

LLI Council Meeting Minutes
July 20, 2020
Via Zoom
9:30a.m. to 11:08 a.m.

Council Members Present: Robert Beaury, Tom Esposito *ex officio*, Robert English, Nanci Kryzak, Deborah Lanser, Jill Lundquist, Emily Michael, Chuck Mishaan, Marge Moran, Cathy Reinis, Deborah Schwartz, Linda Stanley, Anne Sunners

Council Members Absent: Ann Miller, Maddy Watterson

Also Present: Anne Brueckner, Irene Esposito, Felice Gelman

Call to Order: The regularly scheduled meeting was called to order by President Nanci Kryzak at 9:30 a.m. She welcomed the new Council to the new fiscal year and said she is honored to serve as president with the current members. She also welcomed Tom Esposito, who as *ex officio* president is welcome to come to all meetings, but cannot vote. She welcomed the new Council members and the continuing members, and said she is pleased to serve with them. She added that she is delighted to have the visitors join us.

Minutes: Upon a motion by Emily and seconded by Robert B, the minutes of June 15, 2020 were approved unanimously.

Executive Committee Reports

President's Report: Nanci Kryzak

Nanci noted that last year, Council approved increasing the membership to 330 for the 2020-2021 year, before the ramifications of COVID-19 were appreciated. Our membership now stands at 324, including 262 renewing members and 62 new members. She thanked Barbara Burns and Membership Development for simplifying the new member application.

Nominating Committee recommends that Nanci appoint Cathy Reinis to serve as second Vice President for one year to complete Mary Deady's term.

Motion: Upon a motion by Jill and seconded by Anne S, Council unanimously approved the appointment of Cathy as second VP through June 2021.

Action point: Nanci will issue an updated President's memo including the full roster of officers and committee and team chairs.

The Executive Committee met to discuss the recording policy. Presenters are allowed to record their classes upon approval by Council. One SummerFest course was recorded without prior Council approval because the session manager was unaware of the policy. The Committee agreed to release a viewer's copy of the recording to the presenter upon a written agreement of Bill Tuel and Emily Michael, who are identified on the recording. The recording will not identify any members in the recording. LLI will not distribute the recording.

Donna Warner and Barbara Burns, who chair a task force on sustained leadership development, put together a 45-minute presentation for Council, which P&E recommended be done in a separate meeting. Donna and Barbara are available on August 24, 25, and 26, all at 9:30 a.m. Nanci asked Council members to check their calendars to let her know whether they were available for any of those days.

Action point: Council members should let Nanci know about their availability on those dates.

Nanci has been in contact with other area LLIs, which are also holding online classes this fall. She shared our training guides with those that are interested.

1st Vice President's Report: Linda Stanley(Appendix 1, page 9)

Linda recommended that we formulate our policy on recording classes in accordance with the policy that Bard College develops, with consideration of the policy developed by the Worcester Institute of Senior Education.

Members who are interested in attending Council meetings on Zoom can contact Linda via email. She is coordinating with Barbara Burns, who for 2019/2020 invited new members. They will work together to develop a plan whereby both old and new members can attend meetings, with a limit of 5 per meeting.

2nd Vice President's Report: Cathy Reinis(Appendix 2, page 10)

Cathy noted that the switch to online learning has necessitated updating the work flow documents. She will be contacting the heads of different committees and producers about their current procedures this week.

Correspondence:Deborah Lanser

Two letters from Mrs. Evelyn Chanler about membership fees made on behalf of her mother, Evie Chanler.

Treasurer's Report:Robert Beaury(Appendix 3, page 11)

Robert's report reflects all money we have received and the contributions we made to Bard. Chuck asked for clarification on the specific contributions, and Robert said that he will break out the dollar amount and receiving entity in future reports. Deborah S added that this information will be put on the website.

Motion: Upon a motion by Chuck and seconded by Jill, the treasurer's report was accepted unanimously.

Standing and Ad Hoc Committee Reports

Planning and Evaluation:Jill Lundquist(Appendix 4, pages12-21)

P&E recommended retaining our copyright and recording policies. LLI's policies about recording classes has been sent to Council for review, and presenters and session managers need to know that recordings may be made at the request of the presenter with permission of Council. Jill recommended that we continue to follow Bard's copyright policy and once the college develops a policy concerning intellectual property, we abide by that.

