**September 10, 2020**

**To:**

**WISE COUNCIL**

**Members:**

Barbara Groves (Curriculum)

Sue Tellier (Finance)

Charlene Nemeth (Nominating)

Cookie Nelson (Special Events)

Karl Hakkarainen (Communications; Technology Advisor)

Pat Hertzfeld (Secretary)

Monica Gow (Director)

**At-Large Members:**

Michael Fishbein, Ginny McNamara, Tony Simas, Jennie Savage.

**Past Presidents:**

Joe Corn, Sue Durham.

**From:**

Tej Maini, President.

A meeting of the WISE Council will be held on Wednesday September 16, 2020 from 9:00 am to 10:00 am, by Zoom Video Conference.

The meeting can be accessed at: <https://assumptionwise.zoom.us/j/92168662790?pwd=UGFzc3Q0UU42ZmtKMzliRVJCcTc2Zz09>

The agenda and the supporting documents for the meeting are attached.

Thank you.

**WISE Council Meeting**

**9.16.2020**

**AGENDA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Agenda Items** | **Responsible** | **Enclosures** | **Pages** | **Time** |
| 1. | Approval of the minutes of the meeting held on 5.13.2020 | All | I | 3 | 1’ |
| 2. | Committee Reports   1. Curriculum 2. Finance 3. Nominating 4. Special Events 5. Communications 6. Technology | Barbara Groves  Sue Tellier  Charlene Nemeth  Cookie Nelson  Karl Hakkarainen  Karl Hakkarainen | II |  | 15’ |
| 3. | Director  a) Closed Captioning  b)  c) | Monica Gow | III |  | 15’ |
| 4. | President  a) Minutes of the Executive Committee Meeting: 8.15.2020  b) Appointments & Terms of Office of the Council,  Committees, Groups & Clubs.  c) Charters & Memberships of Committees, Groups & Clubs.  d) WISE Organization | Tej Maini | V |  | 10’ |
| 6. | New Business |  |  |  |  |
| 7. | Adjournment |  |  |  |  |

**WISE COUNCIL MEETING MINUTES**

**May 13, 2020**

**Date:** May 13, 2020

**Time:** 10:00 am to 12.00 pm

**Presiding:** Tej Maini

**Secretary:** Donna Crocker

**Present:** Joyce Abdow-Dowd, Joe Corn, Ron Crocker, Mariam Cronin, Barbara Groves, Pat Hertzfeld, Michael Fishbein, Karl Hakkarainen,

Ginny McNamara, Cookie Nelson, Susan Perschbacher, Cathy Samko, Zelda Schwartz, Sue Tellier.

**Guests:** Sandra Congdon, Kathy Drew, Bill Forbes, Bobbi Corn, Tony Simas, Jennie Savage, Charlene Nemeth, Claire Forgues, Lee Morin,

Monica Gow, Jill Lagana.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Agenda Item** | **Discussion** | **Follow Up** |
|  | Call to order | The meeting, which was held by Videoconference using Zoom, was called to order by Tej Maini at 10:00 am. |  |
| 1. | Introduction of Invited Guests | Tej stated that this meeting, to his knowledge, is the first Annual Meeting of the Council, although the Annual Meeting of the membership is held regularly, except this year, on the scheduled date.  He welcomed the invited Leadership of WISE to the meeting, to acknowledge their contributions to WISE.  He extended a warm welcome to Monica Gow, the new Director of WISE. |  |
| **No.** | **Agenda Item** | **Discussion** | **Follow Up** |
| 2. | Approval of the minutes of the meeting held on April 8, 2020. **(Enclosure I)** | The minutes were approved as circulated, with a motion to approve by Ron and seconded by Cathy. |  |
| 3. | Committee Reports   1. Curriculum  * Barbara Groves  1. Finance  * Sue Tellier  1. Nominating  * Zelda Schwartz  1. Special Events  * Cookie Nelson  1. Communications  * Karl Hakkarainen  1. Technology  * Karl Hakkarainen | Barbara summarized her report as submitted.   1. Fall classes online 2. 16 classes in each session (A & B)   Sue provided a summary of the financial report for year ending April, 2020: ending year with small surplus  Zelda provided a slate of Officers for 2021. Regrettably, Lisa Ann Piehler has withdrawn from the At-Large membership in the Council.  **Resolution I:** Moved by Ron and seconded by Mike, passed unanimously.  Cookie stated that the Annual Fund did not meet the budgeted $ for 2020. The annual meeting is to be determined depending on the circumstances of COVID-19.  Karl summarized his report.   1. Review of other LLI’s during COVID-19 limitations 2. Generally good results adapting to new technology   He summarized the challenges provided by on-line learning and the Zoom technology: licensing being worked on and set up for summer courses. | Membership voting for slate of Officers will be online. |
| **No.** | **Agenda Item** | **Discussion** | **Follow Up** |
| 4. | Plans for the Academic year  2020-2021.  Sue Tellier, Susan Perschbacher, Barbara Groves, & Karl Hakkarainen | The discussion centered along the following lines:   * Sue: The causes of the initial mild budget deficit, the gradual return to balanced levels, the proposed 1/3rd reduction in membership, the unknown we are dealing with, the reduction in expenses to a bare bones level and the need to dig into our reserves without increasing the dues. * Susan: The development of the “Conversations with Instructors” and how it morphed into on-line Courses. * Barbara: The current state of the CWI’s, the enrollment in the Summer Programs, and what it portends for Sessions A & B. If the enrollment increases to such an extent that the deficit is reduced then we can consider increasing the number of courses offered. * Karl: The additional resources needed for on-line education.   **Resolution II:** Moved by Mike and seconded by Ron, passed unanimously. |  |
| 4. | Director   * Susan Perschbacher | Susan summarized her report. |  |
| 5. | President   * Tej Maini | Tej summarized his report as written.  **Resolution III:** Moved by Karl & seconded by Ron, passed unanimously. |  |
| **No.** | **Agenda Item** | **Discussion** | **Follow Up** |
| 6. | Annual Report | Tej stated that all the WISE activities during the year 2019-2020 had been summarized in one document. They will be sent to the entire membership and published on the Website. It will serve as a marketing tool for WISE.  **Resolution IV:** Moved by Pat & seconded by Barbara passed unanimously.  He also thanked the leadership at WISE, and Jill Lagana for her dedication and support of WISE. Finally, he thanked Susan Perschbacher for her service to WISE, and wished her the very best in the next chapter of her life. |  |
| 7. | New Business | None |  |
| 8. | Adjournment | The meeting adjourned at 11:30 am. |  |

**Resolution I.**

Resolved that the recommendations of the Nominating Committee as submitted, are accepted as proposed with the exception of Lisa Ann Piehler.

**Resolution II.**

Resolved that the budget for the Academic Year 2020 – 2021 as submitted, is accepted as proposed.

**Resolution III.**

Resolved that the recommendations made by the President for the positions of the Chair of the Nominating Committee, the Vice Chair of the Special Events Committee and the Coordinator of the New Member Orientation Group are accepted as proposed.

**Resolution IV.**

1. Resolved that the Annual Meeting scheduled for June 1, 2020 is to be cancelled.

2. The President is instructed to hold the Annual Meeting by email, and the following items be submitted to the membership

for approval:

1. The minutes of the meeting held on June 4, 2019.
2. The recommendations of the Nominating Committee.
3. The WISE Bylaws.

**II. COMMITTEE REPORTS**

**II (a). Curriculum Committee.**

The Curriculum Committee met via Zoom on August 5 and September 2, 2020. In the August meeting, Cathy Samko, Class Assistant and Host Coordinator, joined us to share the new responsibilities for online classes. Cathy is seeking class assistants who will work closely with the instructor on Zoom etiquette and class discussion.

The summer program was very successful under Joe’s guidance. Nine courses were offered; we met the budget and added new members to WISE.

Monica has drawn up a contract for our instructors, now being reviewed by Assumption’s legal department before adding that to our protocol.

Courses will be recorded and a limited amount of time will make the class available to someone who had to miss a session. Briarwood has requested a recorded class for their residents each session and have paid WISE for that service. The Worcester Senior Center will stream one WISE course per quarter on Channel 192 in exchange for free publicity for WISE and an opportunity to appeal to a broader, more diverse audience.

