RENAISSANCE
SOCIETY
SACRAMENTO STATE

Program Leaders' Handbook

Name: _____

Revised Edition

INTRODUCTION

Renaissance Society (RS) has been thriving with its peer-to-peer learning model for over 35 years! We invite you to reap the rewards hundreds of program presenters have enjoyed sharing their knowledge, expertise, and passions with fellow lifelong learners. The purpose of this Handbook is to help guide you through the steps necessary to become an exceptional and successful Program Leader!

The information in this Handbook should be applied to all the programs — Seminars, Shared Interest Groups (SIGs), One-time Presentations, and Forums — that the Renaissance Society offers. The principles and tips apply equally to the smorgasbord of programs RS offers. *Great teaching is great teaching, no matter what type of program you are giving!*

OUR LEARNING PROGRAM FORMATS

SEMINARS	SIGs (Shared Interest Groups)	ONE-TIME PRESENTATIONS	FORUMS
• Series of classes initiated and led by fellow RS Members • Wide-ranging subject areas: arts, entertainment, literature, history, social justice, science, technology, contemporary thought, etc. • Weekly courses generally meet for 3 to 12 weeks / semester... starting either in the morning or afternoon • Currently meeting via Zoom or in-person off-campus (M-Th) or in-person on-campus (F)	• Groups initiated and facilitated by fellow RS Members sharing common interests and ideas • Activities typically include writing, art, literature, games, foreign language, food, health, and travel • Meeting times and frequency set by the SIG facilitator and group • Usually meet off campus, in a variety of settings	• Single, one-time presentations given by RS Members or community-at -large speakers • Wide-ranging, varied topics • Typically, last 1 to 1.5 hours • Partnering with local groups such as ACC, Sac Archaeological Society, Big History • Currently meeting via Zoom or in-person off-campus (M, Tu, W) or in-person on-campus (F).	• Highly acclaimed speakers, community leaders, and recognized topic experts • Addressing diverse issues of critical concern and intense interest • Fridays—3-4 pm (no schedule conflicts with any other programs) • Presentations with interactive Q & A • Currently meeting on campus in hybrid mode

I. PURPOSE OF THIS HANDBOOK

Here's a place to start. This handbook guides you through the entire process of leading a Renaissance program from your decision to become a program leader, through the planning of your program, the enrollment of members, and the management of the weekly class all the way through the conclusion of your semester. In short, it will provide you the information, tips, and resources you need to lead a highly successful program.

II. DECIDING TO BE A PROGRAM LEADER

Perhaps you are not sure whether you can pull off a program. Without a doubt, leading and coordinating one will call for a significant investment of your time, effort, and creativity. The most important consideration when deciding to lead is your level of commitment. You will need to research your topic, determine how to present it, prepare for, and then conduct a seminar or SIG, which typically lasts 3, 6, or 12 weeks depending on your subject and personal preference.

However, you don't need to reinvent the wheel; information and resources exist which will save you much time and effort starting with this Handbook. You will be invited to attend the **Program Leaders' Workshop** before the start of the semester, which will give you information, available resources, and guidance to lead and to have fun while doing so. The Program Leader Workshop will focus on:

- Topic selection and structure
- The process of developing a successful program
- Various methods of seminar or SIG presentations and utilizing best teaching practices
- Technical training in effective use of classroom electronics or Zoom techniques
- How to make seminar or SIG leadership an enjoyable experience
- Interacting and sharing ideas with fellow program leaders

Past program leaders frequently comment that leading a seminar or SIG is a genuinely rewarding experience and that they learned more giving a seminar or SIG than taking one. So, talk with others about your idea, consider recruiting a partner to help you share the duties, and become a part of the heart and soul of RS by leading one of our many programs.

III. A FEW NUTS AND BOLTS TO GET YOU STARTED

Let's start first with some important general Renaissance information that all leaders and facilitators need to be aware of and comfortable with. Next will follow information directly relevant to your seminar or SIG.

- **How to Get Up-to-the-Minute Renaissance Information**

Assuming you are a member with an email address, we have many ways to communicate with one another. The following chart shows the various ways we stay in touch with one another. Be sure to read the *Weekly Update* every Wednesday and share its pertinent information with your class. If you are not getting the emails, contact the Renaissance office at **916 758-5133** or email renaissa@csus.edu

Renaissance Website
https://www.csus.edu/college/social-sciences-interdisciplinary-studies/renaissance-society/ OR
http://tinyurl.com/rensociety

Renaissance Catalog
https://online.fliphtml5.com/vlaky/lscf/#p=1

Weekly Update
(our emails to you....via Constant Contact
IF we have your email !)

The Recorder
(Our newsletter available to you on our website 11X/year)

**Reaching out to Renaissance Members:
How WE stay in touch with YOU !**

Renaissance Membership Directory
(for members to reach each other and Board members...email link)

Twitter
RenaissanceSoc1

Our Internal Facebook Page
(for members only)
https://www.facebook.com/groups/renaissancesocietysacramento/

Our Facebook Page
(for the public)
https://www.facebook.com/rensocietysac

**Renaissance Office
916-758-5133**
renaissa@csus.edu

Renaissance Café
https://www.youtube.com/channel/UCuedSwb_DbPXFWHhBJogQVw

Emergency Management

It is important that you know your responsibilities in the event of a medical emergency during your seminar or SIG, whether on- or off-campus. It is _essential_ that you **print and bring your class roster to each session because it has your class member's emergency contacts.** In the first session circulate your class roster so that your attendees can verify their emergency contact information.