Nanci added that recording classes is an intellectual property issue. The presenter owns recordings of their classes, and they can do what they choose with the video. It's not clear how we can control distribution. LLI's mission is to provide opportunities to our members to exchange ideas, and announcing at the beginning of class that it is being recorded could inhibit the interaction. We also have to consider the time needed for someone to edit the video to remove identities of class members. We don't have someone with the time and expertise available to do that. We are reviewing the policies, and presenters who want a recording of their session can ask for permission to do so.

In contrast, Chuck pointed out that while we keep notes and other records on the G drive, we don't keep a record of our actual product, the classes. By not preserving the classes, we are losing something valuable. There are ways of maintaining control over the videos, as with a private YouTube channel. He urged us to look favorably on recording classes. He suggested that some of the downsides were possible but remote.

Emily strongly agreed with Chuck. She would like to develop a policy to record and preserve our classes privately in our system for future reference. She noted that smaller discussion classes might not be suitable for recording, but larger lecture classes could be, with omission of the discussion.

Jill agreed with Chuck and Emily. If we can ensure we maintain control and privacy and find a way to do the necessary editing, we should consider recording classes.

Nanci reiterated the need for a prudent approach, taking into consideration the membership's reactions to having some of their classes on the internet or Facebook. However, as appropriate, we can keep reviewing our policy. Linda added that our decision must reflect Bard's decision.

Tom suggested creating a library of classes that is available only to a librarian. We can keep that private until policies have been clarified. To do so, Nanci pointed out, we would need the presenter's agreement and realize the presenter owns the recording.

Robert B added that his classes rely on member participation and, thus, would be hard to edit. He doesn't necessarily want his classes recorded.

In a related matter, Jill recommended a revision to the policy concerning the presenter's right to invite guests. P&E recommended that for online classes, presenters be allowed to add three email addresses to the Zoom invitation. Bard is deciding how to handle hybrid classes, and their approach will be instructive for us.

Curricular and Special Programs: Anne Sunners(Appendix 5, pages 22-23)

Before the meeting, Anne distributed the schedule of the proposed fall classes, dates and times, with the caveat that the schedule can change between now and September. The Catalog Committee is editing the copy.

Anne thanked everyone who pulled together to make SummerFest such a success. The evaluations have been overwhelmingly positive. That feedback should be shared with the presenters.

Program Support: Ann Miller (Appendix 6, page 24)

In Ann's absence, Nanci reported Parkhurst has replaced Chartwells, who handled our catering in the past.

Ann has had a good response to her request that class managers consider becoming session managers in the fall. So far, there are 32 volunteers, and some new members have expressed interest. Chuck Mishaan will also be recruiting from the AV team.

Administration/Infrastructure: Deborah Schwartz (Appendix 7, pages 25-26)

Deborah noted that editors are currently working on the catalog course descriptions.

Cathy noted that the newsletter was sent out in separate batches to members and nonmembers. The open rate for members was 74.5% and for nonmembers 49.1%. We need to decide whether we want to keep nonmembers on the list.

Action point: Council members should email Cathy if they have an opinion about keeping nonmembers on the list.

Deborah and Cathy are continuing to work on the communications plan.

Cathy wondered what happens to the Bard email addresses of people who dropped their membership. Deborah can de-activate those addresses, and she will notify them before she does so. However, the lapsed members don't have permission to access various content or their G drive.

Deborah commended Susan Christoffersen and Carmela Gersbeck for the job they did training the session managers. The team will continue to meet every week to set up for fall.

So far only 22 of 62 new members have not set themselves up in ProClass. Information about renewed members was incorporated into ProClass. Twenty or 30 renewed members have had trouble setting themselves up, with the biggest problem being changing the username.

The tech team is busy putting information about classes, producers, and presenters into ProClass. They are thrilled that so many people have offered to help.

Susan C has updated the website to include information about the new officers, and Nanci proofread the information. The events section on the homepage has been updated.

Membership Development Committee: Robert English(Appendix 8, page 27)

There were a few responses to the ads for mentors and session managers that Barbara Burns put into the newsletter. The team is looking for a few more mentors, and then they will start matching mentors with new members. They expect to have the matches by August 1. Jill reminded Council members that Robert hoped Council members will agree to mentor at least one new member.

Action point: Council members can email Robert about their interest in being a mentor.

Kim Sears is organizing four different online orientation sessions, with 15 or 20 new members attending each session. They will receive a new member letter asking them to sign up for one of four dates. Rather than discussing basics such as parking and badges, the orientation will review the website and zoom.