In September, we reviewed the instructor training which we’ve asked all instructors to have before offering a class on Zoom. Minimum requirements were drawn up and circulated to instructors.

October 1 is the deadline for proposals for C and D although we approved four new proposals already submitted. A decision about whether we’ll offer classes online or in class will be made in October.

The committee agreed that a hybrid of offerings will be best going forward since many new members have joined because we offer online learning. We discussed those classes with the best outcomes on Zoom and will add to that list once A and B sessions begin.

Fall registration is overwhelming with two classes in A registering over 100 participants.

The committee decided to keep meetings at 10 on the first Wednesday. With classes being recorded, those who miss class can avail themselves of the recording.

The next meeting will be October 7, 2020.

Barbara Groves, Chair

**II (b). Finance Committee**

**II (c). Nominating Committee**

**II (d). Special Events Committee.**

There is no report as the corona virus pandemic prevented planning for group gatherings.

**II (e). Communications Committee.**

Communications Committee August Agenda

August 26 10 - 11:30 AM

Via Zoom https://assumptionwise.zoom.us/j/93051475400?pwd=VjQzbU5MREJlWkZWY01NL2pMUEd1UT09

(Note: This is the Zoom link for all of the Communications Committee meeting for the duration.)

Agenda updated: 8/26/2020 9:52 AM

Committee Attendees

● Karl Hakkarainen (Chair)

● Elaine Bloom

● Bob Dyer

● Joan Forbes

● Sandra Hakkarainen

● Deena Madnick

● Hanna Solska

● Tej Maini, ex officio

● Jill Lagana, ex officio

● Monica Gow, ex officio

* Unable to attend: Noreen Keely

Approve minutes from the May meeting Review of WISE Bulletin: August 2020

Upcoming Bulletins

Also, there should be an interview with each one (in different months) :

The at large members of the Council (Mariam Cronin, Ginny McNamara) who are leaving in 2021.

· A brief background

· Why they became members of the Council

· What they think of WISE and the Council

· What they thought of their teaching experience at WISE

· etc.

In Memoriam Anna Ottoson (Johnson) Hagberg

September Bulletin

With the change in our meeting schedule, we also need to change our publication schedule.

To discuss:

● Articles due: TBD

● Bulletin publication: TBD

Topics

Each issue will have the sections noted in the table below. The President and Director will publish in alternating months.

Special news may warrant a change to the standard setup.

Note: as a general guideline, feature articles should be 300-500 words.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **President** | **Director** | **Manager** | **Feature** | **Photos** | **Help Wanted** | **Save the Date** |
| **2020** |  |  | | |  |  |  |  |
| June | Q1 | x | x |  |  |  |  |  |
| July |  |  |  |  |  |  |  |
| August |  | x |  |  |  |  |  |
| **September** | **Q2** | **x** |  |  |  |  |  |  |
| October |  | x |  |  |  |  |  |
| November |  |  | x |  |  |  |  |
| December | Q3 | x | x |  |  |  |  |  |
| **2021** |  | | |  |  |  |  |
| January |  |  |  |  |  |  |  |
| February |  | x |  |  |  |  |  |
| March | Q4 | x |  |  |  |  |  |  |
| April |  | x |  |  |  |  |  |
| May |  |  | x |  |  |  |  |

Notes: Archive of past issues is available here.

Charter and Membership

Link to the Communications Committee document will be available by 8/21.

Volunteers needed.

Training provided.

· Video editing – We need someone who can help us trim the start and end of WISE class recordings. Editing can be done on Zoom Cloud recordings (easy), YouTube (moderately easy), or on your computer (requires iMovie, Adobe Premier, or other video editing software)

· Website editing – updating or creating web page content using Wild Apricot.

Other topics as time permits

**II (f). Technology.**

**III. Directors Report.**

**III (a)**

(Submitted by Karl Hakkarainen, Bill Forbes and Monica Gow).

**Live Captioning for WISE Online Classes**

This document outlines WISE’s need for live captioning of its online classes and a proposed solution.

**The Need**

According to the National Institute on Deafness and Other Communications Disorders (NIDCD), an institute within the National Institutes for Health, [Nearly 25 percent of those aged 65 to 74 and 50 percent of those who are 75 and older have disabling hearing loss.](https://www.nidcd.nih.gov/health/statistics/quick-statistics-hearing#:~:text=About%25202%2520percent%2520of%2520adults,older%2520have%2520disabling%2520hearing%2520loss.) We do not have exact statistics for the age or hearing disabilities of WISE members. Nevertheless, we can assume that, with an estimated median age of 72, one-fourth to one-half of WISE members have significant hearing impairment.

In a physical classroom, students who are in the front of the room cannot be easily heard by those in the back. Online classes do provide one improvement for those with hearing loss. Each speaker, be it the instructor, class assistant, or student, is speaking to the whole audience.

What is improved, however, can be diminished. It isn’t always easy for an attendee to see the face of the online speaker easily, thus reducing the ability of that person to read lips and augment what’s been heard.

Unless the student is using Speaker View in a Zoom class, other students may not be visible at all. Further, some attendees have their cameras off or are on dial-in phone connections.

As a result, the online class may have many of the same issues that we encounter with in-person classes.

**A Recommendation**

Automatic live captions for Zoom meetings would augment a WISE student’s experience with online classes and meetings. Services provided by [Rev](https://www.rev.com/zoom-live-captions) and other vendors offer live captions that are in the 80 to 85 accuracy range, comparable to what you would see with captions on live television or YouTube.

I recommend that we use the automatic live captioning service provided by rev.com.

**Implementation**

Rev offer’s a seven-day free trial. A license is $20/month/user. (More on total cost, below.)

1. Obtain the free license and use it for one of our upcoming meetings, such as Curriculum Committee, Instructor training, or Class Assistant training. Ensure that at least two people with experience with live captioning services can attend and evaluate the product.
2. If the evaluation shows that Rev’s product is useful, we should obtain one or two licenses for two months to allow us to provide live captioning for selected WISE Session A classes and meetings.
3. Obtain sufficient licenses to cover all Session B courses and meetings.
4. Evaluate the experience at the end of the Fall term and make recommendations for licensing and implementation for subsequent WISE classes.

Notes:

* Rev licenses are per month, with no annual contract. Therefore, we can add or reduce licenses as needed. We might need 15 licenses while classes are in session and one or two during other months to support other WISE meetings.
* Whether we return to in-person classes in the Spring 2021 term or not, we will likely be providing online classes for the foreseeable future.

**Cost**

As noted, Rev license are per user per month. A user, in this context, is the person who starts a WISE class or meeting. Zoom refers to a person as the host.

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Licenses** | **Cost** | **Notes** |
| **September 2020** | 2 | $40 |  |
| **Early October 2020** | 2 | $40 | Completing Session A |
| **Late October 2020** | 15 | $300 |  |
| **November 2020** | 15 | $300 |  |
| **December 2020** | 0 | 0 | November licenses would cover the last week of classes In December. |
|  | | | |
| **Fall 2020 Total** | | **$680** |  |
|  | | | |
| **January 2021** | 1 | $20 | Meetings |
| **February 2021** | 15 | $300 | Classes and meetings |
| **March 2021** | 15 | $300 |
| **April 2021** | 15 | $300 |
| **May 2021** | 2 | $40 | Meetings |
|  | | | |
| **Spring 2021 Total** | | **$960** | |
|  | | | |
| **AY 2020-2021 total** | | **$1640** | |

This implementation will require a fair bit of license management to start, stop, and start licenses. This adds time and some risk.

We would need to plan for the 2021-2022 academic year which would include comparable costs, plus an additional three licenses in June and July for summer courses and two licenses for August for meetings.

