

Job Description
Director of Information Services
Institute for Continued Learning
Willamette University

- The Director of Information Services shall exercise general oversight over all operations of the Information Services Section of ICL.
- The Director of Information Services may appoint any appropriate ICL member to any necessary committee or sub-committee (either standing or *ad hoc*) to assist in carrying out the functions of the Information Services Section.
- A Co-Director of Information Services may be elected at the Annual General Meeting of the ICL membership if approved by the Nominating Committee.
- The Director or Co-Director of Information Services shall present a report of the activities of the Information Services Section at each ICL Board Meeting. (The Board Meeting will usually be held monthly during the school semester, at the discretion of the ICL Executive Director.)
- The Director (and/or Co-Director) of Information Services shall be responsible for the following functions, to be carried out with the assistance of any committee or sub-committee of the Information Services Section:
 - Maintaining the ICL web site*
*With the assistance of Willamette's Web Development staff, if needed
 - Maintaining the ICL databases:
 - ICL Membership Directory on the ICL web site*
 - ICL Membership Directory in PowerPoint (used for the printed ICL Membership Directory)
 - *[ICL Membership Directory in Google Docs and ICL Waiting List Directory in Google Docs are maintained by the Membership Director (and/or Membership Co-Director)]*
 - Forwarding any communication received at the icl-inquiry@willamette.edu to the appropriate Board member. (The Membership Director and Co-Director have independent access to these e-mails and take care of icl-inquiry@willamette.edu e-mails concerned with membership matters.)
 - Printing the hard copy version of the ICL Membership Directory from the updated PowerPoint version of the Directory. The Directory is printed each summer in time to be ready for distribution at the Opening Session of each Fall Semester. If warranted by influx of new members or changes in members' contact information, a revised Directory may be printed during the break at the end of the Fall Semester for distribution on the opening day of the Spring Semester. The Willamette Copy Center prints the hard copy version of the ICL Membership Directory. The appropriate file (a single PDF file consisting of the outside front cover, inside front cover, directory of Board members, directory of

Ordinary members, inside back cover and outside back cover) needs to be delivered to the Copy Center early enough to be ready for distribution at the Opening Session of each semester.

- Communicating information items to the ICL membership. This is done by sending an e-mail to the ICL mailgroup. [The E-mail mailgroup is derived from the WUICL-IT database at: https://docs.google.com/spreadsheets/d/1vTs0O6R3GusyKgiR6dfnh_iA-U7PJTaqI23x_qNmKk/edit-gid=466396216]
- Receiving the evaluations of outside speakers sent in by ICL members via the icl-inquiry@willamette.edu e-mail address (accessed from the ICL web site), entering them into a spreadsheet, and periodically forwarding the spreadsheet to the ICL Board.
- Compiling the online Class Schedule for each semester (both a full schedule, and an abbreviated schedule suitable for printing) using information entered by the Co-Directors of Curriculum into the appropriate database (for the Spring 2017 curriculum that is the CURRICULUM FORM: SPRING 2017 in Google Docs Spreadsheets (<https://docs.google.com/spreadsheets/u/0/>)). Analogous forms will be set up for subsequent semester curricula. In the appropriate semester form, click on the tab at the bottom of the spreadsheet (e.g., Spring 2017 for the Spring 2017 curriculum). To copy from the spreadsheet, double click on a cell, select the text to copy and copy (Command-C on Mac, Control-C on Windows). Paste text into the appropriate schedule page in Willamette's CMS.

Examples of Information Services functions available separately from the Director of Information Services:

- Example 1: ICL Web Site Home Page
- Example 2: Online ICL Class Schedule
- Example 3: Online Breaking News
- Example 4: Online ICL Membership Directory
- Example 5: Printed ICL Membership Directory
- Example 6: Google Docs ICL Membership Directory
- Example 7: Willamette ICL E-mail Mailgroup

Example 1: ICL Web Site Home Page



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College of Liberal Arts

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Welcome

About the Institute for Continued Learning (ICL)

Established in 1992, Willamette University's Institute for Continued Learning (WU-ICL) serves retired and semi-retired persons over the age of 50, who wish to explore opportunities for continued learning in an academic environment. ICL is part of the University and operates under the general oversight of the University to ensure consistency with University values and policies.

Membership requirements include:

- an interest in life-long learning within the Willamette University environment
- the time and desire to attend classes
- access to the Internet and to e-mail
- willingness to contribute to the academic programs and/or administration of ICL
- support to Willamette University, its faculty and students, in achieving the mission and goals of the University.

In particular, ICL members agree to attend the classroom sessions with reasonable regularity, and to participate in the various activities and offices of the Institute.

For detailed membership policies and procedures, see ICL Site Link:

[Membership Policies/Procedures](#).