They hope to have some socials with new members and mentors in September. Both Millie and Tom have resigned from the social gathering team. However, Felice and Carmela are working to set up some small online social events, starting with the online magic show. The format will allow for some informal chat.

Governance:NanciKryzak

Nanci thanked Jill for chairing the Nominating Committee last year. The goal for this year is to establish a Nominating Committee and Election Committee before election season.

Nanci announced that Robert B has agreed to serve as chair of the Finance Committee.

The Nominating Committee has recommended that Nanci appoint herself as chair of Governance.

Motion: Upon a motion by Anne and seconded by Linda, Council accepted that recommendation unanimously.

Nanci then appointed herself as chair of the Governance Committee.

Old Business

Policy Review

In advance of the meeting, Deborah L had sent out three policies for Council to review.

PROG 01/15.The current Bard College Copyright Policy is adopted as Council policy. This policy can be found as an addendum to the Policy Manual.

Motion: Upon a motion by Cathy and seconded by Jill, Council voted unanimously to retain this policy.

PROG 05/19.Video and/or audio recording must be approved by the Council and the Presenter. Requests must include the reasons for recording, and any copyrighted material

must be used in accordance with the copyright policy of Bard College. Any approved photography, video, or audio recording must be done as unobtrusively as possible.

Motion: Upon a motion by Jill and seconded by Robert I, Council voted unanimously to retain this policy.

And a possible addition to a current policy was proposed:

Current policy:

PROG 05/18-A. Presenters may bring one guest to attend their class each week of their courses.

Proposed amendment:

PROG 05/18-A. For online classes, a presenter may submit a maximum of three guest email addresses to be sent the link to the requested classes.

Motion: Upon a motion by Linda and seconded by Jill, Council voted unanimously to accept the proposed addition.

20th Anniversary

Jill noted that while in-person gatherings could not be planned, the committee is working on having a variety of articles published in this newsletter throughout the year, covering our history, the founding members, and our relation to Bard. The slogan for the year is "Celebrating 20 Years in Community with Bard," to be included in a banner for the newsletter and website. Jill has contacted Elena Erber about designing a graphic for the banner.

New Business

The visitors said they enjoyed attending the meeting, which provided some insight into all the work that goes into making LLI possible.

Adjournment

Motion: Upon a motion by Cathy and seconded by Chuck, the meeting was adjourned at 11:08 a.m.

Respectfully submitted,
Deborah Lanser
Secretary

Appendix 1

First Vice President's Report

Linda Stanley

Road Scholar LLI Resource Network

There was a response in the Newsletter regarding the development of a policy on the recording of classes, copyright issues, in response to questions by Nanci Kryzak as First Vice President. WISE (Worcester Institute of Senior Education) has a significant recording policy.

Ideas from their policy as well as Bard/LLI's own experiences during the Summerfest have been used in formulating a policy for Bard/LLI to be approved by Council and eventually coordinated with the policy that Bard develops.

20th Anniversary Commemoration Task Group

Jill Lundquist will be asking a friend about a design for our 20th Anniversary celebration that could be a banner on our newsletter and other possible sources.

Members Attending Council Meetings

The July LLI newsletter includes my email address as a way for members interested in attending Council meetings, via Zoom, to do so. So far I have had 4 requests, however, the one from Tom Esposito is not necessary as he will be invited as ex officio President. I am coordinating with Barbara Burns who for the 2019/2020 year has been inviting new members to attend, 5 per Council meeting. We are working on a plan for either alternate meetings or having both old and new members attend as long as they do not exceed 5. We are also suggesting that the notice about attending Council meetings be in every newsletter.

Respectfully submitted,
Linda Stanley

Appendix 2

Second Vice President's Report

Cathy Reinis

The switch to online learning has necessitated updating the work flow documents. Cathy will be contacting the heads of different committees and producers about their current procedures.

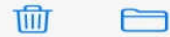
Appendix 3
Treasurer's Report
Robert Beaury

4:00 PM Tue Jul 21

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2 Messages



Monthly Report

Treasurer's report attached.

