

# Acadia Senior College Instructor Manual (Quick Start)

207-288-9500

[learn@acadiaseniorcollege.org](mailto:learn@acadiaseniorcollege.org)

[www.acadiaseniorcollege.org](http://www.acadiaseniorcollege.org)

PO Box 475, Southwest Harbor, ME 04679

**Student requirements:** Acadia Senior College is open to everyone 50 years of age and over (as well as those with spouses or partners over 50), or to members of other Maine Senior College.

**Instructors** are all volunteers.

**Instructors** are entitled to take one free class (requiring a paid membership) for each course taught and successfully completed.

A **guest** may attend one class with the instructor's permission, if space allows.

**Online forms:** Course proposal form; student feedback form; instructor feedback form.

**Auto-emails to students** – Online registration generates:  
Course confirmation; course details; text info, if any required; payment confirmation/receipt;  
class list (without contact info); risk form (as required for physical activity, field trips, or food);  
feedback form invitation.

**Auto-emails to instructors:** class lists with contact info.

**Instructors should** create a blind-copy of student email addresses to most easily communicate as needed, i.e. weather cancellations or illness, assignments, etc.

**Text/supply costs** should be kept to \$20-\$30 per student, if possible.

**Photocopies** may be made, and billed to ASC at First Express, Cottage St, Bar Harbor. (Please be mindful of the expense, and the environmental cost.)

It is advisable to **visit sites** before requesting use for a class. **The classrooms** should be left as found, and classes should be mindful of noise levels. We are guests at our host sites. (Note: sites must be consulted before rescheduling a class.)

**ASC equipment** is managed by Jim Mroch. (Request contact info from the ASC office, if needed.)

**The last pages in this document contain copyright and fair use rules, guidelines and laws. Please show respect to authors.**

# **Acadia Senior College Instructor Manual (Full Version)**

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## **Mission Statement**

Acadia Senior College is an educational organization providing intellectual stimulation, practical knowledge, social interaction and fun primarily for adults over 50.

## **ASC Contact Information**

ASC Administrator: Janice Kenyon

Phone: 288-9500

e-mail: [learn@acadiaseniorcollege.org](mailto:learn@acadiaseniorcollege.org)

Website: [www.acadiaseniorcollege.org](http://www.acadiaseniorcollege.org)

Mailing address: P.O. Box 475, Southwest Harbor, ME 04679

## Curriculum Committee

Chair: Charles Stanhope

Committee Liaison with Faculty: Larry Martin

## Officers of the Board:

President: Nat Fenton

Vice President: Linda Dunn

Treasurer: Andrew Cline

Secretary: Ann Caswell

## **Organization & Administration**

Acadia Senior College (ASC) is a not-for-profit, membership-based and volunteer-operated educational institution serving the needs of adults age 50 and over for intellectual stimulation, practical knowledge, social interaction and fun. As such, student performance is not evaluated or graded, and no course credits or degrees are awarded. All students must be paid members of the college, reflecting the collegial and egalitarian nature of the learning experience: that all participants are peers, freely sharing their knowledge, experience and ideas.

The college is governed by the Board of Directors, composed of between 9 and 15 members elected to three-year terms by the membership at the Annual Meeting of the college. The four officers of the Board – president, vice-president, treasurer and secretary – are elected annually by the membership. The Board establishes operational regulations and financial policies, provides guidance and develops the strategic plan and goals for the college.

From 2005 to 2012 ASC maintained its office in the Gates Center at the College of the Atlantic in Bar Harbor. In 2012 the office moved to a corner, second floor room at the Maine Sea Coast Mission, 127 West St, Bar Harbor. In 2018 the decision was made to transition to ASC a virtual office with no physical office space.

Janice Kenyon will administer the college and direct the day-to-day operations from her home office in Southwest Harbor. The best way to reach her is by email at [learn@acadiaseniorcollege.org](mailto:learn@acadiaseniorcollege.org).

Supported by volunteers, the Administrator maintains membership and course registrations, communicates with the membership, supports and prepares reports for the Board and the committees, publicizes college events, and maintains the ASC website, [www.acadiaseniorcollege.org](http://www.acadiaseniorcollege.org).