**IV. President’s Report.**

1. The educational programs at WISE were abruptly halted in March 2020 by the COVID-19 pandemic. However, our creativity led to the following:
   1. Using Zoom as an online tool.
   2. Development of Conversations with Instructors.
   3. We worked on removing some kinks, and proceeded with online Summer Courses.
   4. Based on that success, we will open Session A of the Fall Semester on September 11, 2020.
2. My sincere gratitude goes to Barbara Groves, Karl Hakkarainen, Jill Lagana & Monica Gow for taking the lead on this.
3. Monica Gow, our new Director, hit the ground running on June 1, 2020. Congratulations!
4. Welcome to Pat Hertzfeld our new Secretary, to Tony Simas & Jennie Savage as the incoming At-Large Council Members.
5. The Executive Committee met electronically on 8.15.2020 & approved the passage of the Bylaws. **(Attachment IV a).**
6. The charter of the Nominating Committee has been developed.
7. Three new Groups have been created:
   1. **Membership Group:** We felt that creation of this Group was necessary, given the altered environmental circumstances. This Group has worked tirelessly during the summer months & their efforts are showing results.
   2. **Development Group:** The resources of AU can be utilized in this important activity. The members have yet to be finalized.
   3. **Diversity Group:** The efforts to make Diversity a priority were abandoned because of COVID-19. However, we felt the need to formalize this by making a Group, involve AU, while efforts to recruit members continue.
8. The following items are for approval by the Council, after they have been reviewed by the Chairs and Coordinators.
9. Committee Appointments & Terms. **(Attachment IV b).**
10. Committee Charters & Terms. **(Attachment IV c).**
11. An updated WISE Organization is provided **(Attachment IV d).**

**IV (a).**

**WISE Executive Committee**

**Minutes of the Meeting**

**Date: August 15, 2020**

**Chair:** Tej Maini

**Secretary:** Pat Hertzfeld

**Present:** Sue Tellier, Monica Gow.

The meeting of the WISE Executive Committee was called electronically to approve the proceedings of the Annual Meeting of the Membership of WISE.

The following Documents were circulated on May 14, 2020, and voting was held from May 15, 2020 to June 15, 2020.

1. Minutes of the WISE Annual Meeting of June 4, 2019.

2. Recommendations of the Nominating Committee.

3. Revised Bylaws of WISE.

90 Members returned their ballots. The motion to approve the above passed 89 for and 1 against.

The documents above were approved in accordance with the Bylaws.

**IV (b).**

**APPOINTMENTS & TERMS IN OFFICE OF THE COUNCIL, COMMITTEES, GROUPS & CLUBS IN WISE**

**COUNCIL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Title** | **Appointed By** | **Approved By** | **Term** | **Final Reappointment** |
| 1 | President | Nominating Committee | Council | 2 Years |  |
| 2 | Vice President | Nominating Committee | Council | 2 Years | Becomes President after 2 Years |
| 3 | Treasurer | Nominating Committee | Council | 2 Years | 2 Years |
| 4 | Secretary | Nominating Committee | Council | 2 Years | 2 Years |
| 5 | Committee Chairs | President | Council | 2 Years | 2 Years |
| 6 | At Large Members | Nominating Committee | Council | 2 Years |  |
| 7 | Director | President | Council | Ex Officio | |
| 8 | Technology Advisor | President | Council | Ex Officio | |

**COMMITTEES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Title** | **Appointed By** | **Approved By** | **Term** | **Reappointment** |
| 1 | Chairs | President | Council | 2 Years | 2 Years (Final) |
| 2 | Recorder | Committee Chairs | Committees & Council | 2 Years | 2 Years |
| 3 | Members | Committee Chairs | Committees & Council | 2 Years | 2 Years |

**GROUPS & CLUBS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Title** | **Appointed By** | **Approved By** | **Term** | **Reappointment** |
| 1 | Coordinators | President | Council | 2 Years | 2 Years (Final) |
| 2 | Members | Coordinators | Groups, Clubs & Council | 2 Years | 2 Years |

|  |  |
| --- | --- |
| **APPOINTMENTS &**  **TERMS IN OFFICE OF**  **THE COUNCIL, COMMITTEES, GROUPS & CLUBS IN WISE** | |
|  | |
| **Approved by the WISE Council** | |
|  | |
| Approved | September 16, 2020 |
| Supersedes | November 13, 2019 |

**IV (c).**

**CHARTERS & MEMBERSHIPS**

**OF**

**COMMITTEES, GROUPS & CLUBS**

**IN WISE**

**TABLE OF CONTENTS**

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | |
|  |  | |
| **A** | **Committees** |  |
|  |  | Council |
|  |  | Executive |
|  |  | Communications |
|  |  | 1. Membership Group |
|  |  | Curriculum |
|  |  | 1. Summer Courses Subcommittee |
|  |  | 1. Class Assistants Group |
|  | VI. | Finance |
|  | VII | Nominating |
|  | VIII | Special Events |
|  | IX. | Technology |
| **B** | **Groups** |  |
|  |  | Development Group |
|  |  | Diversity Group |
|  |  | New Member Orientation Group |
|  |  | Special Interest Groups |
|  |  | 1. Energy & The Environment |
|  |  | 1. Supreme Court |
| **C** | **Clubs** |  |
|  |  | Baseball Club |
|  |  | Book Club |
|  |  | Non-Fiction Book Club |
|  |  | Movie Club |
|  |  | Writing Club |
| **WISE Council Approval** | | |

**A. COMMITTEES**

**I. COUNCIL**

**CHARTER**

1. Ensures that
2. WISE complies with the stated mission & values of WISE & Assumption University.
3. The Agreement between Assumption University & WISE is reviewed in a timely manner.
4. WISE complies with all the Bylaws & Policies as outlined in those documents.
5. Serves as the policy making body of WISE.
6. Reviews & provides oversight to the following:
7. Committees: Communications, Curriculum, , Executive, Finance, Nominating, Special Events, Technology & Summer Courses Subcommittee.
8. Groups: Class Assistants & Hosts, Diversity, Development, New Member Orientation, Special Interest & Membership.
9. Clubs: Baseball Club, Book Club, Non-Fiction Book Club, Movie Club & Writing Club.
10. Other Committees, Groups & Clubs that may be appointed in the course of doing business.
11. Reviews the Dashboard of Metrics of the above; develops & guides corrective action plans.
12. Reviews membership trends & approves membership fees.
13. Communicates existing & planned WISE activities to WISE members.
14. Gives feedback from members & their concerns to the Council.
15. Participates in specific activities if & when requested by the President.
16. Promotes WISE within the Assumption community, the Greater Worcester community & beyond.
17. Participates in the annual evaluation of the Director.
18. Conducts a review of all WISE Committees & their charters, membership terms, Bylaws, Policies & Leadership Roles & Responsibilities on a regular basis.
19. Ensures that all functions of the Council conform with the mission & values of WISE.
20. Fosters a culture of teamwork, participation, acknowledgment, respect, inclusivity & transparency.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WISE COUNCIL** | | | | | |
| MEMBERS | | | | | |
| **No.** | **Title** | **Position** | **Name** | **Term Started** | **Term Expires** |
| 1 | President | WISE | Tej Maini | 6/2019 | 5/2022 |
| 2 | Vice President | WISE | TBD |  |  |
| 3 | Secretary | WISE | Pat Hertzfeld | 5/2020 | 5/2022 |
| 4 | Treasurer, Finance Committee | WISE, Chair | Sue Tellier | 6/2017 | 5/2021 |
| 5 | Communications Committee | Chair | Karl Hakkarainen | 9/2019 | 5/2021 |
| 6 | Curriculum Committee | Chair | Barbara Groves | 6/2017 | 5/2021 |
| 7 | Nominating Committee | Chair | Charlene Nemeth | 6/2020 | 6/2022 |
| 8 | Special Events Committee | Chair | Cookie Nelson | 6/2016 | 5/2021 |  |
| 9 | At-Large | Member | Ginny McNamara | 6/2019 | 5/2021 |
| 10 | At-Large | Member | Michael Fishbein | 6/2018 | 5/2022 |
| 11 | At-Large | Member | Tony Simas | 6/2020 | 5/2022 |
| 12 | At-Large | Member | Jennie Savage | 6/2020 | 5/2022 |
| 13 | Technology Advisor | WISE | Karl Hakkarainen | Ex Officio | |
| 14 | Director | Monica Gow | Ex Officio | | |
|  | | | | | |
| MEETING SCHEDULE | | | | | |
|  | **Month** | **From** | **To** | **Location** | |
| 1 | September 16 | 9:00 am | 10:00 am | Zoom | |
| 2 | October 21 | 9:00 am | 10:00 am | Zoom | |
| 3 | November 18 | 9:00 am | 10:00 am | Zoom | |
| 4 | December 16 | 9:00 am | 10:00 am | Zoom | |
| 5 | February 17 | 9:00 am | 10:00 am | TBD | |
| 6 | March 17 | 9:00 am | 10:00 am | TBD | |
| 7 | April 21 | 9:00 am | 10:00 am | TBD | |
| 8 | May 19 | 9:00 am | 10:00 am | TBD | |