LLI Summary FY 2019-2020			
Account name	Acct #	Income	Expenses
Member Registration Fees	4030	44,102.00	
Course Fees	4054		
Membership Income	4060		
Field Trip Income	4053		
Course Fees Income	4054		
Gift Income	4260	10,100.00	
Misc Income	4350	2.00	
Luncheon Fees	4429		
Supplies and Expense	6000		513.85
Educational Supplies	6025		
Bank Charges	6031		1,384.32
Computer Maintenance	6130		
Special Projects/Events	6220		
Postage	6320		74.25
Tech Support	6353		4,943.32
Printing	6525		674.49
Meals / Catering	7110		8,728.45
Professional Services	8100		965.00
Consultants	8110		
Rental Costs	9233		114.00
Gifts	9301		183.38
Repairs	9316		
Scholarships/General	9400		3,175.10
Contributions	9480		
Transfers	9790		27,950.00
	Total	54,204.00	48,706.16
	Beginning Balance		93,265.22
	Fund Balance 6/30/2020		<u>98,763.06</u>

Robert Beaury, Treasurer

Appendix 4
Planning and Evaluation
Jill Lundquist

LLI Planning and Evaluation Committee
Via Zoom
July 13, 2020
9:30 a.m. –11:25 a.m.
Meeting Minutes

Attending: Robert Beaury, Nanci Kryzak, Deborah Lanser, Jill Lundquist (Chair), Cathy Reinis, Deborah Schwartz, Linda Stanley, Anne Sunners

Registration and ProClass

We officially have 324 paid members, of whom 62 are new.

Action point: Deborah S will send the sheet listing all members and emails to P&E members.

The new members have received an email asking them to log into ProClass. About 17 have already done so as of the meeting date.

Returning members are already in ProClass and have an assigned random user name and password. On July 21, all renewed members will receive a MailChimp with instructions about logging into ProClass and changing their assigned user name and password to something they can easily remember.

Some members will need to be reminded more than once to log into ProClass. That can be done:

- When we send out the catalog on August 15; we can remind people about the possibility of setting up a wish list in ProClass, which will make registration very quick. And remind them that they cannot register for classes if they have not logged into ProClass.
- In a reminder sent one week before registration begins.
- In the August 1 letter to new members.

Members who successfully logged in under the initial test will not need to log in again. But anyone who gets an email with a preliminary user name and password needs to log in.

New members were not asked to provide their home addresses. This information has been useful for Robert English when setting up the mentor program, to ensure mentors and mentees lived reasonably close to each other.

Action point: Nanci can speak to Robert about this, since it is less of an issue in a year when we are not meeting each other directly.

Action Point: We will need a one hour P and E meeting to be trained on back-end of ProClass

Fall Program

There are 26 courses scheduled for fall, with the possibility of one additional walking course.

Since Susan Hinkle is unavailable to work on course descriptions because of health issues, Emily Michael will help get material ready for the catalog. The deadline for course descriptions is July 15, and Bill Tuel is looking for additional help.

Robert said he would work with Emily to revise the description for his civil war course.

Recording Classes and Copyright Issues

Nanci reviewed the research she has done on the issues raised by the proposal to record classes. The benefits of such recordings would be that members who were unable to attend the class can access the recordings and we would have an archive of our classes.

However, there are a number of practical and legal issues raised if we decide to record our classes. (For a complete review of the relevant LLI policies and issues, see the Appendix on page 8.) In particular, the committee was concerned with intellectual and copyright policy issues, ownership and distribution of the recording, and the need to get permissions from presenter and producer. The privacy of the members who attend the class is likewise an important consideration, since some versions of the recording may display member faces and names during the chat. Transcripts are automatically made of the class.

We have to consider how recording a session will affect class participation, which is an important aspect of our learning experience.

Editing a recording, if necessary, would require extensive resources, which we don't have.

Recommendations: P&E concluded that:

- To preserve member privacy and to maintain the simplicity of our operations, we should not record our classes. We will continue to follow PROG05/19 of the Bylaws with regard to any type of recording during class.
- We will continue to follow Bard's copyright policy.
- If Bard develops an intellectual property policy, we will abide by that.

LLI has policies about recording sessions and copyright issues.

Action point: Deborah L will send these policies out to Council for their review.

An exception to be considered is the recording that was made of Andi Novick's class on cannabis on June 26. This recording was made because Council had not made it clear to session managers that any presenter's request to record their class would need preapproval by Council.

Action point: Nanci will contact Bill Tuel and Emily Michael to obtain their written agreement that their identification on the recording can remain in the video.

Action point: The Executive Committee will meet in separate session to review a draft of motion for an agreement to release the video.

Presenter Guests

The Committee considered revising the current policy in order to allow presenters to invite a maximum of three guests (three email addresses) to attend their online classes. The current policy only allows one guest.

