

# **ALL Summer Term History**

Compiled by John Ringle, October 2018

## **Summary:**

The Academy for Lifelong Learning Summer Term began in the summer of 2008, in the seventh year of ALL's existence. Summer Term has been an ongoing activity of ALL since then.

Through 2018, ALL has offered 67 separate summer term activities. Of these, 43 (64%) have been field trips or tours, 6 (9%) have been classes held at the Church, 16 (24%) have been classes held at places other than the church, and 2 (3%) have involved attending performances. ALL has offered an average of 6 summer term activities each year for the past 11 years.

No official attendance has generally been kept for summer term activities, but attendees report a range of 30-60 people per activity, with an average around 40-45.

## **Brief History:**

### 2007-10:

Paula Krane, Chair of the ALL Advisory Council (now Board of Directors), was talking to other people in organizations similar to ALL and learned that they offered programs to their members in the summer. These were generally field trips or events away from the usual meeting place. They were less structured than the normal classes and were designed to promote more mingling and fellowship among members. Sometimes they included a lunch.

Paula brought these ideas to the Council in Winter 2008, and made some suggestions as to what an ALL summer term might look like. For example: 1.) The classes should be on Wednesday at about 10 am, 2.) They should be outside if possible, 3.) They should be a little different from the normal classes, 4.) They might include a lunch, 5.) Possibly one should be planned with grandchildren in mind.

The Council liked the idea and told Paula to proceed with the idea. She formed a committee of 4-5 current and past Council and Curriculum Committee members and planned the first classes for summer term 2008.

Following the success of the 2008 summer term, Paula and her committee planned and executed the programs for the 2009 and 2010 summer terms.

#### 2010-12:

During this period, Ad-Hoc committees were formed by the ALL Council to plan and develop the summer term activities. The committees varied in composition, with both Council and non-Council members serving. In May 2012, the Council considered developing some formal protocol for summer term.

#### 2012-13:

In August 2012, John Ringle, who had been the Chair of the Summer Term program for the past two summers, sent the Council some suggestions about how to formalize Summer Term. (See App. A). The Executive Committee of the Council proposed that Summer Term become a proposed committee of ALL, and that a task description of summer term duties be developed. In the November 2012 Council meeting, Summer Term was discussed as a standing committee of ALL and that the Chair of the Summer Term committee should be a Council member. The December 2012 meeting of the Council added Summer Term as a standing committee of ALL with 3 members minimum and a Council member as Chair. The Council also asked that a document listing the critical functions of summer term be developed. (See App. B). A committee was formed and began planning the summer 2013 activities.

#### 2013-14:

A summer term committee of 2 Council members and 2 other ALL members was appointed and began developing the summer 2014 activities. A Summer Session Planning Guide was submitted to the Council on Jan. 20, 2014 (See App.C).

The Standard Operating Procedures for the ALL Council, dated Feb. 6, 2014, listed Summer term as a standing committee of ALL, and stated that at least one Council member must be on the committee. The Summer Term committee would select its own chair, who would serve for a one year term. The makeup, purpose, and critical functions of Summer term as listed in the SOP were identical to those listed in Appendix B, as adopted by the Council in the December 2012 meeting.

In the summer of 2014, ALL became a non-profit corporation in the State of Oregon and obtained a 501(c) (3) status from the IRS. A Board of Directors replaced the Advisory Council.

#### 2014-15:

The Board approved a Policy and Procedures Manual (PPM) at the Sept. 30, 2014 meeting. This was modeled after the SOP of the old Advisory Council. The Summer term makeup, purpose, and critical functions in the PPM (See App. D) were almost identical to those in the old SOP (See App. B). The only differences were that the reference to 6 classes in the summer was eliminated, as was the requirement to keep OSUAA informed of the plans. At the Sept. meeting it was suggested that the Summer term guidelines be reviewed as they differ a little from the approved PPM.

The PPM approved on Sept. 30 had this statement about committee chairs and composition:

At least one Council member will serve on each committee. Committee members elect their own chair for a one year term. The Council Chair and committee Chairs may recommend members to committees; the Council Chair confirms all appointments except the Curriculum and Facilities Committees.

At the January 19, 2015 meeting of the Board, the statement about committee chairs and composition was changed to:

The chair of each committee is appointed by the Chair of the Board of Directors at the beginning of his or her term. The Board Chair is also responsible for appointing Board members to all committees except the Curriculum Committee and the Facilities Committee. Each Board member is expected to serve on at least one committee.