In the unlikely event that you have a medical emergency in your seminar or SIG:

> **On-Campus: DO NOT CALL 911**
> 1. **Do not** call 911 from a cell phone because you will reach the California Highway Patrol, thus slowing down the response time.
> 2. If using a **RED Phone** in a classroom, **CALL (8-6900)** to reach the Campus Police.
> 3. If using a **CELL** phone or non-red phone, **CALL 916-278-6900** to reach the Campus Police. **Add this number to your cell phone Contacts**.
>   Give Campus Police your exact location (building and room number) and describe the problem. Stay with the member until help arrives.
> 4. While waiting, call the member's emergency contact on your program participants list or from the back of their nametag.

> **Off-Campus**:
> 1. **Call 911.**
> 2. Stay with the member until help arrives.
> 3. **Call the member's emergency contact.**

As soon as possible, after the emergency has been dealt with, notify the following:
> 1. Renaissance Office: **916-758-5133**
> 2. RS President and Program Committee Co-chairs

Fill out the Emergency Incident Report Form and submit it to the Renaissance Office.
The RS office address is:

Mailing address:	**Physical address of our office:**
Renaissance Society	Renaissance Society
6000 J Street, Mail Stop 6074	350 University Ave. # 108
Sacramento, CA 95819-6074	Sacramento, CA 95819
	916-758-5133

Covid Protocols in RS: This will be updated on our website, as necessary, and will be in compliance with the Covid policies in place at Sac State. https://www.csus.edu/college/social-sciences-interdisciplinary-studies/renaissance-society/membership-open.html#sac-state-and-renaissance-society-covid-safety-plan-protocols

IV. Ready to Go? "YOUR ROADMAP FOR LEADING A SUCCESSFUL PROGRAM"

The following will help guide you through the process of leading a successful program beginning with developing your idea all the way to concluding it. These steps define your responsibilities and lay out suggested processes and guidelines, which have proven effective for so many past leaders. Throughout this Handbook, you will also find *"Tips from the Pros,"* those gems of wisdom that have proved particularly valuable to some of our best leaders.

Step 1 Develop Your Idea

- **Brainstorm your idea with others**
  Mull over your idea and share it with others to get feedback on how you might want to present your topic.
  - ✓ Does your idea sound interesting to them?
  - ✓ Does enough material (books, magazines, on- line material, videos, field trips, etc.) exist to supplement your knowledge of the topic or for program members to use in research?
  - ✓ Do you possess enough knowledge about the subject to lecture for each class?
  - ✓ Do you plan to show videos on your topic and then discuss them?
  - ✓ Do you plan to have course members research aspects of the subject and present the information to the class?
  - ✓ Decide when you will be ready to offer your program.
  - ✓ Watch for the Program Application deadline for the upcoming semester in the *Weekly Update* or by contacting the Program Committee's administrative asst. Lorene Sarne at Lorene.sarne@csus.edu 916-758-5133 [see below]

- **Consider Recruiting a Co-leader and/or Tech Host to help you**

An optional, but often helpful strategy, is recruiting a reliable person to help co-lead your program. If you haven't already recruited a co-leader now is a good time to find your partner. The co-leader serves as your back-up should you be absent from the seminar or SIG anytime during the semester. In addition, having a co-leader has other advantages as it allows you to share the responsibilities of the seminar or SIG in the following ways:
  - ✓ helping plan and conduct the seminar or SIG
  - ✓ operating the audio/visual equipment
  - ✓ making one of more presentations.

Having a co-leader will make your job as leader easier and allow you flexibility. The same can be said of Tech Host support. If you are presenting in a virtual Zoom model on Monday - Thursday, you will probably want/need to seek out a Tech Host. You may also need one in an actual classroom if your skills require help. If you cannot find a Tech Host, ask the Program Committee or Technology Committee to help.

Determine the framework and structure of your program

After you determine the topic of your seminar or SIG, it is a good idea come up with a snazzy title that is an eyecatcher! Next, decide which teaching venue works best for you:

- ✓ Zoom which meets Monday - Thursday
- ✓ in-person and on-campus on Friday
- ✓ hybrid (or Hy-flex), a combination of Zoom/in person also on Friday
- ✓ determine first and second choice for day of the week and time of day (10:, 12:, or 2:)

These are critical decisions that need to be carefully thought out early in the process, as they will determine such things as the class size, technology support requirements, need for face-to-face activities, classroom/teaching locations, and other issues necessary for your seminar or SIG to be a positive experience.

Prepare your *Program Application Form* for the Catalog

- Once you have your topic, and an interesting and snappy title, and have determined how you want to deliver your seminar or SIG, you are ready to complete the online ***Program Application Form***. You will be directed to write a 750-character description of your seminar or SIG along with a brief 500-character leader biography, as well as one for your co-leader, if applicable. Submit it to Program Committee's Sr. Clerk, Lorene Sarne (Lorene.sarne@csus.edu). **Know and meet the deadline.** Your application will also include additional information related to the size of your class, teaching methodology, preferred contact method(s), your email address and/or phone number. [If you run into trouble, contact Lorene Sarne via email Lorene.sarne@csus.edu or by phone **916-758-5133** and she will guide you through the form.] Look at previous semester catalogs for sample descriptions. Your description should follow these guidelines:
    - ✓ Clearly state the goal/purpose of your course
    - ✓ Describe any requirements for program participants: topic style presentation, homework, class discussion, or prerequisites such as foreign language proficiency.
    - ✓ Program Applications deadlines often seem very early, but the next catalog is in full production early in the current semester and we need to get a handle on the next set of offerings. Please be prompt in submitting your ideas for the upcoming semester!