Action point: Deborah L will send out the proposed revision to Council.

Calendar and Communications Plan

Deborah S shared the Communications Plan on screen, which covers all planned member communications until the beginning of November. It is a moving target, since committee chairs often ask for additional mailings.

We have yet to determine whether to drop former members from our newsletter mailing list. The last newsletter was sent out as a test to determine the open rate for current vs. former members. Once we have that information, we can decide whether to drop any portion of our audience. Duplicates will be culled from the list.

Visitors to Council Meetings

Linda has four requests to attend Council meetings from renewed members.

Recommendation: She recommends we cap the number of visitors to each meeting at 5. Visitors should be reminded that they cannot comment during the meetings, but at the end of the meeting, they will be given an opportunity to ask questions. P and E agrees with five person guest limit for each online Council meeting.

Barbara Burns is going to continue to invite new members to Council meetings. Linda will coordinate with her about visitors to future meetings and discuss their arrangements at Council.

Mentoring

Barbara is having difficulty getting enough mentors.

Recommendation: Every Council member should mentor at least one new member. Committee and team chairs and some team members (such as Curriculum and Communications) will also be asked to step in.

Social Gatherings Sessions

A small trial online session is being developed with Andy Weintraub presenting an virtual magic show. Deborah S requested that anyone planning a social gathering let her and Communications know well in advance. Cathy R will work with Felice Gelman on getting information about planned events. Robert English will complete the MailChimp request forms, as he has been doing.

Budget

We will have to pay some additional license fees to Zoom for the fall semester. They are sold to educational institutions in blocks of 10 for \$900, although the fee can be prorated. We have 20 now, but will probably need another block of 10. Carmela Gersbeck is reviewing how many we will need. This will be discussed at the next online committee meeting.

We now pay \$21/month to MailChimp because we are reaching a larger audience.

Issue: We are still paying this fee using Susan Hirsch's credit card, but we would prefer to use Bard's credit card.

Action point: Robert will speak with Pat at Bard Purchasing about revising the payment system and report back to Council.

20th Anniversary Plans

Nanci noted that the COVID-19 pandemic has disrupted the plans for our yearlong 20th anniversary celebration. The gala has been postponed until next summer.

Cathy suggested we should have an ongoing conversation and communications throughout the year, perhaps beginning in the October newsletter. We will also recognize our founders and add historical information on the website.

LLI's story should be tied into Bard's, highlighting the mutual benefits for each institution. We can review the development of the Seniors-to-Seniors Scholarship program and our history of donating to various Bard departments and programs (e.g. the studio arts program.) In addition, the newsletter will feature one or more articles about the founding members.

We discussed creating a logo highlighting the slogan "Celebratin 20 Years in Community with Bard," which can be used on the catalog, newsletter, and website.

Action point: Jill offered to contact Elena Erber daughter of LLI founding member Sylvia Erber, about creating a suitable graphic design.

Governance

According to the Bylaws, the Nominating Committee has to recommend officers and standing committee chairs. At next Council meeting, the committee will recommend appointing Cathy Reinis as Second Vice President (to complete Mary Deady's 2019-2021 term), and Nanci as chair of Governance, with Council approval.

Leadership Development

The plans to have Barbara Burns and Donna Warner present recommendations about leadership development to Council were interrupted the the pandemic and need to move all LLI opeations online. . Rather than adding this discussion to an online Council meeting, Nanci will call for a separate meeting (of maximum one hour length), probably in the middle or end of August.

Action point: Check with Donna and Barbara about their availability and schedule extra Council meeting.

Appendix

Development of LLI Video Recording and Use Policy

NanciKryzak

Current LLI Policies

Current LLI recording policy:

PROG 05/19. Video and/or audio recording must be approved by the Council and the Presenter. Requests must include the reasons for recording, and any copyrighted material must be used in accordance with the copyright policy of Bard College. Any approved photography, video, or audio recording must be done as unobtrusively as possible.

Current LLI copyright policy:

PROG 01/15. The current Bard College Copyright Policy is adopted as Council policy. This policy can be found as an addendum to the Policy Manual. (This sentence will be emended to add a link to the Bard policy.)

For educational purposes, copyright generally restricts distribution of recorded classes to course registrants only. Presenter must advise on copyright restrictions for any pertinent class material.

Current LLI member agreement:

PROG 11/17. At registration, LLI members give their permission for their photo or video image to be used in LLI publications and communications.