The PPM, as amended on January 19, 2015 has not been changed with regard to Summer term, its Chair selection, or its committee composition, and is the current version.

2015-18:

A Summer Session Planning Guide was submitted and added to the Table of Contents on Feb. 22, 2016 (See App. E). This follows very closely the Planning Guide submitted on Jan. 20, 2014, with small changes made to reflect the change from Advisory Council to Board, and deleting references to OSUAA.

Summer term sessions were successfully planned and executed by the Summer Term committee in the summers of 2015, 2016, 2017, and 2018.

## ALL Summer Term Activities

**2008**

Event	Field Trip	Class at church	Class elsewhere	Restr?
Geocaching	X			
Bard in the Quad			X	
How to Watch the Beijing Olympics		X		
Producing Gilbert and Sullivan at OSU			X	
Crystal Lake Cemetery	X			
OSU Historic Buildings	X			

**2009**

Event	Field Trip	Class at church	Class elsewhere	Restr?
Georgia-Pacific Mill, Philomath	X			Dis.
Mount Union Cemetery	X			
"The Best Gift" book discussion			X	
Chris Anderson reads poems		X		
Bard in the Quad			X	
OSU Engineering Buildings	X			

**2010**

Event	Field Trip	Class at church	Class elsewhere	Restr?
McDonald Forest	X			Dis.
Hull-Oakes Lumber Mill, Monroe	X			Dis.
Corvallis Art Center	X			
Bard in the Quad			X	
New Books for Children, Benton Co. Library			X	
Gathering Together Farm	X			

**2011**

<b>Event</b>	<b>Field Trip</b>	<b>Class at church</b>	<b>Class elsewhere</b>	<b>Restr?</b>
Corvallis Cohousing	X			
Corvallis Majestic Theatre	X			
Stahlbush Island Farm	X			30
Coffin Butte Landfill	X			
Salmon Watch, Alsea River	X			
Bard in the Quad			X	

**2012**

<b>Event</b>	<b>Field Trip</b>	<b>Class at church</b>	<b>Class elsewhere</b>	<b>Restr?</b>
Palm Harbor Manufactured Homes, Albany	X			
Talking Waters Garden, Albany	X			
Healthy/Sustainable Living	X			
Burning Man		X		
Bard in the Quad			X	

**2013**

<b>Event</b>	<b>Field Trip</b>	<b>Class at church</b>	<b>Class elsewhere</b>	<b>Restr?</b>
Playing for the Freeway Philharmonic		X		
Introduction to Forensic Science, WOU	X			
Jensen Arctic Museum, Monmouth	X			
Benton County Courthouse and Jail	X			
Old Fort Hoskins, Kings Valley	X			
OSU Hatfield Marine Science Center, Newport	X			
Antique Powerland Steam Park, Brooks	X			\$\$
Bard in the Quad			X	

**2014**

<b>Event</b>	<b>Field Trip</b>	<b>Class at church</b>	<b>Class elsewhere</b>	<b>Restr?</b>
OSU Bee Lab	X			
Linn Co. Historical Museum, Brownsville	X			\$\$
OSU Linus Pauling Institute	X			
Bard in the Quad			X	
Bob's Red Mill, Milwaukee	X			
Univ. of Oregon Art Museum	X			
South Town Fabric Art Studio	X			

**2015**

<b>Event</b>	<b>Field Trip</b>	<b>Class at church</b>	<b>Class elsewhere</b>	<b>Restr?</b>
"Buried Child" discussion, Readers Theatre		X		
"Buried Child" performance			X	\$\$
Oregon Rocks and Rock Hounding	X			
OSU Student Experience Center	X			
Gluten Intolerance: Fad or Fact?	X			
New OSU Architecture on OSU Campus	X			
Bard in the Quad			X	
"Midsummers Night Dream" performance			X	\$\$
Mary's Peak		X		

**2016**

<b>Event</b>	<b>Field Trip</b>	<b>Class at church</b>	<b>Class elsewhere</b>	<b>Restr?</b>
Benton County Museum, Philomath	X			40
OSU Hinsdale Wave Lab	X			30
Albany Museum, Rare Metals Exhibit	X			
Bard in the Quad			X	
College of Osteopathic Medicine, Lebanon	X			