"Practice, Practice, Practice!"
Mike Agron

"Talk Less,
More!"
ryellen Burns

"One of the best roads to success is to look for exceptional role models and just do what they do!"
Dan Rooney

"Zoom – Not to worry so much. You will make mistakes. And it is OK! Just jump in and do it!"
Doug Bonetti

Wise tips from some of our Pros!

"In Zoom, get used to the silence of mute!"
Ranny Eckstrom

"Have fun and don't take the seminar or yourself too seriously"
Ken Cross

"Encourage suggestion and make your seminar a collaborative effort!"
Mimi Dixon

Step 2   Planning Your Program - develop your syllabus/plan sooner than later!!!

Preparations

This step will take the most time but will be your guide for the entire semester. You have probably considered the structure of your seminar or SIG: whether it is predominately a lecture format, interactive discussions, videos, field trips, outside guest speakers and/or class member presentations. Depending on your program's length, divide your topic into 3, 6, or 12-week course sessions and rough out the flow and content for each week.

Prepare a list of readings, guest speakers, videos, or field trips. Develop your program schedule, AKA your syllabus, to distribute to your program's class members. As you work on each week's lesson, organize a bibliography you may choose to offer to your class.

If your plan is for class members to volunteer to make presentations, create a list of topics where members can sign-up. Include this material with your **Open House** exhibit and/or the first session of the program. A couple of things to consider:
  ✓ Will having class members make presentations be optional or mandatory?
  ✓ Will topics be presented by individuals or perhaps by teams?

Marketing Your Program

From the outset, you will want to plan on how you will market your seminar or SIG. Talk to your friends and family and fellow Renaissance members to share your plans and encourage them to consider taking your class. One good opportunity to spread the word and sign-up people is during the pre-semester **Open House**. Twice each year in August and in January, Renaissance hosts this event to reach out to potential, newly enrolled, and returning members to encourage their participation in RS classes. You (and your co-leader, if you have one) have the opportunity to publicize the benefits and value of your program and potentially sign-up new RS members at this event! You cannot afford to miss this important and lively event, and _all_ seminar and SIG leaders are encouraged to participate. (Don't forget the little bowl of candy, fruit, cookies, or treats to get their attention.)

Some suggestions for having a successful **Open House** include:

- Arrive in plenty of time to set up your class's display and table before members arrive.

- Develop a representative display. Use colorful photos, graphics, and props to attract attention. _Electrical outlets are not available._

- Find your table with your program name card and put it onto the bulletin board or wall behind you.

- Save the card to post outside your classroom the first weeks of class.

- Print and bring your program roster from the on-line system.

- Direct those interested in your program to the nearby computers for on-line enrollment where our tech support will be available for assistance if needed.

- If you are planning to use class members to make presentations, bring your list of possible topics and encourage people to choose one.

- Clean your table area before you leave by removing all your personal materials.

Attend the Program Leaders' Workshop

The Program Committee presents the Program Leaders' Workshop twice yearly: before the beginning of the Fall and Spring semesters. New and returning program leaders find it to be a valuable source of training, information, networking with current instructors, and getting useful tips for leading a dynamic program.

At the workshop, you will:

- Learn about your responsibilities as a seminar or SIG leader
    - Find out about resources that will be available to help you throughout the semester
    - Make connections with other program leaders
    - Get answers to your questions
    - Meet with the Technical Committee support team

Keynote speakers, current leaders, and previous leaders will give presentations and discuss best practices and lessons learned from years of leading seminars, SIGs, and other programs. It is the ideal opportunity for you to talk with past leaders to learn tips on how to:

- Get class members to participate in discussions in-person and Zoom
- Use of breakout rooms, polls and other techniques in Zoom
- Encourage members to volunteer to give presentations
- Lead meaningful discussions
- Handle waiting lists, and more

Preview your assigned classroom (Dry Run)

If you are leading an in-person or a hybrid program on campus, the leader (and co leader and/or technical host) should visit the assigned classroom beforehand to check out the facilities and equipment, and practice using it. *You can request a dry run by answering the relevant question in the Application to Teach form.* Ideally, your Tech Host will accompany you. This dry run saves you time and frustration with equipment problems. If you have problems operating the equipment or encounter technical problems, contact the Sac State Information Resources and Technology (IRT) Service Desk for assistance at **916-278-7337** or use the Red Phone (dial **8-7337**) in the classroom for technical help. Do not contact them if you are having problems with using the Zoom tools. During the Program Leader Workshop, the Tech Committee takes fieldtrips to classrooms for hands-on experience. (See map of Campus, pg. 13 https://www.csus.edu/campusmap/)

Line up outside guest speakers

As soon as the working draft of your program's syllabus is ready and your program application has been submitted for inclusion in our excellent RS Program Catalog, you should begin to contact guest speakers to firm up dates and times of their presentations. If the guest speaker will need a parking permit, now is the time to start that process. Your guest's parking permit allows them to park on campus for the day of their presentation.