Current class guest policy:

PROG 05/18-A. Presenters may bring one guest to attend their class each week of their courses.

For consideration: Should we increase the number of presenters' allowed guests for online classes, as we did for SummerFest?

Summary of Issues

Ownership of recordings:

This is uncertain:

If we record a class, the presenter controls how LLI can use the recording, but LLI cannot control how the presenter uses the recording. (My best understanding of Intellectual Property. I am not a lawyer.) As noted by Dean D'Albertis below, Bard is now developing an Intellectual Property policy.

Privacy

Class members must be advised that a class will be recorded and be given the opportunity to opt out, by muting audio and/or video or by leaving the class.

Consideration: How does that impact member expectations and levels of participation?

Benefits of recording:

A recorded class could be used to include members who had tech problems (device or WiFi) which kept them from attending the "live" class.

Recorded classes provide an archival record for LLI, although any future use would require

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approval from original presenter.

Workflow

If classes are recorded, LLI will need a workflow document clarifying: obtaining permissions, who records, privacy notifications/instructions for class members, how to relate members' questions without divulging identity, video storage location/instructions, parameters of access and distribution, and archival time limits.

My recommendation prior to P and E discussion on 7/13/20:

Retain the current policy, with minor emending, if necessary:

1. The current policy fulfills our mission and allows for recording requests by presenters.
2. We can revise our policy if Bard policy offers guidelines applicable to LLI needs.
3. Our initial conservative policy can be reviewed and expanded, if warranted, in the future.

LLI's mission is to provide educational and social opportunities for our members to share their love of learning and to exchange ideas and experiences.

Downside of recording:

LLI may lose control of how a recording is used outside of LLI both when recorded and in the future. This will be determined by Intellectual Property law.

Recording of classes can impede the flow of exchanging ideas:

1. Members' privacy considerations (reticence, possible opt-out) can alter the class dynamic;
2. Session managers and presenters (hosts) will need to assure that no member is identified during recording. (What about the privacy of session managers?);
3. Session managers must make clear announcements of when recording begins and ends.

Session Manager/Volunteer issues:

1. Need for dedicated volunteer(s) to maintain video "library" and respond to distribution requests from individual class members, session managers, presenters. A utube channel might facilitate this access, but members would still need to request and be granted access;
2. Added session manager responsibilities to advise registrants of intended class recording and how members can opt-out, how and when to record a class, proper upload and storage;
3. Added responsibility on producer to discuss presenter needs for recording, secure any permissions and then advise session managers of requirements.

Downside of not recording:

1. We will not be able to provide recordings to those who miss class or have access problems.
2. We will not have an archive for historical purposes or possible future use.

Additional resources:

A. Bard

Dean of the College Deirdre D'Albertis's responses to my specific questions about Bard policy Council Minutes, July 20, 2020

(with added comment at the end from Helene Tieger, Bard College Archivist, to whom these questions were originally addressed):

1. In addition to requiring adherence to copyright policy, does Bard now have a policy for the use of recorded classes?

We are in the process of developing an Intellectual Property policy--so there are some difficulties with addressing all of these concerns.

2. Will Bard's class recordings be distributed to current course registrants only? If so, will access be unrestricted or allowed only throughout the current semester?

Yes. Registered students only.

3. If a recorded class does not include material subject to copyright restrictions, will access be available to those not registered in a course?

No.

4. Are faculty permitted to distribute their course recordings to other educational institutions or use them for personal or commercial purposes, either now or in the future? We would want to mirror Bard's policy with regard to faculty and staff who are presenters at LLI, if necessary.

Course recordings can mean many things. A pre-recorded lecture (no students present) - my thought would be, absolutely, a professor would "own" those...

A recording made in a classroom at Bard with Bard students (my thought would be that a professor shouldn't be able to use those at another institution - though I'm also not sure why they'd want to do so).

5. If Bard allows future and/or outside distribution of class recordings, is prior deletion of students' names, faces, and/or voices required?

Deirdre did not answer this, but clearly, no further distribution of recorded classes is recommended, unless a faculty member had pre-recorded a lecture with no students present.

B. WISE (Worcester Institute of Senior Education) at Assumption University, Worcester, MA Class Recording Policy:

wise@assumption.org>HOME>WISE Courses>WISE Class Recording Policy

I was directed to this site on 7/8 by a Road Scholar contact. WISE appears to have a paid director and they work with the Assumption University staff to deliver their program. They post their class videos on their utube channel for course duration, with limited access. (I found out that utube channels are free!) WISE posted the following in response to my questions posted on the Road Scholar Discussion Board.