Course offerings for each class term are developed by the Curriculum Committee, operating under the guidance of the Board of Directors, based upon Course Proposal forms received from members and others. The committee solicits, reviews and approves course proposals, develops course brochures, schedules classes and arranges classroom sites, and manages the class evaluation process.

## **Class Policies and Procedures**

**Tuition and Fees:** Subject to periodic review by the Board, the annual rolling membership fee is currently \$35 for one year, or \$90 three years. Membership fees may be paid before or concurrently with class registration, but memberships must be good through the end of the registration term.

Tuition, which covers all course textbooks, copies and materials, is presently \$60 for one class, plus \$35 for each additional class enrollment during the same term. (*Students registering for classes after registrations close are responsible for acquiring their own texts.*)

ASC members in good standing are also eligible to register for classes at any senior college in Maine without paying an additional membership fee (though tuition will be charged by the individual college, and may vary from one college to another).

**As a modest way of recognizing and appreciating our *volunteer instructors*, instructors may register for one class free of tuition in exchange for each class previously taught and successfully completed, with no time limit to this tuition “credit.”**

Any member who experiences financial difficulty in paying tuition may contact the ASC Administrator to request “scholarship” approval to enroll tuition-free in one class per term, subject to review by the ASC officers.

Since we continually strive to publicize our programs and enlarge our ASC community, if you are willing and if your classroom has space, instructors may admit friends or visitors of your students to join in a **single session** of your classes, including non-members or even “underage” observers.

**Instructors and Classes:** Volunteers are encouraged to develop and propose courses based upon their professional careers or personal interests, provided that they bring substantive experience and knowledge of the material. Course proposals should be submitted to the Curriculum Committee by the deadline posted on the ASC website for the appropriate class term. The proposal form may be filled out and submitted on the ASC website. Prior teaching experience, while always advantageous, is not required. Subject to review by and suggestions from the Curriculum Committee, any topic of reasonable interest to ASC membership may be proposed, from academic subjects in literature, history, the sciences or arts, to

sports, games, dancing, or practical skills from photography to food. Team-teaching of classes, whether by two or more instructors, has proven to be a successful model, and such proposals are welcomed. All instructors in a team should be included in the biographical information section of the course proposal form.

Courses may include appropriate outdoor or on-site field work; past examples include bird-watching, geology, and MDI flora and fauna. Transportation required for such courses must be arranged by the instructor and class members, since there is no ASC vehicle. Course descriptions should clearly specify the level of agility required to participate, since ASC members have varying degrees of mobility and balance. The instructor of any class involving **physical activity or outdoor trips** is responsible for ensuring that all participants sign a **“Release and Assumption of Risk” form, releasing the college and the instructor** from liability. These forms are automatically emailed to members of any class requiring them.

Classes are normally offered in one of three terms: Fall (Sept. – Oct.), Winter (mid-Jan. – mid-March), or Spring (April – May). Class scheduling is proposed by the individual instructor, but may be modified in discussion with the Curriculum Committee, which must balance the requests of multiple instructors, limitations imposed by classroom sites, and other considerations. Most classes are taught for 5 to 8 weeks, during one two-hour session per week. While classes have traditionally been scheduled for Mondays through Thursdays, proposals for Friday or Saturday classes will be considered, and evening classes are encouraged (when suitable sites can be arranged). A list of current site partners is listed on the course proposal form.

**Brochures and Registration:** *Beginning in the winter 2017 term, course registrations will be online at [www.acadiaseniorcollege.org](http://www.acadiaseniorcollege.org). At the announced/published opening date and time of registration, course registration will be “first come, first served.”*

Courses are also publicized in class brochures printed and distributed in advance for each term. To allow sufficient time for brochure design, printing and distribution, ordering of textbooks and supplies, copying and other preparations, course proposals are requested several months in advance, and the registration period normally ends at least a month before classes begin.

The instructor is encouraged on the course proposal form to specify minimum and maximum enrollment numbers for the class. This range may be determined in part

by the anticipated format of the proposed class (discussion, lecture, etc.) Should the enrollment fall outside this range at the end of the registration period, the instructor will be notified, and perhaps asked to consider accepting a higher (or lower) number of participants. Normally, classes with four or fewer registrations will be cancelled, as not justifying the effort for the instructor, Administrator and committee in arranging the site, ordering texts, etc. Some sites cannot accommodate more than fifteen in a class, though classes as large as 25 – 30 may occasionally be arranged.