Request your guest speakers parking permits

If you plan to have guest speakers as part of your program, you may need to get a guest-parking permit. Request parking permits from the Renaissance Office Manager, Amber Korb, a minimum of **three weeks in advance** by submitting an **email to** renaissa@csus.edu .   In the email, include:

- the name of your program and your guest speaker
- the date the speaker is to present
- the name, phone number, and email address of the speaker

The office will send the parking permit to the speaker via email at least two weeks ahead of the speaking date and will include a letter that has the date and room where the speaker will be speaking. In addition, the office will include a campus map with parking lots marked that are closest to the building where the seminar or SIG meets.

Planning Field trips

- Prepare for field trips early and thoroughly vet your venues.
- For insurance purposes, **notify the Renaissance Office of any field trip two weeks in advance.** Send an email to renaissa@csus.edu with your program name, destination, and date of trip.
- This is *always* necessary, even if the field trip is not on the usual class day.
- Inform the *Weekly Update* editors about a special event to have it included.
- If your venue requires one, request and fill out a Liability Insurance Form for your trip. You can get this form from the Renaissance office manager.

STEP 3 Conducting your program...Ready to rock 'n roll!

You can divide most classroom management tasks into two categories: those that can be dealt with primarily on the first day only and those that happen every week. While most apply to all types of programs, some are more relevant to the in-person classroom.

One-Time Tasks on or before the first day of class

- Send a *Welcome Email* or in Zoom plan and host a "meet and greet" for your class beforehand which includes the following:

  - ✓ Describe your program in detail and your vision.
    (This ensures that the program will be what members are expecting.)
  - ✓ Room number, day, and time of meeting (a map could be included for the geographically challenged showing their nearest parking structure)
  - ✓ Reminder to get parking passes online with UTAPS
    (https://www.csus.edu/college/social-sciences-interdisciplinary-studies/renaissance-society/faqs-and-history.html#new-virtual-parking-permits)
  - ✓ Your biography and the reason you chose to lead this program
  - ✓ Program agenda/syllabus
  - ✓ Bibliographies
  - ✓ List of program members — Optionally, *with the concurrence of attendees*, email addresses may also be included
  - ✓ Include a list of volunteer presentation topics if you are utilizing this teaching model

- You will learn how to use the Program Registration System (PRS) at the Program Leaders' Workshop. You will need to print your roster from the PRS and bring it to your on-campus class. Circulate it and ask members to check that the Emergency Contact information is correct. **Bring this roster/emergency contact list to class every week for reference should an emergency arise.**

- Remind members of your class not to use the elevators in case of fire. Assign 'buddies' for evacuation, as needed.

- Point out the location of the elevators, stairs, fire escape, emergency exit, and the restrooms in the on-campus or off-campus buildings.

- Encourage members to wear RS nametags and to put their correct emergency contact information on the back.
- If you have a wait list for your program, mention this to your attendees and ask them to notify you as soon as possible if they plan on dropping the program.
- Discuss the Renaissance Code of Conduct for students and instructors…. Respect and conviviality towards each other. Any problems? Contact the Program Committee Chairs. Remember, you are the role model!
- Reserve front-row seats for those with visual or auditory needs.
- Remind everyone that we are guests on the campus and should always respect the Sac State staff, Students and property.
- Remind attendees that if they bring snacks or drinks, to use the trash bins upon exit.

HORNETS
SACRAMENTO STATE

Campus Map

AC Alumni Center	**DC** Dining Commons	**PSC** T. B. Price Science Cen
AD Administration	**GH** Gladwyn Hall	**SE** School of Education
AH Ambs Hall	**HES** Health & Exercise Science	**SF** San Fernando Hall
AN Angwin Hall	**HMA** Hole Memorial Auditorium	**SO** South Hall
AP Alumni Pavilion	**HO** Student/Staff Housing	**SK** Security Kiosk
APA Alumni Pavilion Annex	**HT** Hamilton Terrace	**SP** San Pasqual Schoolhous
APL Alumni Pavilion Pool	**HUM** Humanities Hall	**ST** Sierra Towers
AR Archaeology	**IT** Information Technology	**SVH** Sierra Vista Hall
CA Calkins Hall	**LI** Library	**CC** Security
CC Campus Safety & Security Patrol	**LM** Library Mall	**TC** Tennis Courts
CC Convenience Center	**LS** La Sierra Hall	**UC** University Church
CG Common Ground Pond	**MC** Matheson Chapel	**VAC** Visual Arts Center
CH Cossentine Hall	**NF** Natural Foods	**ZSB** Tom & Vi Zapara Scho
CM Path of the Just (Campus Mall	**OB** Observatory	**WEL** Welcome Center/Cam
CP Clough Park	**PH** Palmer Hall	
CW Custodial Warehouse	**PP** Physical Plant	

Continuing Tasks … to help keep the wheels running smoothly

- Always, always greet your class members, either as they enter or when you begin for the session.

- Introductions: Yourself, Co-leader, Tech Host, Volunteer presenters

- Bring your emergency contact list to all class events. Check it for accuracy for a couple of meetings.