**II. EXECUTIVE COMMITTEE**

**CHARTER**

1. In the event of an emergency, the Executive Committee has the power to act in place of the WISE Council.
2. In the absence of the President or the Director, meet as necessary.
3. Reports to the WISE Council.
4. Ensure that all its duties & responsibilities conform with the Policies of Assumption University & the WISE ‘Policies’ document.
5. Ensures that all functions of the Committee conform with the mission & values of WISE.
6. Fosters a culture of teamwork, participation, acknowledgment, respect, inclusivity & transparency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXECUTIVE COMMITTEE** | | | | |
| MEMBERS | | | | |
| **No.** | **Name** | **Position** | **Term Started** | **Term Expires** |
| 1 | Tej Maini | President | 6/2019 | 5/2022 |
| 2 | TBD | Vice President |  |  |
| 3 | Sue Tellier | Treasurer | 6/2017 | 5/2021 |
| 4 | Pat Hertzfeld | Secretary | 9/2017 | 5/2021 |
| 5 | Monica Gow | Director | Ex Officio | |
|  | | | | |
| MEETING SCHEDULE | | | | |
| As Needed | | | | |

**III. COMMUNICATIONS COMMITTEE**

**CHARTER**

1. The Chair serves as a member of the Council.
2. Works closely with the WISE Director & the Council to ensure that members & others are kept informed about recent & future WISE activities.
3. Ensures that WISE members & others are provided items of continuing education through all its communication vehicles, including the Website, Facebook, other Social Media & platforms such as Zoom.
4. Produces publications of the WISE President, Director & the Technology Bulletins, from September through May each year.
5. Produces a photographic record of WISE events to post on Facebook &/or in the monthly Bulletin.
6. Assists the WISE leadership with communication tools such as the Internet platform ‘Zoom’ for conducting business.
7. Oversees the WISE Website postings, updates & content.
8. Assists other Committees & the WISE office by reviewing & editing documents.
9. Works collaboratively with other WISE Committees, particularly with the organization’s outreach efforts.
10. Oversees the activities of the Membership Group.
11. Ensures that all its duties & responsibilities conform with the Policies of Assumption University, & the ‘Communications’ section of the WISE ‘Policies’ document
12. Ensures that all functions of the Committee conform with the mission & values of WISE.
13. Fosters a culture of teamwork, participation, acknowledgment, respect, inclusivity & transparency.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMMUNICATIONS COMMITTEE** | | | | | | |
| MEMBERS | | | | | | |
| **No.** | **Name** | **Position** | | **Term Started** | **Term Expires** | **Comments** |
| 1 | Karl Hakkarainen | Chair | | 9/2019 | 5/2021 |  |
| 2 | Robert Dyer | Vice Chair | | 1/2018 | 5/2020 | Feature Writer |
| 3 | Sandra Hakkarainen | Secretary | |  | 5/2020 | Bulletin Editor |
| 4 | Deena Madnick | Member | | 1/2017 | 5/2020 | Feature Writer |
| 5 | Hanna Solska | Member | | 1/2017 | 5/2020 | Photographer |
| 6 | Joan Forbes | Member | | 1/2019 | 5/2021 | Web Assistant |
| 7 | Elaine Bloom | Member | | 1/2016 | 5/2021 | Facebook Overseer |
| 8 | Jill Lagana | Office Manager | | 6/2020 | Coordinator, Membership Group | |
| 9 | Monica Gow | Director | | Ex Officio | | |
|  | | | | | | |
| MEETING SCHEDULE | | | | | | |
| **2020** | | | **From** | | **To** | **Location** |
| August 26 | | | 10:00am | | 12:00 pm | Zoom |
| September 23 | | | 10:00am | | 12:00 pm | Zoom |
| October 28 | | | 10:00 am | | 12:00 pm | Zoom |
| November | | | 10:00 am | | 12:00 pm | Zoom |
| December | | | 10:00 am | | 12:00 pm | Zoom |
| **2021** | | |  | |  |  |
| January 27 | | | 10:00am | | 12:00 pm | TBD |
| February 24 | | | 10:00am | | 12:00 pm | TBD |
| March 24 | | | 10:00am | | 12:00 pm | TBD |
| April 28 | | | 10:00am | | 12:00 pm | TBD |
| May 26 | | | 10:00am | | 12:00 pm | TBD |

**III (a). MEMBERSHIP GROUP**

**CHARTER**

1. Ensures the continuous recruitment & retention of members within the parameters set forth in the bylaws of WISE.
2. Works with the Communications Committee to develop & improve strategies to increase membership.
3. Coordinates activities with Communications Committee to communicate the benefits of membership.
4. Ensures focus on new & returning member recruitment as well as community outreach efforts.
5. Uses the following tools & opportunities to recruit members, within Massachusetts & out of state:
   1. Email blasts using Wild Apricot & MailChimp.
   2. Personal phone calls.
   3. Social media.
   4. Outreach to community supporters, including senior living communities & arts organizations.
   5. Outreach to libraries & Senior Centers within New England.
   6. Assumption University events.
   7. Local senior & wellness fairs.
   8. Direct mail where appropriate & affordable.
6. Defines the advantage of multiple learning methods: in-person, online & hybrid learning.
7. Develops Dashboard of Metrics of membership, including:
   1. Categories of members (see Policy Document).
   2. Central MA members.
   3. Other MA members.
   4. Out of state members.
8. Reports on membership data: Monthly, Quarterly & Annually.
9. Ensures that all its duties & responsibilities conform with the Policies of Assumption University, & the ‘Membership’ section of the WISE ‘Policies’ document.
10. Ensures that all functions of the Committee conform with the mission & values of WISE.
11. Fosters a culture of teamwork, participation, acknowledgment, respect, inclusivity & transparency.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MEMBERSHIP GROUP** | | | | | | |
| MEMBERS | | | | | | |
| **No.** | **Name** | **Title** | **Position** | **Term Started** | | **Term Expires** |
| 1. | Jill Lagana | Office Manager | Coordinator | 6/2020 | | 5/2022 |
| 2. | Christine Johnson | WISE Member | Member | 6/2020 | | 5/2022 |
| 3. | Mohan Korgaonkar | WISE Member | Member | 6/2020 | | 5/2022 |
| 4. | Monica Gow | Director | Ex Officio | | | |
|  | | | | | | |
| MEETING SCHEDULE | | | | | | |
|  | | **From** | **To** | | **Location** | |
| **2020** | |  |  | |  | |
| September 8 | | 10:00 am | 11:00 am | | Zoom | |
| October 13 | | 10:00 am | 11:00 am | | Zoom | |
| November 10 | | 10:00 am | 11:00 am | | Zoom | |
| **2021** | |  |  | |  | |
| January 12 | | 10:00 am | 11:00 am | | Zoom | |
| March 9 | | 10:00 am | 11:00 am | | Zoom | |
| April 13 | | 10:00 am | 11:00 am | | Zoom | |
| May 11 | | 10:00 am | 11:00 am | | Zoom | |
| August 10 | | 10:00 am | 11:00 am | | Zoom | |