“At WISE, we have done the following: [LIST] [*]We ask each of our instructors for permission to record their classes, letting them know that the recording will be shared with WISE members only and for a limited time. As noted, our instructors are not our employees and so retain intellectual property ownership. [*]At the start of each class meeting that's being recorded, we inform the Council Minutes, July 20, 2020

students of such. [*]We store the videos on Zoom Cloud. After the class is done, we download the video and upload it to YouTube, trimming the chatter at the start and end of each class. We could keep everything in Zoom. YouTube offers a playlist feature that's pretty handy. [*]The video is unlisted, meaning that it can be viewed only by people who have the link. The video is not visible via search or browsing. [*]We share the link with WISE members. [*]At the end of the semester, we (will) remove the videos from YouTube. This is a new process, so we've not yet removed any videos for our summer term. [/LIST] We're aware of the challenging issues of copyright law and fair use for educational settings. I'm not a lawyer. We have sought guidance from our university's legal team and will follow their direction. As with everything in 2020, this could all change this afternoon. For now, though, we believe we've found a reasonable balance between the IP issues and the needs of our learning community.”

C. Harvard Rules, provided by Road Scholar LLI Resource Network:

Very detailed. Remember, they have huge tech resources and are also not in NYS. Their general advice is that if there is not a compelling reason to make a recording, don't do it. https://harvard.service-now.com/ithelp?id=kb_article&sys_id=6880408bdbab8c9430ed1dca489619bc

Appendix 5
Curricular and Special Programs
Anne Sunners

Curriculum

I would like to thank everyone who made SummerFest such a success. We had more members registered, session managers who made it happen, and great evaluations with many constructive comments.

The response from producers and presenters has been incredible for Fall. We are delighted that so many are willing to try Zoom and that we have session managers volunteering to make this happen. I am attaching the course schedule for Fall. This shows dates, days and times of the courses.

Special Programs/Art Show

Gene is exploring the possibility of an online art show, exhibiting the art and interviews with the artists.

UPDATE: 7/13/20

Proposed Courses by Class Period Fall 2020

CATALOG DEADLINE: **July 15** CLASS DATES: **THU. Sep. 24, Oct. 1, 8, 15, 22, 29, Nov. 5; FRI Sep. 25, Oct. 2, 9, 16, 23, 30, Nov. 6**

Class size: S (6-15) M (16-30) L (30+)

Thu. 9:00-10:30	S M L	Thu. 11:00-12:30	S M L	Fri. 9:00-10:30	S M L	Fri. 11:00-12:30	S M L	Fri. 1:30-3:00	S M L
Strong Women / Stories	L	Opera as Politics	L	Bard Masters	L	Origins of Antisemitism	L	FDR [Bouchev/Vinck]	L
	L	Responsible Travel	L	Foreign Affairs	20	Jon Bowermaster	L	Botany / Non-Botanists	M
Leaders in Crises (Lytle)	SM	America's Global Role	L	Healthy You [NDH]	ML	Tai Chi	20	Federalist Govt	M
Therapeutic Yoga (1 hr)		Economics/Macro*	SM	Poetry Writing	20	Mindful Senior	S	[Art History]	M
		Stress Reduction	SM	Current Civil War &...	ML	Short Stories	M	Uses of Criticism	SM
							12	Freud	SM

To be placed: "Who, Us?" [Racial injustice] - Danish/Brown (12 max.)

KEY:

* prerequisite/previous Weintraub econ course

Off-Friday:

Skip Doyle - Teachings of the Torah - Oct. 5 at Olana

Skip Doyle - American Nature Writers & Poets - 9/14,9/21,9/28 at Esopus sites

Kaatsbaan?

Appendix 6

Program Support

Ann Miller

2020 Hospitality Team submitted by Irene Esposito, Chair
Chartwells at Bard College Catering firm has been replaced by Parkhurst Dining. Our contact at Chartwells has been hired by Parkhurst. However the Senior Director of Chartwells at Bard has been replaced by a woman from Parkhurst. The Chartwells staff will have to apply for their old jobs and be interviewed by Parkhurst. Most likely they will not be all hired back.