- Post the card you saved from **Open House** outside the classroom door, with your program name. ***Do not*** **change rooms without notifying the Program Committee. Sac State must agree to <u>all</u> changes**. If you wish to change rooms, you <u>must</u> contact Lorene Sarne, the Program Committee's Sr. Clerk (Lorene.sarne@csus.edu), who will work with you and Sac State's Space Management to see if your request can be accommodated. If a change is granted, post a notice of the room change for <u>two weeks</u> on the door(s) of the old room as well as a welcome notice on your new room. Be sure to email your entire class of any room changes.

- Bring your own dry erase markers and eraser to use on the whiteboards.

- Guests may attend only twice before membership is required. Call the RS Office (916-758-5133) if you have a question about a person's membership status.

- Show organizational slides at the beginning of each class sent to you by the Program Committee: These will include a reminder of our support as an organization for the ASI (Associated Student Inc.) Food Pantry, the Forum Speaker for the week, and may include information from the Board or Program Committee. Discuss the ASI Food Pantry donation envelope.

- Go over the agenda and schedule each week with program enrollees.

- Ask that cell phones be turned off or placed on vibrate for all sessions.

- If members don't have an email to receive course material electronically, you may ask them to cover the cost of handouts.

- If your class includes member-led presentations, be prepared to handle the first two sessions on your own to give presenters time to prepare their presentations.

- Always have a back-up plan prepared and ready, such as a video or a presentation, in case a presenter is not able to attend.

- Observe break times as consistently as possible.

- End Friday class no later than 2:45 PM so members can reach or switch their video to the Forum when it begins at 3:00 PM.

Techniques to keep your attendees engaged and wanting more!

Filling in 90 -120 minutes of learning is sometimes no easy task! Attention spans can wane, especially if you carry on a one-way monologue for the entire session. There are, however, best practices to keep your sessions not only informative but also entertaining. The time is much better served if it is broken up into smaller segments with a variety of approaches and maybe some tasks for the attendees.

- First, think of your program as a dialogue rather than a monologue (have a conversation rather than a presentation).
- When using PowerPoint or Keynote slides, use the Guy Kawasaki 10-20-30 rule (10 slides-20 minutes-30+ font size) and, whatever you do, DO NOT read your slides. If you do not already know how to use one of these programs, now is the time to dig in and learn this wonderful presentation tool.

- Give them a good story and pretend you are telling it for the first time (even if you're not)- everyone pays attention to a story.
- Use videos whenever possible. The Pros recommend the *Wondershare UniConverter* for downloading quality videos, which is capable of removing all the commercials and compacting videos from, for example, YouTube.
- Keep your attendees engaged with polls. Some of the Pros send them out before the program even starts, during the first session, and often at various times throughout the entire program.
- Keep your program fresh with the latest developments on your subject. Check and update your references. Again, some of our Pros recommend using the Flipboard application. https://flipboard.com/. This is an online news app that gathers articles on topics you choose from around the world and delivers them to your inbox.
- Use clips, pictures, or graphics to dress up your slides and stand-alone to make a particular point or give the attendees a break from the possible monotony of too many words.
- Breakout rooms are also another way to encourage participation and share ideas and dialogue. Five to six persons per breakout room seems to be the ideal size. Visit the various rooms yourself to get a feel for how things are going.
- Bring in outside knowledgeable speakers to add variety and perhaps different perspectives to your subject.
- Insert stop points in your presentation giving your participants time for questions and general discussion
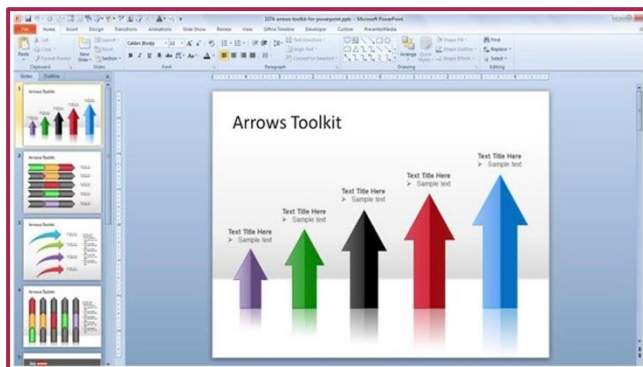
Guidelines for Leading a Successful Socratic-style Discussion

As a program leader, you certainly should lead participants into sharing their ideas, set the direction, and facilitate participation by asking probing questions you have developed. If you want to give your own opinion and participate in the discussion, take off your "leader hat" and communicate that you are speaking as yourself, not as the discussion leader. *Best Practices urge that you do not dominate a discussion just because you are the program leader.* Group discussions are most effective when participants are informed and actively engaged, leading to the true joy of learning!

- **Preparing for a meaningful discussion**:
  - ✓ Make sure you understand the topic; you don't need to be an expert, but you should have good grasp of it.
  - ✓ Keep the topic narrow enough to be able to stay on topic.
  - ✓ Write down questions that stay within the topic and are open-ended.

- **Setting up ground rules:**
  - ✓ Explain the parameters of the subjects to be discussed or not.
  - ✓ Set very clear ground rules… no over talking, bullying, or rude responses.
  - ✓ Suggest raising hands in a large group to be acknowledged, and how to do this on Zoom.
  - ✓ State a preference to have one person speaking at a time.
  - ✓ Keep the discussion on topic and get to the point.
  - ✓ Respect others and their opinions – *period*.