Online course registrations for a given term open on the date and time advertised on our website and in our printed course brochure. Anyone age 50 and over may log into the ASC website, and sign up for a class, first come first served. Membership must be current at the time of registration and be valid through the end of the term. As courses fill, registrants will be added to a wait list, and notified in the order of sign-up if, and as, seats become available.

Once the minimum stated number of students are registered in a given class, each student will automatically be sent all course materials, including a confirmation letter notifying them of the class dates, time and location, contact information for the instructor, (a list of the class participants, once the class registrations end), the time and place to pick up texts and other supplies. An invitation to fill out a course feedback form will be emailed to each student automatically at the end of term.

Emails that are auto-sent from our website to each student: 1. Confirmation of registration 2. Confirmation of payment 3. Class information, once registrations close 4. Class list of students without contact information 5. Text information, if any. (The instructor receives a class list with all contact information.

**Instructor Responsibilities:** Instructors are encouraged to **create an email group** of their students, to more easily communicate, once they have class list with contact information. It is best practice to communicate to this group **via blind copy**. Please ask for help if you do not know how to do this. Email addresses should not be shared without the students' permission.

Instructors are also encouraged to write an **introductory letter** to their students, and these may be emailed by the instructor once the instructor has the class list with contact information, after the registration ends. This letter may provide information about the class, specify a reading assignment for the first meeting, or suggest other materials which students might be interested to consult in advance. At the first meeting, instructors might provide a class syllabus for participants. *Do*

*make a plan for inclement weather - **such as** when local schools are canceled, class is canceled. It is up to the instructor to make this decision. The Administrator does not decide on cancellations or notify students.*

Both the instructor and class members find it helpful if all participants are encouraged to wear **name tags**. The ASC Administrator will provide nametags before each term and make arrangements to get them to the first class.

While each instructor is free to teach in whatever style seems best suited to the class material, class size, and the instructor's personal approach, in general an open style encouraging free discussion and interchange of ideas has proven both popular and effective in the senior college.

ASC course feedback forms are provided to students and instructors via the website and a reminder email is sent to students at the conclusion of the class. Please encourage class participants to complete and submit these after classes end, as such feedback can provide useful suggestions regarding the instruction format, suitability of the site, etc. A separate evaluation form to be completed by the instructor is also of great value to the Curriculum Committee. Student evaluations are emailed to the instructor automatically and are also available on the website.

***If either the instructor's schedule** or (especially in the **Winter term**) the weather prevents a class from occurring on a scheduled day, the **instructor is responsible**, as far in advance as possible, for notifying class members (a prearranged "phone tree" is useful, and especially in Winter-term classes, should be set up during the first class), as well as notifying the Administrator (288-9500) **and an appropriate representative at the class site**. If a "make-up" date is scheduled, the instructor should arrange that date in advance with the appropriate contact at the class site.*

Instructors and class participants should remember that ASC is a guest in the facilities of our site partners. Accordingly, please leave the classroom as you found it, with chairs and tables returned to original positions, papers and trash removed or disposed, and equipment securely stored. Also, when noise could affect those working or living in the site facility, please close classroom doors and attempt to control decibel levels so as not to disturb others. Please encourage class members to adhere to the site's parking regulations and requests.

**Class Materials:** Textbooks are ordered by the Administrator, from Sherman's Bookstore (288-3161) in Bar Harbor, where they may be picked up by enrolled class members as soon as available, normally at least a week before the class

begins. We use the copy service of First Express, Cottage St, Bar Harbor. Instructors may have copies made there. First Express will bill ASC for copies made.

Please note that while the college has hesitated to place any restriction on the **cost of** textbooks, copies and supplies, these materials are provided to members at no cost beyond their tuition payments. Therefore, instructors are respectfully requested to be sensitive to the cost of the books and materials they request for their students; **historically these expenses have averaged between \$20 and \$30 per student.**

When requesting that papers be photocopied for the class, the instructor should bear in mind that there is **a cost, both financial and environmental**, to large quantities of copies; and **materials in copyright** are protected by law; the instructor must observe the relevant copyright laws, a summary of which is found in the Appendix to this Instructor Manual. Whenever practical, copies for the classroom should be double-sided.