**IV. CURRICULUM COMMITTEE**

**CHARTER**

1. The Chair serves as a member of the Council.
2. Solicits, receives and approves proposals from Instructors for educational programs at WISE.
3. Beginning in June 2021, all new members shall serve a two-year term with eligibility to renew for a second two-year term. All existing members in June 2021 shall serve their three-year terms or remainder and be eligible for a second three-year term.
4. As a courtesy to Assumption University, any current or retired faculty members who wish to teach for WISE will need the support of the university. The President of WISE will communicate the names of potential instructors to the university to seek their support.
5. The honorarium for each Instructor and Special Interest Group Coordinator is determined on an annual basis by the Curriculum Committee and is approved by the Finance Committee and the Council.
6. With the assistance of the Director and the Office Manager, prepares and distributes the course catalogs and calendars to interested parties.
7. Evaluates the Course Instructors, reviews them at a Committee meeting and the Chair presents a summary to the Council.
8. Creates a Dashboard of evaluations of the Courses and the Instructors, for review & discussion at the Council meetings, at the end of each semester and academic year.
9. Develops and modifies, as necessary, ‘Guidelines for Presentation’ for Course Instructors, which all Instructors should review.
10. Oversees the Summer Courses Subcommittee.
11. The Chair:
    1. Prepares reports when requested.
    2. Provides minutes of the Committee meetings to the President in a timely manner.
    3. Informs the President regarding appointments to the Curriculum Committee & the Summer Courses Group on an annual basis.
12. In collaboration with the Director and the Chair of the Finance Committee, prepares the budget for each year, which includes:
    1. The honorarium for each course Instructor in the Fall and Spring Semesters.
    2. The honorarium for each course Instructor in the Summer Courses Program.
    3. The honorarium for each course Instructor in the Special Interest Group must be in keeping with the honorarium for course Instructors.
13. Ensures that all its duties and responsibilities conform with the Policies of Assumption University, and the ‘Curriculum’ section of the WISE ‘Policies’ document.
14. Ensures that all functions of the Committee conform with the Mission and Values of WISE.
15. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity and transparency.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CURRICULUM COMMITTEE** | | | | | | | |
| MEMBERS | | | | | | | |
| **No.** | **Name** | | **Position** | | **Term Started** | | **Term Expires** |
| 1 | Barbara Groves | | Chair | | 6/2017 | | 5/2021 |
| 2 | Jane Gilligan | | Recorder/Evaluations Coordinator | | 6/2014 | | 5/2022 |
| 3 | Linda Miller | | Member | | 6/2015 | | 5/2021 |
| 4 | Barbara Kupfer | | Member | | 6/2015 | | 5/2021 |
| 5 | Louis Drew | | Member | | 6/2016 | | 5/2022 |
| 6 | Kathy Drew | | Member | | 6/2017 | | 5/2023 |
| 7 | Karen Karaa | | Member | | 6/2017 | | 5/2023 |
| 8 | Joe Corn | | Summer Courses Coordinator | | 6/2018 | | 5/2024 |
| 9 | Harriet Goff | | Member | | 6/2018 | | 5/2024 |
| 10 | Maureen Gray | | Member | | 6/2019 | | 5/2025 |
| 11 | Carol Harvey | | Member | | 6/2019 | | 5/2025 |
| 12 | Julie O’Shea | | Member | | 6/2019 | | 5/2025 |
| 13 | Joan Arnold | | Member | | 6/2020 | | 5/2026 |
| 14 | Joan Barry | | Member | | 6/2020 | | 5/2026 |
| 15 | Micha Hofri | | Member | | 6/2020 | | 5/2026 |
| 17 | Karl Hakkarainen | | Technology Advisor | | Ex Officio | | |
| 18 | Monica Gow | | Director | | Ex Officio | | |
| MEETING SCHEDULE | | | | | | | |
| **Dates** | | **From** | | **To** | | **Location** | |
| **2020** | |  | |  | |  | |
| September 2, 2020 | | 9:45 am | | 12:00 pm | | Zoom | |
| October 7, 2020 | | 9:45 am | | 12:00 pm | | Zoom | |
| November 4, 2020 | | 9:45 am | | 12:00 pm | | Zoom | |
| December 2, 2020 | | 9:45 am | | 12:00 pm | | Zoom | |
| **2021** | |  | |  | |  | |
| February 3, 2021 | | 9:45 am | | 12:00 pm | | TBD | |
| March 3, 2021 | | 9:45 am | | 12:00 pm | | TBD | |
| April 7. 2021 | | 9:45 am | | 12:00 pm | | TBD | |
| May 5, 2021 | | 9:45 am | | 12:00 pm | | TBD | |
| June 2, 2021 | | 9:45 am | | 12:00 pm | | TBD | |

**IV (a). WISE SUMMER COURSE DEVELOPMENT SUBCOMMITTEE**

**CHARTER**

**Purpose**

The WISE Summer Course Development Subcommittee (SCDS) is formed to support the Worcester Institute for Senior Education (WISE) for the purpose of developing & maintaining a program of courses to be conducted during the summer months between the Spring & Fall terms of the regular WISE academic course calendar. The subcommittee shall also serve to foster a culture of teamwork, respect, acknowledgement, & participation in the WISE program.

**Organization**

The SCDS shall serve as a subcommittee to the WISE Curriculum Committee (CC).

The SCDS shall consist of between twelve (12) & sixteen (16) members. SCDS membership is open to all WISE full-year members in good standing who are capable & willing to attend the majority of meetings.

The committee is formed at the start of the academic year. Prior experience from service on the Curriculum Committee or Summer Course Subcommittee is valued. Members of the SCDS will serve for one-year but may volunteer to remain on the subcommittee for additional years.

At the first meeting, the SCDS will select one member to serve as Committee Chairperson. Other members will fill the roles of Vice Chair, recording secretary, & course evaluation coordinator. Individual subcommittee members may simultaneously fill more than one of these roles.

The SCDS Chair shall also serve as a member of the Curriculum Committee.

The current WISE Director, President, & Curriculum Committee Chair will serve as adjunct members of the SCDS.

**Goals & Responsibilities**

Develop a set of courses which are believed to be of general interest to the WISE Membership as well as to the Greater Worcester community. Courses will be offered between the end of spring term & the beginning of the fall term. The means of developing courses, identifying instructors, reserving venues, etc. will be done in a manner similar to that employed by the WISE Curriculum Committee. In general, the types of course offerings for the summer term will be more flexible than the strictly academic types of courses offered in the fall & spring terms.

**Reporting**

The recording secretary of the SCDS will take meeting minutes for distribution to the Committee Chair & the other members of the Subcommittee.

The SCDS Chair reports to the Chair of the Curriculum Committee. The SCDS Chair will also attend CC meetings & report SCDS status to the full CC.

**Support & Interfaces**

The SCDS will work closely with the CC on developing courses & identifying instructors.

SCDS members will work directly with the WISE Director & coordinators regarding both on & off-campus course venues in order to secure suitable locations for the conduct of courses.

The SCDS Chair & Director will coordinate with the WISE Finance Committee on reviewing & approving the recommendations of the SCDS regarding course fees & on the Honoria to be paid to instructors.

The SCDS Chair, the CC chair, & the WISE Director will determine an appropriate course calendar & schedule for course offerings. Key administrative deadlines will be identified.

The SCDS, the WISE Office Manager, & the Director will create of a Summer Course Catalog. The Office Manager will provide other administrative support.

**Meeting Schedule**

The SCDS will meet as needed, but approximately once per month between September & May.

It is expected that all subcommittee members will attend at least 75% of the meetings.

Communications among members between meetings will largely be done by e-mail, & all subcommittee members must have access to & be able to communicate via e-mail.

Revision E: 14 January 2020

**IV (b). CLASS ASSISTANTS & HOSTS GROUP**

**CHARTER**

1. Assists the Director & the Office Manager in the preparation of a list of Class Assistants and Hosts for WISE programs.
2. Meets with the Class Assistants & Hosts at the beginning of each semester & informs them about their roles, including:
3. Classroom etiquette for virtual, in person & hybrid teaching & learning.
4. Special WISE announcements.
5. Class Instructors’ duties.
6. The online Evaluation Forms.
7. Zoom related information.
8. The Coordinator:
9. Prepares reports when requested.
10. Makes recommendations to the President regarding appointments to the Class Assistants Group on an annual basis.
11. Ensure that all its duties & responsibilities conform with the Policies of Assumption University, & the ‘Curriculum’ section of the WISE ‘Policies’ document.
12. Ensures that all its duties & responsibilities conform with the mission & values of WISE.
13. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS ASSISTANTS & HOSTS GROUP** | | | | |
| MEMBERS | | | | |
| **No.** | **Name** | **Position** | **Term Started** | **Term Expires** |
| 1 | Cathy Samko | Coordinator | 6/2020 | 5/2022 |
| 2 | Karl Hakkarainen | Technology Advisor | Ex Officio | |
| 3 | Jill Lagana | Office Manager | Ex Officio | |
| 4 | Monica Gow | Director | Ex Officio | |
| MEETING SCHEDULE | | | | |
| As needed | | | | |