- **Leading meaningful discussion:**
  - ✓ Allow only the number of persons in any classroom for whom there are available seats. Safety should always be a priority.
  - ✓ Make sure that all members can hear and understand adequately. Reserve front row seats for those with hearing, sight, or mobility disabilities and, where possible, use the closed captioning on videos.
  - ✓ If necessary, use a portable microphone. Consider the layout of the class and potentially changing the seat configuration into 1 or 2 large circles.
  - ✓ Make sure that anyone who chooses to will have the opportunity to participate. Call on those who haven't been able to speak and open the discussion for all of those who may want to comment.
  - ✓ Maintain a safe and friendly atmosphere by ensuring that everyone shows respect. Ask people to phrase personal opinions using "I" or "my" (e.g., I feel, In my opinion).
  - ✓ Don't be dismissive of anyone with your body language or comments.
  - ✓ Ask one or two people to scribe if having a record is desired. This will keep the pace moving along. In Zoom, a session can be recorded.
  - ✓ Consider recapping periodically, rather than waiting until the end. "So far we have covered x and y. But what about z?" Have class members help with this review.
  - ✓ Have important material available for reference or further research.
  - ✓ Advise Program Committee Chairs of problems you encounter with your program or with any members in your seminar or SIG. The Chairs will work with you to help resolve issues. (See Classroom Etiquette below)

- **Speaking and understanding:**
  - ✓ In larger classes, use the sound system whether speaking or introducing a speaker. Ask guest speakers to use the sound system.
  - ✓ Use portable microphones, for comments or questions by program participants.
  - ✓ Depending on the size of your class, you may want to repeat or summarize what is asked or said by program participants. The program leader may hear and understand a comment or question, but people behind or beside the questioner can miss out because the words are directed forward and because the speaker's face and mouth may not be visible.
  - ✓ *Never* engage in a discussion with participants in the front rows that is not repeated or summarized for all participants to understand.
  - ✓ When possible, activate the subtitles or closed captioning of any video that is shown during a seminar or other program. Be aware that videos that include loud music or other sounds can make dialogue or narration unintelligible to those with hearing loss.
  - ✓ Again, leave front seats vacant for those with hearing and understanding issues, and vision or mobility limitations. Please use handwritten signage as a reminder of the front row seating reservations.

Getting Members to Participate in Your Shared-Presentation Program

There are many reasons why members may be reticent to participate in seminars or SIGs. The reasons may include lack of resources to do research, a hesitation about speaking in front of a group, or a lack of technical skills with audio/visual equipment, or simply being introverted.

Ways to encourage participation:
- We urged this important behavior earlier, but to reiterate, greet your class members as they enter the room to make them feel comfortable and part of your group.
- In your description of the program, state that participation is encouraged, but <u>not</u> required. This eases the pressure, and members may feel more comfortable to volunteer.
- Email a list of suggested topics as members enroll so they can sign-up then or think about before the program begins.
- Pass around the list of suggested topics the first day of class, including what you may have begun at Open House asking for volunteers. Enlist a few friends or acquaintances who are comfortable giving presentations to volunteer to get the sign-up process going the first day.
- Suggest that members work together on a presentation by dividing the research, scheduling outside speakers, putting the visuals together, and/or making the presentation.
- Encourage questions at the end of a presentation to promote more interaction and familiarity among members in the course.
- Offer to work with class members individually to help them put together a presentation.
- Emphasize that presentations need not, and should not, take up the entire time of the program. Time should be included for Q&A at the end of the class.
- Call or email your presenters several weeks before they are scheduled to check if they are on track or need help.
- Identify other tasks that members can perform to contribute to a successful program.

Guest speaker presentations - etiquette

- Contact all guest and class presenters well ahead of time to check on need for presentation assistance.
- Introduce presenter(s) to the class and make the presenter feel welcome and comfortable. Give a few words of background; announce the name of the topic and how it pertains to the overall theme.
- Make sure your presenters know how much time they will have to speak. Do not let a presenter go overtime. Indicate when five minutes remain so presenters have time to summarize.
- Encourage questions and discussion at the end of a presentation as time permits and/ or use the chat/raise hand feature or Breakout Rooms in Zoom.
- ***Do not*** allow your presenter(s) or guest speakers to personally promote or sell books, products, services, or classes not offered by RS.

- The Program Committee encourages leaders to share outside speakers with another program leader when the topic or subject is appropriate for both programs.

Classroom Etiquette
 As a program leader, you are expected to be respectful to all attendees and guests. You set the standard for establishing a collegial classroom environment. Your activities must be above reproach and meet the RS Code of Conduct as defined in our Standing Orders. (https://www.csus.edu/college/social-sciences-interdisciplinary-studies/renaissance-society/_internal/_documents/standing-rules2021.pdf) Similarly, attendees and guests in your program must meet these standards as well. In order to make this clear to all in attendance, you need to accomplish the following during the first session:
- Consider giving a copy the Code in your welcoming memorandum or provide it to the participants at the first class.
- Discuss the Code to ensure all attendees understand the requirements and answer any questions they may have.
- Clearly set out your expectations of participant's behavior, particularly as relates to ground rules and procedures for handling discussions and questions.