*Please do not impose on our site partners by requesting to use their copiers for last-minute work.*

**Equipment:** The college maintains some supplies and equipment which may be useful to instructors, and will be transported to the class sites upon request (several sites are willing to make their own equipment available to our instructors as well). ASC equipment (in limited quantities) includes LCD projectors, screens, flip-charts with easels. Equipment specified by the instructor in the course proposal form will be delivered in advance to the site by a member of the college's Technology Committee. Any problems with missing or defective equipment should be promptly reported to the Administrator. ASC equipment will be picked up and stored after the last class session.

## History of the College

Acadia Senior College (ASC) began as a community project “to provide intellectual stimulation, practical knowledge, social interaction, and fun” for older persons in the Mount Desert Island region. After investigating Maine’s initial senior college programs in Portland, Jim Clunan first presented ideas for starting a local senior college at two public meetings held on wintry evenings at the Somesville Fire House in February 2000. These attracted more than 100 enthusiastic residents, who offered a wide range of talents and experience which they were eager to share with the community. In March of 2000 ASC was formally organized under the sponsorship of the University College Ellsworth, which provided administrative services (registrar, financial accounting, mentoring, and office space) in exchange for a percentage of revenues. A group of volunteers created a curriculum of courses, lectures, and excursions for a “pilot” semester that fall, funded by community donations and two start-up grants of \$5,000 each from the State Senior College System and the Maine Community Foundation.

Favorable publicity, including a front-page story in the *Bangor Daily News* brought additional faculty and students, so that the first three class sessions (fall, winter and spring of 2000-01) attracted 282 enrollments in the 27 courses offered. Employing the idea of a “dispersed campus,” the college kept its costs low by holding classes at sites provided *gratis* by non-profit organizations on the island, including libraries, churches and other “site partners,” while relying on member volunteers as teachers and office support. Thus, ASC was able to operate “in the black” from its beginning, supported by membership fee and tuition income, augmented by modest donations from the community.

After five years, membership in ASC exceeded 250 and over 150 classes had been offered to seniors age 50 and over. Recognition of ASC’s success came from the United Way of Eastern Maine and WLBZ-TV, awarding their “2 Those Who Care” community service award to the president of ASC in October 2004. However, the labor-intensive demands of faculty recruitment, response to members’ needs, and frequent travel to Ellsworth were eroding the founders’ stamina and volunteers’ availability. The logistically complex excursions program was terminated; lectures and special events were focused on fewer high-profile offerings, e.g., foreign policy lectures by Zbigniew Brzezinski, Philip Geyelin and Seth Singleton, and panels featuring David Hackett Fischer and Boyden Gray.

By the end of 2004, the Board determined that it would be best for the long-term future of ASC to become an independent non-profit corporation, ending its

formative ties with the University College in Ellsworth, taking over its own administrative functions and moving its office onto MDI. During the spring of 2005, ASC filed as a Maine corporation, applied and was approved by the IRS as a tax-exempt organization under Section 501(c)(3) of the code, and by the State of Maine as a Charitable Organization qualified to accept tax-deductible donations. A small Bar Harbor administrative office was opened in Gates Hall at the College of the Atlantic, and ASC hired its first part-time employee to serve as office administrator. To support this position, an annual appeal to the college's members was instituted.

ASC has since continued to flourish, now as an independent organization which has become integral to our island communities, with (in 2016) 400 members and well over 100 instructors, who have led nearly 650 classes attracting over 7,200 enrollments. As the result of the Board's 2006 strategic planning retreat, administrative duties were spread among a greatly expanded committee structure, including Curriculum, Community Events, Finance, Development, Membership, Technology, and Nominating Committees. It is a testament to the enthusiasm and dedication of our membership that more than 50 volunteers have joined these committees to ensure the success of this organizational system.

The college's program of community events has expanded greatly, featuring lecture series, as well as the monthly "Food for Thought" lecture-lunches at Birch Bay Village, the "Coffee Clash" discussion breakfasts at Sips, and a members' art show.

Meanwhile, the college's finances have recently been strengthened by a \$25,000 matching grant from the Maine Community Foundation, awarded as seed money for an Endowment Fund, after the membership responded by donating matching funds which quickly exceeded the MCF goal. Together with the Operating Fund and Founders' Fund (accumulated annual appeal proceeds dedicated to payroll and employee benefits), the total fund balances of ASC exceeded \$125,000 as of the fiscal year ending June 30, 2009. ASC enters its second decade well positioned to sustain and expand upon its mission to offer ideas, stimulation, companionship and fun to the senior community on and around Mount Desert Island.