**2017**

<b>Event</b>	<b>Field Trip</b>	<b>Class at church</b>	<b>Class elsewhere</b>	<b>Restr?</b>
Hull-Oakes Lumber Mill, Monroe	X			Dis.
Replacing Old Bridges			X	USA
Salmon in the Pacific Northwest			X	USA
Bard in the Quad			X	

**2018**

<b>Event</b>	<b>Field Trip</b>	<b>Class at church</b>	<b>Class elsewhere</b>	<b>Restr?</b>
Tour of OSU Vet. Medicine College	X			
Tour of Chintimini Wildlife Center	X			
Tour of Nat. Clonal Germplasm Repos.	X			
Bard in the Quad			X	
Tour of Bush House Museum	X			

**NOTES:**

Class denotes a class or a performance.

Restriction Codes: Dis. = Handicapped access limitations

(Restr?) USA = US citizenship required

\$\$ = Fee is charged

A number indicates the enrollment limit (e.g. 30)

## **Appendix A**

John Ringle August 2012

### ALL SUMMER TERM

#### Suggestions

#### FALL TERM

1. During September and October, have Susan announce in the ALL Weekly schedule: if anyone has any interesting ideas for summer term programs, and if anyone is interested in serving on a Summer Term Planning Committee, please let her know. This should also be a regular announcement at the beginning of fall term programs.
2. At the November meeting of the ALL Council, the Council will select a Summer Term Planning Committee (STPC). It should have 4-5 members, and should include anyone who has said that he/she is interested in serving on this committee (see item #1).
3. In early December, the STPC should meet, select a chairperson, and brainstorm some ideas for possible summer term programs, including any suggestions from members (see item #1).

#### WINTER TERM

1. In early January, the STPC should meet and select some potential summer programs. The potential list should include 8-10 possibilities. Each STPC member selects 1-2 possible programs to investigate.
2. During January, the STPC members will individually investigate their assigned programs for feasibility and interest (i.e., can they accommodate our group, does it sound like something that will be of interest to ALL members, is there a cost, is transportation a problem, etc.).
3. Around the middle of February, the STPC should meet, report the results of their investigations (see item #2 above), and select 6 activities for the summer program.

4. If an over-night tour is one of these, a tour company (such as Oregon West Excursions) should be contacted right after the February meeting. The tour company MUST have general liability insurance in order to satisfy the requirements of the OSU Alumni Association. Give the tour company a general agenda for the tour. This agenda does not have to be very specific; the tour company will probably have some good ideas about things to include or not include. It is important to start this planning early as arrangements can take considerable time.

## SPRING TERM

1. By the end of March or early April, if an over-night tour is planned, have the final tour plans arranged with the tour company.
2. In early April, the STPC Chairperson should get Summer Term Program forms from Susan or Bill and distribute them to the STPC members.
3. In early April, each STPC member should confirm final arrangements with the program(s) they have investigated and are responsible for. If the Congregational Church will be used for any of these activities, check with the Church to be sure the room is available.
4. By the end of April, each STPC member will fill out the Summer Term Program form for their programs and return them to Bill.
5. In May, Bill will produce a tentative Summer Term program, and send it to the STPC Chairperson, who will distribute it to the STPC members to proof read.

## **Appendix B**

From ALL Council minutes, December 17, 2012  
and  
Advisory Council SOP

New Committee:

Add Summer Term Committee. Suggested description:

Makeup: At least three members, with a Council member as Chair.

Purpose: Plan, develop and implement Summer Term classes. (There are usually 6 of these).

Critical Functions:

1. Devise a Summer Term Form to include:
  - Date of event.
  - Location.
  - Contact Person (Presenter or other individual) and Contact information.
  - Host
  - Course Description
  - Facility Committee technical needs.
2. Identify several possible Summer Term class ideas. These usually are nearby, but off-site field trips possible.
3. Contact the possible Presenters to determine dates and availability. If the class is to be in the usual classroom, verify with the Congregational Church that the space is available.
4. Make up the calendar and write the Course Description.
5. Obtain a Host for each session, who will briefly introduce the Presenter.
6. By the end of April, submit Summer Term Program Forms to the SOC Editor, who will print the Summer SOC for late spring distribution to the members.
7. Following the event, send a note of appreciation to the Presenter.
8. Keep OSUAA informed of plans.