Handling Disturbances in Class
As noted, it is important to create and maintain a friendly, nonthreatening environment, so *all* members have a pleasant experience. While rare, uncomfortable situations can arise where a member may be less than respectful of another member or you, as the leader. Consider yourself an impartial referee and work to restore balance and/or diffuse the situation. Set the ground rules for discussion at the beginning of the semester.
- Remind everyone of RS and your expectations for class behavior.
- Discourage side conversations by inserting an obvious pause in your speaking until your group is paying attention.
- Ask members to give full attention to the presenter; but if someone is a distraction, politely ask him or her to pay attention or move quietly next to the non-attentive person.
- Diffuse an emotional situation by acknowledging the different viewpoints and suggesting that the issue cannot be resolved in the seminar or SIG.
- Change the direction or subject by asking a new and different question.
- Enlist the help of class members to direct the discussion in another direction.
- Remind everyone of the ground rules whenever it becomes necessary.

If, all your efforts to correct any disruptive behavior are unsuccessful, follow the protocol guidelines below:

<u>Removal/Exclusion of a Participant from Renaissance Activities Protocols/Guidelines</u>

A. <u>Removal</u>

Leaders have the responsibility and authority to see that participants comply with the RS Code of Conduct. To facilitate this, leaders will:

1. Include the Code of Conduct paragraph from the Standing Rule in their welcoming memorandum or provide it to the participants at the first class.
2. Clearly set out his/her expectations of participant's behavior, particularly as relates to ground rules and procedures for handling discussions and questions.

If a participant violates or ignores the Code or the leader's expectations, the Leader will remind the participant of the rules and request his or her cooperation. If the participant continues to exhibit repeated disruptive, aggressive, or rude behavior, the leader may remove him/her from class using one of the following methods as appropriate:

1. Take a break and step outside the classroom with the person to explain why their behavior is unacceptable and inform him/her they are no longer welcome in the class and must leave.
2. If they fail to comply, cancel the remainder of the class.
3. If using remote learning, direct the Tech Host to remove the person from the class using that feature on the participant list. That person cannot rejoin the meeting but will be able to join future meetings.
4. As the leader, you will need to document the decision you have made and notify the Program Committee Chairs and the RS President and/or Vice President of the removal.

B. <u>Exclusion</u>

In the instance where a leader has prior experience with, or knowledge of, a person who has signed up for his/her upcoming program or activity and the Leader, for good reason, does not want that person to be a participant in the class, the leader will:

1. Document the reasons for the recommended exclusion
2. Present the case to the Program Committee Chairs and RS President and/or Vice President who will forward the recommendation to the Executive Committee, which may approve or disapprove the recommendation or forward it to the Board of Directors for a final decision.
3. Upon approval, either the RS President or the Board Chairperson will notify the potential participant that he or she will not be allowed to participate in that seminar or SIG.

C. <u>Administration and Notification to the University</u>

A file will be maintained of all pertinent documentation by the administrative staff. The Liaison Official of the University will be notified as determined appropriate by RS approving authority.

Step 4 | Concluding your Program — *Ta Da* — almost time to take a bow!!!

You will want to decide how to end the seminar or SIG. Ask members what kind of a conclusion they would like; you and your co-leader might present other ideas such as reviewing the ground covered since the beginning of your program and/or some sort of celebration.

- **Plan the agenda for the last class meeting**
  Decide whether you and the members want one last lecture, presentations, a review of the semester, a celebration, etc.

- **Thank presenters and program members for their participation**
  Some past leaders have created and handed out certificates of recognition, appreciation and/or graduation for members of their program. It's a tangible way to recognize members' efforts in making your program a success and can be after their presentation or at the end of the semester.

- **Thank co-leaders and tech hosts publicly and via personal email for their assistance**
  Again, certificates of appreciation or an appreciation lunch may be in order as they have worked hard to help make your program a memorable one.

- **Distribute and collect feedback forms**
  A Feedback Form provides a meaningful way for members to say what worked well and where improvement is suggested. While optional, a feedback survey is highly recommended, to help you reflect on your seminar or SIG and to help you in the future should you lead another program. It can also be a source of good tips to share with other program leaders.

- **Share the name of outstanding presenters/participants with Program Committee Co-chairs.**
  Summer Programs, as well as semester seminars, One-Time Presentations, and SIGs welcome new and different speakers/leaders. Often, these new leaders come from current members who choose to step up and become program leaders.

- **Be on the lookout for potential leaders and listen for new topics.**
  The encouragement and development of new seminar and SIG leaders, Speakers' Series Coordinators, committee members, and board members is essential for the continued success of Renaissance. You are the best recruitment tool Renaissance has because you sit in the position to identify potential leaders. So, if you know of anyone interested in leading or co-leading a program or have observed two or three members in your seminar or SIG whom you believe would be assets to Renaissance in other ways, speak up and let Program Committee Sr. Clerk, Lorene Sarne, know. And… always keep an ear to the ground for new and interesting program topics.

V. CONSIDERATIONS FOR OFF-CAMPUS PROGRAM LEADERS

Much of the information in this handbook pertains to on-campus seminar or SIG leaders. As an off-campus program leader, you will follow the same steps to develop your idea, plan your seminar or SIG, enroll members, and conduct the program with the following **exceptions**:

- SIGs and Off-campus seminars differ in that the location and the frequency of meetings are at the discretion of the facilitator or program leader. You may meet in any appropriate public or private site or in members' homes. You may decide to meet year-round and not necessarily on a weekly basis. If you need assistance, contact the Program Committee Chair or Program Committee's Sr. Clerk, Lorene Sarne, (Lorene.sarne@csus.edu), for potential off-site locations. Conversely, if you are aware of any potential good off-site locations, please share them with Lorene or the Program Committee.