**V. FINANCE COMMITTEE**

**CHARTER**

1. The Chair who also serves as the Treasurer, serves as a member of the Executive Committee & the Council.
2. Oversees the fiscal health of WISE.
3. Recommends to the Council, the Annual Dues for WISE members.
4. Working with the Director, prepares the annual budget, which is approved by the Council.
5. The budget development process includes:
6. Development of budgetary assumptions by the Treasurer & the Director.
7. The completion of revenue & expense forms by the Leadership (Administrative, Committee Chairs, Group Coordinators & Club Coordinators) for the following year’s budget.
8. The flow of information, coordinated by the Director, with respect to the Finance Committee will be:
9. The Curriculum Committee (including the Summer Courses Subcommittee) will develop the budget proposal(s) in collaboration with the Director.
10. All other Committees, Groups & Clubs will collaborate with the Director & the Treasurer.
11. All Budget Request Forms are submitted to the Treasurer for further discussion & action.
12. The budget is then approved by the Council.
13. Monitors the financial performance of WISE, using Financial Statements & the Dashboard of Financial Metrics on a regular basis.
14. Uses discretionary powers to approve funds for items that are not budgeted, & reports them to the Council.
15. Reviews the discretionary funds allotted to the Director on an annual basis.
16. The Chair:
17. Prepares reports when requested.
18. Provides minutes of the Committee meetings to the President in a timely manner.
19. Makes recommendations to the President regarding appointments to the Finance Committee on an annual basis.
20. Ensures that all its duties & responsibilities conform with the Policies of Assumption University, & the ‘Finance’ & the “Dues’ sections of the WISE ‘Policies’ document.
21. Ensures that all functions of the Committee conform with the mission & values of WISE.
22. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FINANCE COMMITTEE** | | | | | | | |
| MEMBERS | | | | | | | |
| **No.** | **Name** | **Position** | | **Term Started** | | **Term Expires** | |
| 1 | Susan Tellier | Chair | | 6/2017 | | 5/ 2021 | |
| 2 | Patricia Segerson | Vice Chair | | 6/2020 | | 5/2023 | |
| 3 | Patricia Hertzfeld | Member | | 6/2020 | | 5/2022 | |
| 4 | Susan Lippitt | Member | | 6/2020 | | 5/2022 | |
| 5 | Monica Gow | Ex Officio | | | | | |
| MEETING SCHEDULE | | | | | | | |
| **2020** | | | **From** | | **To** | | **Location** |
| September 9 | | | 10:00 am | | 12:00 pm | | Zoom |
| October 14 | | | 10:00 am | | 12:00 pm | | Zoom |
| November 11 | | | 10:00 am | | 12:00 pm | | Zoom |
| December 9 | | | 10:00 am | | 12:00 pm | | Zoom |
| **2021** | | |  | |  | |  |
| February 10 | | | 10:00 am | | 12:00 pm | | TBD |
| March 10 | | | 10:00 am | | 12:00 pm | | TBD |
| April 14 | | | 10:00 am | | 12:00 pm | | TBD |
| May 12 | | | 10:00 am | | 12:00 pm | | TBD |

**VI. NOMINATING COMMITTEE**

**CHARTER**

1. The Committee Chair serves on the Council.
2. In addition to the Chair, the Committee shall comprise of:
3. A former WISE President or Secretary of the Council.
4. One At-Large Council Member.
5. One representative of the WISE membership.
6. The Committee Chair, on behalf of the Committee, nominates (one or more) of the following positions for approval at the Council, & election by a majority of members at the Annual Meeting of WISE:
7. President
8. Vice President
9. Treasurer
10. Secretary
11. At-Large members (*up to eight*)
12. When openings occur for positions within the purview of the Committee, the nominating process is suggested to be as follows:
13. An email is sent to the membership calling for nominations & personal interest.
14. The nominations, with their brief resumes, are received.
15. The nominees are interviewed.
16. The final nominees are approved by the Council.
17. These nominations should be made & submitted to the Council no later than April 1 of each year.
18. The Chair:
19. Prepares reports when requested.
20. Provides minutes of the Committee meetings to the President in a timely manner.
21. Ensures that all its duties & responsibilities conform with the Policies of Assumption University, & the Bylaws of WISE.
22. Ensures that all functions of the Committee conform with the mission & values of WISE.
23. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NOMINATING COMMITTEE** | | | | |
| MEMBERS | | | | |
| **No.** | **Name** | **Position** | **Term Started** | **Term Expires** |
| 1 | Charlene Nemeth | Chair | 6/2020 | 5/2022 |
| 2 |  | Member |  | 5/2022 |
| 3 |  | Member |  | 5/2022 |
| 4 |  | Member |  | 5/2022 |
|  | | | | |
| MEETING SCHEDULE | | | | |
| As Needed | | | | |

**VII. SPECIAL EVENTS COMMITTEE**

**CHARTER**

1. Solicits & approves the performance of Special Events, & secures venues for those events that are off campus, including, but not limited to:
   1. Brown Bag lunches
   2. Special Programs, including the Holiday Lunch, the Spring Dinner & the Annual Meeting of the WISE membership
   3. Excursions
2. The Chair serves as a member of the Council &:
3. Prepares reports when requested.
4. Provides minutes of the Committee meetings to the President in a timely manner.
5. Makes recommendations to the President regarding appointments to the Special Events Committee on an annual basis.
6. In collaboration with the Director, prepares the annual budget proposal for submission to the Chair of the Finance Committee.
7. All Special Events shall be self-funded by members’ donations, except the speakers’ fees.
8. The WISE Director, the Office Manager, the Assumption University President, the Vice President of Institutional Advancement, the Vice President for Student Success & the Dean of Graduate & Professional Studies, the Executive Director of Communications, their guests and other selected individuals shall be invited guests at the Annual Meeting, the Holiday Lunch or other WISE events.
9. Ensure that all its duties & responsibilities conform with the Policies of Assumption University, & the Special Events Section of the WISE ‘Policies’ document.
10. Ensures that all functions of the Committee conform with the mission & values of WISE.
11. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SPECIAL EVENTS COMMITTEE** | | | | |
| MEMBERS | | | | |
| **No.** | **Name** | **Position** | **Term Started** | **Term Expires** |
| 1 | Cookie (Ann) Nelson | Chair | 2016 | 5/2021 |
| 2 | Claire Fegreus | Vice Chair | 6/2020 | 5/2021 |
| 3 | Chris Durham | Member | 6/2020 | 5/2022 |
| 4 | Paul Mahon | Member | 6/2020 | 5/2022 |
| 5 | Joyce Abdow-Dowd | Member | 6/2020 | 5/2022 |
| 6 | Barbara McCarthy | Emeritus Member | 6/2020 |  |
| 7 | Monica Gow | Ex Officio | | |
|  | | | | |
| MEETING SCHEDULE | | | | |
| As Needed | | | | |

**VIII. TECHNOLOGY ADVISOR**

**DUTIES & RESPONSIBIITIES**

1. The Technology Advisor supports the WISE Administration, Committees, Groups, Clubs, Task Forces, & Members as needed.
2. Support of Membership Management:
3. These activities are in support of WISE’s membership management software. We currently use [Wild Apricot](https://wildapricot.com) for membership, website, course registration, contact management, & donations.
4. Maintains Wild Apricot site (<https://assumptionwise.org>).
5. Reviews, upgrades & communicate new & changed features to staff & members.
6. Reports issues to Wild Apricot technical support.
7. Installs & updates security certificates.
8. Customizes look & feel, including CSS & JavaScript extensors as needed.
9. With office staff, adds courses & events with pricing & tagging.
10. Creates online course registration page from courses (events).
11. Prepares reports for the Council, Office Staff, & Class Assistants using API, Excel, & Access tools on Linux & Windows &/or Mac.
12. Maintains SEO features.
13. Monitors site usage with Google Analytics.
14. Develops & manages other integrations using [Integromat](https://integromat.com) &, soon, [Zapier](http://zapier.com).
15. Manages online payments:
16. WISE currently uses PayPal as its online payment processor.
17. Manages credit card payment interface between Wild Apricot & PayPal.
18. Processes PayPal refunds.
19. Monitors PayPal usage.
20. Identifies potential problems with PayPal should they occur.
21. Reviews other membership management software, payment processor, & other products & services & makes recommendations as needed.
22. Supports the Communications Committee:
23. Manages & supports MailChimp software for bulletins & blogs.
24. Reports on usage to the Committee & the Council.
25. Troubleshoots email issues.
26. Updates & maintains the website content.
27. General technical support:
28. Coordinates WISE technical activities with Assumption IT.
29. Reviews & recommends hardware & software for WISE use.
30. Assists WISE members & Instructors with classroom &, as time permits, personal technology.
31. Works with the Director & the Office Manager.
32. Ensures that WISE potential Members, Members, and Instructors are familiar with the technology of Zoom.
33. Ensure that all duties & responsibilities conform with the Policies of Assumption University, & the WISE ‘Policies’ document.
34. Ensures that all functions of the Committee conform with the mission & values of WISE.
35. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