## **Appendix C**

Submitted January 20, 2014

### ALL Summer Session Planning Guide

1. Council president should appoint a committee of three or more members to set up and host summer classes by mid-January. One of these should be a Council member and one a member of the Curriculum Committee. The president should appoint one of these as chairman.
2. Summer Session Committee should hold an initial planning meeting by mid-February. Additional meetings can be held as needed.
3. Summer committee members are to find and make arrangements for speakers. Usually these classes are held as field trips outside the regular ALL classroom. However, if necessary and appropriate, the staff Program Coordinator can make arrangements to use ALL's regular facilities.
4. Classes are usually scheduled for one each week, beginning after the 4<sup>th</sup> of July. They are generally held either 9:30-11:30 am, or 1:30-3:30 pm.
5. Normally, class participants are expected to provide their own transportation to these classes. Other transportation arrangements are the responsibility of the host and must follow OSUAA policy.
6. Summer classes are usually held within the area bordered by Salem, Eugene, and the Coast. Greater travel distance usually makes for smaller class size.
7. An ALL Class Form for each class should be turned in to the staff Program Coordinator as classes are arranged, with all forms to be submitted by May 1<sup>st</sup>.
8. The staff Program Coordinator will arrange for the printed summer class schedule to be printed and available for distribution before the last week of Spring session. Copies should be mailed to all ALL members.
9. Each class should have a host who will gather the class together at the site and introduce the speaker or tour leader.
10. A small portable microphone owned by ALL is available for summer classes as desired. It is simple to operate. Log date and time when taking the returning the portable microphone. Log is in closet where microphone is stored.
11. A thank you letter or email should be sent by the class host to each speaker and/or facility and supervisor, if appropriate, within one week after the class.

Prepared by: John Wolcott, Susan Savage, and Fria Rogers.

## **Appendix D**

PPM approved by the Board on Sept. 30, 2014

### Summer Term Committee

Makeup: At least three members, with a Board Member as Chair.

Purpose: To plan, develop, and implement Summer Term classes.

Critical Functions:

1. Devise a Summer Term Form to include:
  - a. Date of Event
  - b. Location
  - c. Contact Person (Presenter or other individual) and Contact Information
  - d. Host
  - e. Class Description
  - f. Facility Committee needs
2. Identify several possible Summer Term class ideas. These usually are nearby off-site field trips.
3. Contact the possible Presenters to determine dates and availability. If the class is to be in the usual classroom, verify with the Congregational Church that the space is available.
4. Make up the calendar and write the Class Description.
5. Obtain a Host for each session, who will briefly introduce the Presenter.
6. By the end of April, submit Summer Term Program Forms to the SOC Editor, who will print the Summer SOC for late spring distribution to the members.
7. Following the event, send a note of appreciation to the Presenter.

## **Appendix E:**

### ALL Summer Session Planning Guide

Submitted Feb. 22, 2016

1. The Chair of the Board should appoint a committee of three or more members to set up and host summer classes by mid-January. One of these should be a Board member and one a member of the Curriculum Committee. The president should appoint one of these as chairperson.
2. Summer Session Committee should hold an initial planning meeting by mid-February. Additional meetings can be held as needed.
3. Summer committee members are to find and make arrangements for speakers. Usually these classes are held as field trips outside the regular A.L.L. classroom. However, if necessary and appropriate, the Program Coordinator may be able to make arrangements to use ALL's regular facilities. Be aware that the church uses the Meeting Hall frequently in the summer and is often unavailable.
4. Classes are usually scheduled for one each week, beginning after the 4<sup>th</sup> of July. They are generally held either 9:30–11:30 AM, or 1:30–3:30 PM.
5. Normally, class participants are expected to provide their own transportation to these classes. Tour arrangements must follow ALL policy.
6. Summer classes are usually held within the area bordered by Salem, Eugene, and the coast. Greater travel distance usually makes smaller class size.
7. An ALL Class Form for each class should be turned in to the Program Coordinator as classes are arranged, with all forms to be submitted by 1 May.
8. The Publications Editor will arrange for the printed summer class schedule to be printed and available for distribution before the last week of Spring session. Copies may or may not be mailed to all ALL members. They have been mailed and not mailed in the past.
9. Each class should have a host who will gather class together at the site and introduce the speaker or tour leader.
10. A small portable microphone owned by ALL is available for summer classes as desired. It is simple to operate. Log date and time when taking and returning the portable microphone. Log is in closet where microphone is stored
11. A thank you letter or e-mail should be sent by the class host to each speaker and/or facility and supervisor, if appropriate, within a week after the class.