- Notify the Program Committee and Office Staff immediately of <u>any</u> cancellation or time and location changes and contact all program participants.

- Our normal protocols allow a guest to attend twice before becoming a Renaissance member or stop attending. However, this restriction does not apply to facilities that require open access to the program for the public or the residents (e.g., library, senior housing)**.**

VI. TECHNOLOGY TEAM – a vast wealth of RESOURCES

We are fortunate to have an outstanding technical support team (known as the Technology Committee) working closely with the Program Committee. Its experts guide us on all things technical, including, among other things:

- Memberships enrollment system

- The program enrollment (registration) system

- The state -of- the- art audio and video systems in the Sac State classrooms

- Remote learning capabilities via Zoom

 The Technology Committee offers multiple training programs, in-person and on-line, to assist in helping you feel comfortable with all of the technical aspects of being a program leader. Most importantly, our Technology Team trains Renaissance Society Tech Hosts! Our On- line Learning Resource pages can be found https://www.csus.edu/college/social-sciences-interdisciplinary-studies/renaissance-society/online-resources.html

SUMMARY

The goal of the Handbook is to improve your understanding of the role and responsibilities of the program leader and provide the information you need to conduct a successful one. We hope that this Handbook will be a resource that will increase your confidence and comfort in leading a seminar or other program. The future success of the Renaissance Society depends on seminar and SIG leaders maintaining the high-quality learning environment that members desire and expect. We thank you for volunteering to lead a program, which is often referred to as "the heart and soul" of Renaissance Society. You and your programs are what sets us apart as a preeminent leader in peer-to-peer, lifelong learning organizations.

THE END, FOR NOW!!   Have a *great time*!!!

APPENDICIES

A. Forms and Info. available for Leaders via our office or the Leaders Page on the RS Website. **www.csus.edu/org/rensoc**

- Program Application Form (also contact Lorene Sarne in the Renaissance office)
- RS Code of Conduct https://www.csus.edu/college/social-sciences-interdisciplinary-studies/renaissance-society/_internal/_documents/standing-rules2021.pdf
- Emergency Contact Sheet (comes with your class roster)
- Emergency Incident Report
- Sample Feedback Form (ask other leaders what theirs looks like)
- Liability Insurance Form (get from the Renaissance office manager, if you need it for a trip)
- Covid Protocol: https://www.csus.edu/college/social-sciences-interdisciplinary-studies/renaissance-society/membership-open.html#sac-state-and-renaissance-society-covid-safety-plan-protocols

B. **Office Support**

Hours: M-W-F   10 – 1

contact the Renaissance office at **916-758-5133** or email renaissa@csus.edu

Mailing address:	**Physical address of our office:**
Renaissance Society	Renaissance Society
6000 J Street, Mail Stop 6074	350 University Ave. # 108
Sacramento, CA 95819-6074	Sacramento, CA 95819
	(916) 758-5133

Support Staff:

Amber Korb, Office Manager	916-758-5133 or amber.korb@csus.edu
Lorene Sarne, Program Committee Sr. Clerk.	916-661-6981 or Lorene.sarne@csus.edu
Sandy Ward, Office Clerk	916-758-5133 or s.ward@csus.edu

C. **Renaissance Society Website**

The RS website, **www.csus.edu/org/rensoc**, contains general information about the Renaissance Society including its By-laws, Calendar of Events, Catalog, and *Weekly Update.* Useful for leaders, the **Resources for Program Leaders' page** contains links to this Program Leaders' Handbook, Code of Conduct, Emergency Incident Report Form, information on the number of seats and audio/visual equipment in each classroom, a calendar of important dates for leaders and the forms leaders will need during the semester.

D. *Weekly Update*

The *Weekly Update* arrives every Wednesday morning in RS members' email accounts via the Constant Contact email service. Divided into three sections [Learn, Connect, Share] it posts the latest information regarding Renaissance, Sac State, and Sacramento Community offerings. Contact the current editor, (lorburdeaux@gmail.com) by the previous Friday to include an activity or announcement.

E. *The Recorder*

The Recorder is the Renaissance Society's monthly newsletter published 11 times a year. Contact the co-editors with any items of Renaissance Society news or interest. Deadlines for articles are the second of each month. [Articles for the February edition are due to the editors by Jan 2, for March by February 2, etc.] Jim Hodges, Editor jameshodges999@gmail.com

F. **Current Members of the Board of Directors and Committee Chairs**

Refer to the current Web Site and Semester Catalog below: https://www.csus.edu/college/social-sciences-interdisciplinary-studies/renaissance-society/meet-us/

Learn.   Connect.   Share.

A few more Tips from the Pros...   Now go and have some fun!

This week's guest cartoonist: Wayno

Okay, people, let's get started on our orientation. I have 666 PowerPoint slides to cover.

Welcome to Hell

presented by Satan

Wayno
©Dan Piraro 5·16·11
WAYNOCARTOONS.BLOGSPOT.COM

"Keep your program fresh by continuing to do research using the latest reference material and news."

Doug Bonetti

"Let the sheer joy of learning show through!"
Ranny Eckstrom

"Tell Stories! People will tune in!"
Mike Agron,
Maryellen Burns,
Cindy Suchanek

Use polls to keep folks engaged, especially in Zoom.
Doug Bonetti

"DO NOT read your slides... we call this death by Power Point!"

Submitted by many seasoned Leaders!