**B. GROUPS**

**I. DEVELOPMENT GROUP**

**CHARTER**

1. All development & fundraising activity shall comply with the policies of Assumption University.
2. The annual fundraising drive consists of soliciting donations to one or more of the following:
3. WISE General Fund
4. Assumption University Building Funds
5. Students’ Scholarship Funds
6. Other targeted Funds
7. Gifts to WISE or AU made in memory or honor of an individual.
8. Efforts will be made to make members or others write their bequests to WISE at Assumption University.
9. All donations are to be made payable to Assumption University/WISE
10. All donors are acknowledged in writing by the Director & Vice President of Institutional Advancement of Assumption University.
11. Ensures that all duties & responsibilities conform with the Policies of Assumption University, & the WISE ‘Policies’ document.
12. Ensures that all functions of the Committee conform with the mission & values of WISE.
13. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEVELOPMENT GROUP** | | | | |
| MEMBERS | | | | |
| **No.** | **Name** | **Position** | **Term Started** | **Term Expires** |
| 1. | Monica Gow | Group Coordinator; Director WISE | Ex Officio | |
| 2. | Tim Stanton | Vice President, Institutional Advancement, AU |  |  |
| 3. |  | Member |  |  |
| 4. |  | Member |  |  |
| 5. |  | Member |  |  |
| MEETING SCHEDULE | | | | |
| As Needed | | | | |

**II. DIVERSITY GROUP**

**CHARTER**

1. To promote WISE as an opportunity for diversity among its members, including their race, color, ethnicity, national origin, sex, sexual orientation &religion.
2. To give opportunities for members of the minority community to participate in WISE membership, including in leadership positions.
3. To learn from the rich culture of diverse populations.
4. To break barriers in communication among members of different communities.
5. Ensure that all duties & responsibilities conform with the Policies of Assumption University, & the WISE ‘Policies’ document.
6. Ensures that all functions of the Committee conform with the mission & values of WISE.
7. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DIVERSITY GROUP** | | | | |
| MEMBERS | | | | |
| **No.** | **Name** | **Position** | **Term Started** | **Term Expires** |
| 1. | Monica Gow | Director, WISE | 6/2020 |  |
| 2. | Conway Campbell | Vice President, Student Success, AU | 6/2020 |  |
| 3. |  | Member |  |  |
| 4. |  | Member |  |  |
| 5. |  | Member |  |  |
| MEETING SCHEDULE | | | | |
| As Needed | | | | |

**III. NEW MEMBER ORIENTATION GROUP**

**CHARTER**

1. Introduces the new members to WISE & its leadership, including the President, Vice President, Director, Office Manager, the Committee Chairs, the Group Coordinators & the Club Coordinators.
2. Explains to the new members the WISE organization, leadership functions & the benefits of joining WISE.
3. Educates them about the relationship with Assumption University & its benefits to the members.
4. Educates them about the expected etiquette within the classroom & virtual teaching sessions.
5. Inform new members about the WISE Website, Social Media & the use of new technologies, such as Zoom.
6. The Coordinator:
7. Prepares reports when requested.
8. Makes recommendations to the President regarding appointments to the Class Assistants Group on an annual basis.
9. Ensure that all duties & responsibilities conform with the Policies of Assumption University.
10. Ensures that all functions of the Committee conform with the mission & values of WISE.
11. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NEW MEMBER ORIENTATION GROUP** | | | | |
| MEMBERS | | | | |
| **No.** | **Name** | **Position** | **Term Started** | **Term Expires** |
| 1 | Lee Morin | Coordinator | 2020 | 2022 |
| 2 | Bob Dyer | Tour Guide | 2018 | 2020 |
| 3 | Monica Gow | Director | Ex Officio | |
| 4 | Jill Lagana | Office Manager | Ex Officio | |
| 5 | WISE Leadership | Ex Officio | | |
|  | | | | |
| MEETING SCHEDULE | | | | |
| As Needed | | | | |

**IV. SPECIAL INTEREST GROUPS**

A Special Interest Group (SIG) is a group of subject matter experts, staff, & members interested in a specific topic.   SIGs do not take the place of courses, but rather complement them with an ongoing experience run by the members themselves.  This experience is more informal, self-directed, & often involves experts & activists from outside the university. The vitality of the group depends mainly upon the active participation & commitment of its members.

**Description**

SIGs are formed with a statement of purpose, benefits, & audience for those they intend to involve from WISE & the outside community. Initially, a statement is developed collaboratively with a representative from the Council for SIGs along with 15+ charter members of the SIG in its first meetings.  Typically, there are four types of role to foster a culture of teamwork, respect, acknowledgement, & participation.

1. Facilitator: A subject matter expert in the field with overall responsibility.  S/he prepares or arranges the presentations & any materials to be given at meetings.
2. Assistant:  A person to handle communications, room reservations, resource requests, announcements, & distribution of materials to members before meetings.
3. Advisors: A small group of members with relevant expertise (say, 1-4 people) to help the Leader select topics, identify presenters, & plan.
4. Members:  All interested from the WISE community.

**Meetings**

SIGs meet on a defined schedule, typically monthly (or eight times per year) for 90-120 minutes, according to the needs of the group. While some SIGs may meet only on campus, others may gather elsewhere at times to pursue an opportunity.

**Resources**

WISE supports SIG as needed with meeting rooms, presentation equipment, a web page on WISE website, email lists, a file share, calendaring, photocopying, & announcements in newsletters.

**General**

The SIGS strive to meet the following objective of the WISE community:

1. Ensure that all duties & responsibilities conform with the Policies of Assumption University & of WISE.
2. Ensures that all functions of the Committee conform with the mission & values of WISE.
3. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SPECIAL INTEREST GROUPS** | | | | |
| MEMBERS | | | | |
| **No.** | **Name** | **Title** | **Term Started** | **Term Expires** |
| 1. | Michael Fishbein | Coordinator | 2019 | 2021 |
| 2. | Pete Murphy | Facilitator: Energy & the Environment | 2019 | 2021 |
| 3. | Jack Ross | Facilitator: Supreme Court | 2019 | 2021 |
| 4. | Monica Gow | Director | Ex Officio | |
|  | | | | |
| MEETING SCHEDULE | | | | |
| As Needed | | | | |

**IV (a). ENERGY & THE ENVIRONMENT**

**Facilitator:** Pete Murphy, Professional Engineer & Business Instructor, WISE Instructor.

**Goals:** Energy has enabled our industrial economy, creating wealth & improving the quality of life.  Energy production through fossil fuels has had an unexpected & cumulative effect on the climate & the environment.  National leaders are seeking ways to sustain & grow our economic prosperity, while minimizing the negative aspects of energy production & resource conversion.  The proposed SIG will gather to discuss public policy about how energy is produced, used, & conserved, & how that can & should change in the future to protect the environment.  Community opportunities to influence public policy will be examined.

**Benefits:** Members will have an opportunity to discuss events in the New England, national, & international energy industry, & public policy proposals by government officials to change how energy is produced & used.  The problems are complex & this discussion group will help WISE members understand that complexity & how proposed solutions may or may not be beneficial.

**Audience:** All members with an interest in learning about energy solutions. No background in science is necessary; the discussions are geared to the layperson.

