s) & Time(s)
    - Class Agenda, including title or description of weekly topic, guest speaker, and/or brief overview
    - As applicable, a materials list should be provided to the students

- **Guest Speaker Policy**
  - Complete Guest Speaker Survey at least one week in advance
    - There is a limit of two guest parking passes at a time per class. If you require more, please contact the OLLI office at least two weeks prior to your guest speakers arriving to campus as our department pays for each parking permit.
  - To obtain parking pass, visit Building 100 with guest speaker name and your class title
  - Have guest speaker park in available “Student” parking spot and place the guest permit in the lower right hand corner of the front window
  - OLLI at UNLV has guest speaker gifts and bottled water available for your guest. Please see or delegate to your Classroom Host/Volunteer to Program Specialist or Student Assistant for amenities.