## **APPENDIX A**

### **Board of Directors 2018-2019**

**President:** Nat Fenton

**Vice President:** Linda Dunn

**Treasurer:** Andrew Cline

**Secretary:** Ann Caswell

Michael Blythe

Ruth Braun

Ann Caswell

Andrew Cline

Abigail Conrad

Linda Dunn

David Einhorn

Nathaniel Fenton

Janice Kenyon

Ward MacKenzie

Linda Martin

Sandy McFarland

Kathleen McQuaid

Daniel Poteet

Charles Stanhope

Please call or email for contact information for board members.

## **APPENDIX B**

### **Committee Membership**

#### **Standing Committees:**

##### **Executive/Personnel**

Nat Fenton, President

Linda Dunn

Andrew Cline

Ann Caswell

Daniel Poteet

##### **Curriculum**

Charles Stanhope, Chair

Ruth Braun

Bill Dohmen, Site Committee

Linda Dunn, Site Committee

David Einhorn

Margot Haertel

Moorhead Kennedy, Member at Large

Bonnie Lundquist

Larry Martin, Secretary

Sydney Roberts Rockefeller

Marion Smith

##### **Finance**

Andrew Cline, Chair

Michael Blythe

Jim Clunan

Bill Dohmen

James Kitler

Ward MacKenzie

Dan Poteet

Jim Vekasi

Bob Zinn

## **Nominating**

Abigail Conrad, Chair  
Jim Clunan  
Nat Fenton  
Paul Haertel  
Nancy Howland

## **Special Committees:**

### **Advancement**

Dan Poteet and Dianna Emory, Co-Chairs  
Ann Caswell  
Andy Cline  
Jim Clunan  
Sandy McFarland  
Sydney Roberts Rockefeller

### **Events**

Jeff Dunn, Chair  
Melita Brecher  
Ann Caswell  
Jim Clunan  
Norene Hunter  
Janice Kenyon  
Susan Lerner  
Sydney Roberts Rockefeller

### **Membership & Volunteers**

Chair: Rita Gallon  
Ann Caswell  
Jim Clunan  
Fran Fry  
Nancy Howland  
Sheila Kirby  
Deb Loftus

Sue Pennington  
Ruth Rossi  
Eric Uberseder  
Linda Uberseder

**Information, Technology & Communications**

Chair: Jim Mroch

**Public Relations:** Ann Caswell

## **APPENDIX C**

### **Class Site Partners (2018 - 2019)**

See the website for up to date site partners:

<https://www.acadiaseniorcollege.org/classrooms>

## **APPENDIX D**

### **Academic Year Calendar (2018-19)**

**Fall 2018:** August 27 – October 26, 2018

**Winter 2019:** January 7 – March 15, 2019

**Spring 2019** - March 18 – May 17, 2019

(Note – dates will vary by class, within the term dates.)

## APPENDIX E

### Fair use guidelines:

The agreement refers only to **copying from books and periodicals**, and it is not intended to apply to musical or audiovisual works.

### Guidelines

#### I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- a. A chapter from a book
- b. An article from a periodical or newspaper
- c. A short story, short essay or short poem, whether or not from a collective work
- d. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

#### II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- a. The copying meets the tests of brevity and spontaneity as defined below and,
- b. Meets the cumulative effect test as defined below and,
- c. Each copy includes a notice of copyright

Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with respect to books and periodicals.

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines. Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

## Guidelines

### I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

#### Definitions

#### Brevity

i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.

ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in “i” and “ii” above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

iv. “Special” works: Certain works in poetry, prose or in “poetic prose” which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph “ii” above notwithstanding such “special works” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than ten percent of the words found in the text thereof, may be reproduced.

#### Spontaneity

i. The copying is at the instance and inspiration of the individual teacher, and

ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

#### Cumulative Effect

i. The copying of the material is for only one course in the school in which the copies are made.

ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

iii. There shall not be more than nine instances of such multiple copying for one

course during one class term.

[The limitations stated in “i” and “iii” above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

[This document was updated in June 2018.]