**The Membership Directory on this web site requires a*

Program Details

Lecture/discussion sessions cover the range of the liberal arts and sciences. Individual instructors include current and retired Willamette University faculty and other qualified guest speakers. ICL members agree to provide one-third of the sessions. The program is non-credit and there are no examinations.

ICL is a self-directed academic program. ICL members who serve on the Curriculum Committee design the instructional program.

Classes meet Tuesdays and Thursdays from 10:00 a.m. to 12 noon and from 1:00 p.m. to 3:00 p.m. in Ford Hall, Lecture Room 122 (and occasionally in Smullin Hall, Lecture Room B-17), throughout the University's two semesters. There is usually one off-campus field trip per semester.

An annual non-refundable membership fee (currently \$125⁰⁰) is required for participation. Membership renewal deadline is May 31 each year.

A Board of Directors, elected annually, manages Institute operations. Board officers include:

Example 2: Online ICL Class Schedule

February

PRINT PAGE

Thursday, February 2

- 10:00 a.m.-12:00 p.m. **W.U. Prof. Heidi Preuss Grew, Department of Art, [D. White]**
FORD 122
Prof. Preuss Grew will speak of her trips to Germany and Japan, their respective cultures, and their relationship to her art.
- 1:00-3:00 p.m. **"Pearl Harbor and the Battle of Midway," ICL Member David Engen**
FORD 122
From "The Day That Will Live in Infamy" to "The Incredible Victory." The Japanese Navy was the most highly trained and motivated military at the beginning of the Pacific war. After six months of victory it suffered a devastating defeat in June, 1942. What happened? Our Naval historian, David Engen, will supply the answers.

Tuesday, February 7

- 10:00 a.m.-12:00 p.m. **"Contemporary Russian Theater," Sarah Bishop [G. Beck]**
FORD 122
After providing a brief introduction to Russian theater in the twentieth-century, **Prof. Bishop** will discuss new theatrical trends in post-Soviet Russia. While Stanislavsky and Chekhov are still going strong, contemporary playwrights and directors are exploring new topics and approaches as well. Prof. Bishop will show excerpts from some of the performances she saw on a recent trip to Moscow. She will also discuss the effects of the current political and economic climate on Russian theater.
- 1:00-3:00 p.m. **"The Sackbutts* of the Oregon Renaissance Band - Music for Sackbutts, Curtal, Voice, and Trombones" [G. Hagedstedt]**
FORD 122
Music by Hassler, Widmann, Scandello, Pierre de la Rue, and some 20th century works for trombone quartet by Frackenpohl, Bozza, Neuman, Carmichael, and Poser. Instruments will be tenor sackbutts, bass sackbutt, contrabass sackbutt, bass curtal, and tenor and bass trombones. Musicians: **David Bryan, Andrew Harris, Gayle Neuman, and Philip Neuman.**

***Sackbutt:** early predecessor of the trombone

Example 3: ICL Breaking News



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Breaking News

Posted 01/09/12

Welcome to the New ICL Web Site!

The result of several months' collaboration with the Web Development staff of Willamette University, the new ICL web site goes "live" today. The result is a clean user interface with easy navigation and a more "professional" finish. There will be a short demonstration of the web site before class early in the Spring semester. In the meantime, members' comments are welcomed.

Posted 01/11/12

"Star-Spangled Banner" Manuscript

For those of you who saw Charlene Robbins' presentation about her experience on the "Antiques Roadshow" in Eugene, three hour-long programs will be aired on PBS on January 23, 30 and February 6 at 8:00 pm. Some of you have asked, but unfortunately the producers of the show do not announce prior to air time if or when participants will appear.

Posted 12/20/11

Winter/Spring Reading List, 2011–2012

Anita and Derek Stables continue their excellent reviews of interesting books and have again compiled an extensive Winter/Spring Reading List for 2011-2. Their reviews offer dozens of fiction and non-fiction titles for your reading pleasure.

- To view the Reading List for 2010-11, click [here](#).
- To view the Reading List for 2011-12, click [here](#).

Example 4: Online ICL Membership Directory

The information in the ICL Membership Directory is confidential to the ICL membership.

ICL members wishing to view the Directory should go to:

http://www.willamette.edu/community/icl/more_about_icl/members/index.html

(a user name and password are required)

Example 5: Printed ICL Membership Directory

The information in the ICL Membership Directory is confidential to the ICL membership.

All ICL members are issued each semester with a printed Membership Directory, which is not available to non-members (other than certain Willamette University personnel).

Example 6: Google Docs ICL Directories

The information in the Google Docs spreadsheets of the ICL Membership and ICL Waiting List is confidential and is available to ICL Board members only.

Example 7: Willamette ICL E-mail Mailgroup

This mailgroup is available to the ICL Information Services Director(s) only.