**Deliverables:** Meetings focus on a specific energy production technology & how it fits into the energy production mix.  Public policy regarding the technology will also be addressed. Participants will bring publications & data relevant to the discussion.

**Topics:** Fossil fuels of coal & natural gas for electricity production, oil for   transportation, nuclear for electricity production, solar power, & wind energy.  Electric power distribution & storage will also be topic. Forecasts of extreme negative environmental impact from continued use of fossil fuels will be included.

**Resources:** Outside sources with expertise in the relevant technology will be invited when identified.

**Meetings:** Discussions are held on convenient dates once a month on the Assumption University campus. The first meeting of the year typically occurs in October.

**IV (b). SUPREME COURT**

**Facilitator:** John S. Ross, III (Jack), attorney, WISE instructor on the Supreme Court & Constitutional Law.

**Goals:** The goal of the Supreme Court SIG is to provide WISE members with an understanding of how the Supreme Court functions & discuss notable decisions of the Court.

**Benefits:** Members will have an opportunity to track developments at the Supreme Court from the start of its term in October through its final decisions in June. The facilitator will compile a “watch list” of significant cases to follow through oral argument & decision. Participants will learn about court’s procedures, such as how the Court assembles its docket, briefing, oral argument, court conferences, & issuance of opinions.

**Audience:** All members with an interest in learning about the court. No background in the law is necessary; the discussions are geared to the layperson.

**Deliverables:** The SIG is an opportunity to learn about the Supreme Court. As a part of this, the group distributes an agenda in advance of each meeting with articles & links to materials on & about the cases to be discussed.

**Topics:** The SIG covers a wide range of statutory & constitutional issues addressed by the Supreme Court. We also discuss institutional issues such as the ideology of the Court, trends in decisions, the role of the Chief Justice, the political dimensions of the Court, & the appointment & confirmation process.

**Resources:** None

**Meetings:** The group typically holds its first meeting in late October, has more frequent meeting in the spring, & ends in July.  Meetings are scheduled by consensus at times suitable to most participants.

**C. CLUBS**

**I. BASEBALL CLUB**

**CHARTER**

1. Prepares a schedule of Baseball Games & sends it out to the membership.
2. Coordinates the WISE members’ attendance at the games.
3. The Group Coordinator:
4. Prepares a report for the Council at the end of the Baseball season.
5. Makes recommendations to the President regarding appointments to the Baseball Group on an annual basis.
6. Ensures that all functions of the Committee conform with the mission & values of WISE.
7. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BASEBALL CLUB** | | | | |
| MEMBERS | | | | |
| **No.** | **Name** | **Position** | **Term Started** | **Term Expires** |
| 1 | Joe Corn | Coordinator |  |  |
|  | | | | |
| MEETING SCHEDULE | | | | |
| As needed | | | | |

**II. BOOK CLUB**

**CHARTER**

1. Solicits, reviews & selects books for review at the Book Club.
2. Arranges venues for the Group to meet & discuss the books that have been selected.
3. The Group Coordinator:
4. Prepares an annual report, which lists the books read & their authors, & submits it to the President.
5. Makes recommendations to the President regarding appointments to the Book Club on an annual basis.
6. Ensures that all functions of the Committee conform with the mission & values of WISE.
7. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BOOK CLUB** | | | | |
| MEMBERS | | | | |
| **No.** | **Name** | **Position** | **Term Started** | **Term Expires** |
| 1 | Joyce Abdow-Dowd | Coordinator | 2017 | 2020 |
| 2 | Bobbi Corn | Member | 2017 | 2020 |
| 3 | Zelda Schwartz | Member | 2017 | 2020 |
| 4 | Diane Stoller | Member | 2019 | 2020 |
| 5 | Cathy Samko | Member | 2019 | 2020 |
| 6 | Cookie Nelson | Member | 2019 | 2020 |
| 7 | Monica Gow | Ex Officio | | |
|  | | | | |
| MEETING SCHEDULE | | | | |
| As Needed | | | | |

**III. NON-FICTION BOOK CLUB**

**CHARTER**

1. Solicits, reviews & selects books for review at the Non-Fiction Book Club.
2. Selects titles for discussion according to the following process:
3. Four books will be read each year, one in each WISE session.
4. Titles will be selected through an email-based nomination & voting system.
5. To nominate a title, one must have read the book.
6. When a book is discussed, the person who nominated it will lead the discussion.
7. Nominated titles may be of any non-fiction genre - science, history, biography, et cetera.
8. Any book nominated should be accompanied by a "Publisher's Weekly" type of summary or a brief personal statement about what the nominator liked about the book.
9. Arranges venues for the Group to meet & discuss the books that have been selected.
10. The Group Coordinator:
11. Prepares an annual report, which lists the books read & their authors, & submits it to the President.
12. Makes recommendations to the President regarding appointments to the Book Club on an annual basis.
13. Ensures that all functions of the Committee conform with the mission & values of WISE.
14. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NON-FICTION BOOK CLUB** | | | | |
| MEMBERS | | | | |
| **No.** | **Name** | **Position** | **Term Started** | **Term Expires** |
|  | Bill Forbes | Coordinator | 6/2019 | 5/2021 |
|  | | | | |
| MEETING SCHEDULE | | | | |
| Meetings will be scheduled through the WISE office as needed, according to the following guidelines:   * Each meeting will be 1.5 hours long. * Multiple meetings may be held within a single WISE session to discuss long or dense books. * During the selection process, the nominator will recommend the number of meetings for each book. * The number of meetings for each book selected will be determined as part of the voting process. | | | | |

**IV. MOVIE CLUB**

**CHARTER**

1. Arrange the screening of movies on a regular basis to the members who sign up for this activity.
2. The Coordinator prepares a list of movies screened, & submits it to the President annually.
3. Ensures that all functions of the Committee conform with the mission & values of WISE.
4. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

|  |  |  |  |
| --- | --- | --- | --- |
| **MOVIE CLUB** | | | |
| MEMBERS | | | |
| **No.** | **Name** | **Position** | **Term Started** |
| 1. | Bobbi Corn | Coordinator | 2015 |
| 2. | Jeff Long | Advisor | 2015 |
|  | | | |
| MEETING SCHEDULE | | | |
| As Needed | | | |

**V. WRITING CLUB**

**CHARTER**

1. Develop skills in fiction & creative nonfiction writing.
2. Reinforce elements of good writing through group critique, discussion & support.
3. Uphold confidentiality with all submitted writing material.
4. Role of Coordinator:
5. Facilitates general meetings, which involve decisions related to logistics.
6. Arranges for venues.
7. Ensures that each meeting conforms to both the Mission Statement & Protocol for the Writing Club.
8. Makes writing resources available to all participants if needed.
9. Sends an email as a reminder to the group one week before each meeting date.
10. Serves as a liaison between the Club, the WISE Council & the Curriculum Committee.
11. Troubleshoots any challenges that arise.
12. Promotes a supportive, collegial, trusting & collaborative atmosphere.
13. Ensure that all functions of the Writing Club conform to the mission & values of WISE.

6. Foster a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WRITING CLUB** | | | | |
| MEMBERS | | | | |
| **No.** | **Name** | **Position** | **Term Started** | **Term Expires** |
| 1. | Josette Kaplan | Coordinator | 6/2020 | 5/2022 |
| MEETING SCHEDULE | | | | |
| **Date** | | **From** | **To** | **Location** |
| **2020** | |  |  | Zoom |
| June | |  |  | Zoom |
| July | |  |  | Zoom |
| August | |  |  | Zoom |
| September | |  |  | Zoom |
| October | |  |  | Zoom |
| November | |  |  | Zoom |
| December | |  |  | Zoom |
| **2021\*** | |  |  |  |
| January | |  |  | TBD |
| February | |  |  | TBD |
| March | |  |  | TBD |
| April | |  |  | TBD |
| May | |  |  | TBD |

\* Group Study Room 125, Emanuel d’Alzon Library, Assumption College.

|  |  |
| --- | --- |
| **CHARTERS & MEMBERSHIP OF**  **COMMITTEES, GROUPS & CLUBS IN WISE** | |
|  | |
| **Approved by the WISE Council** | |
|  | |
| Approved | September 16, 2020 |
| Supersedes | November 13, 2019 |