On Line Team Session Managers

We started recruiting for session managers for the fall semester with a mailing to previous class managers, an "ad" on the website and in the July newsletter. As of this week we have 32 volunteers. We also called new members who expressed an interest and several have said yes. We have 2 Meet and Greets planned for July 17 and July 20. Chuck Mishaan will be recruiting from the AV team.

Appendix 7

Administration/Infrastructure
Deborah Schwartz

Report to Council - July 2020

All Admin/Infrastructure teams are getting ready for the fall semester over the summer.

Catalog

The deadline for course proposals for Fall 2020 has been extended to July 15.

The catalog will be prepared in two phases -- phase 1 will be copy editing of the course Descriptions, which will start immediately; phase 2 will be proofing of the entire catalog, including date and time information. The catalog is scheduled to be available on August 15.

Communications

Newsletter

The July newsletter went out on July 7 in two different batches so we could see if there was a difference in open rates between the two groups:

1. Members and new members
2. Others in the MailChimp audience so LLI's New Course Registration Program???

Members and new members

Sent to 330 recipients. 246 opened the newsletter for an open rate of 74.5%. 97 clicked it, Top links clicked:

- Keys and Credentials
- SummerFest and the Learning Was Easy
- We Came, We Zoomed, We Conquered
- New and Events at Bard
- Volunteer Opportunities

Non Members

Sent to 279 recipients. 137 opened the newsletter for an open rate of 49.1%. 26 clicked it, 1 unsubscribed. Top links clicked:

- SummerFest and the Learning Was Easy
- We Came, We Zoomed, We Conquered
- New and Events at Bard
- Keys and Credentials

Communications Plan

The team continues to work on the Communications Plan from now until the end of the year. This requires coordination with other committees, such as Membership Development to coordinate new member messaging and the Registration Team for ProClass messaging.

MailChimp Audience

Carmela Gersbeck and Deborah Schwartz are looking at the audience in MailChimp to eliminate duplicates in a graceful way. The MailChimp audience should agree with the current membership list and include specialized tags to segment the audience. This is a bit tricky; we have over 600 in the audience which jumps LLI into a \$5/month higher fee. This is an ongoing effort.

LLI Online

We welcome Robin Berger to the Online Team.

The team continues to meet weekly to plan for fall classes.

The Online Team leaders are developing an overall plan from now through the fall semester. It includes training and meetings with the session managers as well as other administrative topics. There are still some openings for session managers for the fall.

Registration

Membership Renewals and New Member Applications

Membership for the 2020-2021 program year is 324, with 262 renewing members and 62 new members. The list of members has been distributed to P&E and other key member volunteers. New members have been sent an email message to set up their new ProClass accounts by July 17. About half of them have done this as of July 15. Robert English needs the data (home town) from this to assign new members to mentors.

ProClass

The MailChimp message to renewing members will be sent out on July 21. Because renewing members are already in ProClass, these members will be asked to change their username and password to be ready for fall registration.

Courses

Susan Christoffersen is heading up the effort to set up the fall courses on both the website and in ProClass. A few of the members of the ProClass support team have been asked to help her with this effort.

Technology

The Tech Team

Website

The website was updated to reflect the new officers for this program team and was reviewed by president NanciKryzak (a big thank you!).

The website continues to be updated with events at both Bard and LLI. The LLI Annual calendar is now on the home page and in News+Events>Annual Calendar.

Appendix 8

Membership Development

Robert English

Volunteer recruitment: Barbara Bush placed an ad for mentors and session managers in the newsletter. A couple of volunteers for each responded. Barbara is working on an ad for the finance committee. She secured several additional volunteers for mentors.

Maddy was serving as mentor chair but has withdrawn due to husband's health. Barbara and Robert now working this program. Updated mentor guidelines will be emailed this week and mentor match will be made prior to August 1.

Kim Sears is organizing orientation. New member letter to go out Aug 1. August 18-20 there will be 4 orientations online. The 62 new members will be asked to choose one of the 4 online orientations. Besides normal welcome and info, Deborah will briefly discuss Zoom and Susan will discuss the website.

Early to mid September, Kim will organize some online new member socials with mentors.

Milly and Tom, Social Gathering Team co chairs, both resigned since neither had any interest in online socials. Robert, Felice Gelman and Carmela Gersbeck have organized an online social, Andy's Magic Show, featuring Andy Weintraub performing some magic tricks. This event is set for Aug 6 at 4 pm and limited to the first 20 people to sign up. Depending on response, more socials will be organized.