



Practices

(Updated January 17, 2024)

Name:

The official name of the organization is Seniors College of Prince Edward Island. There is no apostrophe in the name. *Seniors* is a plural descriptive rather than a possessive: cf. The Boys and Girls Club of PEI or Veterans Affairs Canada.

Prince Edward Island in its abbreviated form is PEI with no periods.

Mailing address:

Seniors College of PEI,
c/o University of Prince Edward Island
550 University Avenue
Charlottetown, P.E.I. C1A 4P3

Annual General Meeting:

The AGM is held on a Saturday, after Thanksgiving, in October or in November each year. Notice of the AGM is posted on the website at least two weeks prior to the meeting and an email is sent to all paid members.

Board Meetings:

Meetings are called at the discretion of the President. Monthly meetings are usually held on a certain day of each month as agreed upon by the Board. The Board does not usually meet in July or August.

Class Cancellation:

If a class is cancelled for any reason (storms, illness, venue issues, etc.) Seniors College will work with the facilitator and the venue to provide a make-up class, if possible.

Commencement of Classes:

Registration for classes opens on the first Wednesday of September following the Labour Day weekend.

Classes in the fall typically begin in early October, with winter classes typically starting in early January and the spring classes starting in early April.

Course Cancellation:

Courses may be cancelled if enrollment makes proceeding with the class impractical. Normally, where enrollment is less than eight people, a decision to cancel the class may be made by the Programs Committee in concert with the Coordinator, taking into consideration the location

and type of class. Affected members will be notified via email.

Course Times:

Courses may range in length from one session to a maximum of eight sessions. Classes are typically 2-3 hours in length.

Dormant Member Accounts:

Any member account that has been inactive for a period of 5 years shall be removed from the system by the Website Technology Committee.

(Approved Board of Directors meeting January 2024)

Members-at-large:

One or more members-at-large may be invited to serve on Standing Committees. They will attend all meetings called by the Chair of these Committees and they will provide support and assistance in carrying out the business of these Committees.

Membership Fees:

Membership fees are for three consecutive semesters and must be paid annually at the time of registration.

Mileage:

The Provincial Coordinator is paid mileage for Seniors College related travel to and from their home area. Mileage will be paid at the current rate paid by UPEI to its employees. Mileage is not paid to Facilitators or Board members.

(Expense Policy approved April 2011)

No restrictions:

We advertise “No prerequisites, no restrictions, no exams”; however, in certain courses there maybe some restrictions imposed. For example, more advanced computer courses require completion of basic computer instruction.

Peer Learning:

Seniors College is committed to the concept of collaborative peer-learning in which members share their knowledge and experiences with one another. Peer-learning encourages participation by all members, along with the facilitator, and produces a rich, dynamic, and interactive learning environment to which all contribute, and from which all gain a sense of accomplishment.

Program Evaluation and Feedback Process

The purpose of Program Evaluation is to gather feedback and adjust Seniors College programming in support of the Colleges’ Mission and Vision. Evaluation and feedback will be sought from our membership using the Survey Monkey tool.

1. Survey questions will be developed by the Program Committee with review by the SC Board of Directors.
2. Each semester, the Program Committee, in consultation with the Provincial Coordinator will identify the courses to be evaluated. Factors to be taken into consideration include but are not limited to a new course, a new facilitator, low attendance, long running course, etc. For planning purposes this step will normally occur at the October, January, and April Program Committee meetings.
3. The Program Committee will use the Survey Monkey tool to deliver the survey and manage and share results with the Seniors College Board of Directors.
4. An annual summary of courses surveyed will be compiled to support program management.

Refunds:

Membership fees are to be paid before members register for courses. A member may request a refund in writing for extenuating circumstance. Requests for refunds will be judged on a case-by-case basis and will be subject to an administrative fee.

Social Events:

The Board of Seniors College will host an annual festive party in early December to meet members and to celebrate a new year of classes. Other gatherings may also be held to celebrate significant milestones in the College's history.

Standing Committees:

To assist the President and the Coordinator in the business of the College, Standing Committees may be formed to address a particular issue or project. Standing Committees will meet at the discretion of the Chair and may make recommendations to the Board for acceptance and implementation.