

WISE Policies

Mission: The Worcester Institute for Senior Education (WISE) at Assumption College is a member-directed organization providing lifelong learning opportunities for older adults.

Relationship with Assumption College: As a formal program within the Continuing Education Program of Assumption College, WISE adheres to Assumption's policies and procedures as they pertain to personnel, finance, accounting, fundraising, internet presence, classes and events, room spaces, and food services. The WISE President and WISE Director (or their designees) meet with the Assumption College President (or his designee) to review the relationship at least annually. WISE complies with the "Agreement" executed with Assumption College and signed on June 17, 2013.

Section I: Membership

Full year (7/1-6/30) dues are \$250; half year (7/1-12/31 or 1/1-6/30) are \$150. Dues are refundable only with a written request up to one week prior to the beginning of classes in a semester. Upgrading a half-year membership to a full-year membership can be done by any member by paying the current difference between half-year and full-year membership dues, in accordance with the "WISE Membership Upgrade Policy" approved by Council on 12 October 2016.

Section II: Curriculum

- A. The Curriculum Committee, composed of individuals from the general membership, is responsible for the selection of courses and Group Leaders. The Council is informed of their recommendations.
- B. Catalogs for each semester are sent to members and are also available on the website well in advance so members may select and enroll in their classes. Members' choices are honored for enrollment in a given course based upon class capacity for a given venue and the timely enrollment on the on-line registration site based upon first come-first served. For over-enrolled classes, a wait list is maintained, and members are moved into the class based upon spaces becoming available, also on a first-come, first-served basis.
- C. Only those assigned to a class may attend it. However, a member may bring a friend to one class session, if space allows, to sample a class. Prior approval from the Group Leader should be obtained as a courtesy.
- D. Group Leaders are offered a \$350 honorarium per 5-week session. For every course, students are requested to complete Course Evaluation forms. Based upon those forms, evaluation letters

are written by a representative of the Curriculum Committee and shared with the Group Leader. Background checks are required for all Group Leaders.

- E. To the maximum extent possible, Group Leaders should select supplementary material available through the Internet.
- F. WISE members volunteer to be Class Assistants in order to help Group Leaders by maintaining class attendance, communicating key information to the class, and taking responsibility for passing out and collecting Course Evaluation forms. At the completion of a course, the Course Evaluation forms and the attendance lists are delivered by the Class Assistant to the WISE Office.

Section III: Scholarships

- A. A few scholarships are available to individuals who make a successful application.
- B. Class members who receive a scholarship aid are expected to contribute \$50 toward their dues.
- C. Funds for scholarships are taken from the WISE general operating budget.

Section IV: Fundraising

- A. All fund raising is done with the permission and collaboration of Assumption College personnel in the Office of Institutional Advancement.
- B. Gifts may be made to WISE in honor or memory of someone. Checks must be made payable to Assumption College/WISE.
- C. WISE members may be solicited by Assumption College's Annual Fund appeal.

Section V: Communications

- A. Publications and announcements for WISE members are distributed by electronic means. These documents are mailed monthly to WISE members without email access.
- B. WISE distributes two monthly publications: (1) the WISE Bulletin; and (2) the President's Blog. Normally, they are published and distributed to the membership approximately the second and third week of each month, respectively, September through May.
- C. WISE maintains several Internet resources, including: (1) a website that is part of the Assumption College Continuing Education site; (2) social media channels including Facebook; (3) repositories for images, documents, and course materials; and (4) an on-line registration site.
- D. Communications to members announcing events sponsored by an organization with which WISE has a relationship (e.g. Hanover Theater, Worcester Art Museum) are permitted. The "WISE Document and Approval Policy", approved by Council on 11 October 2016, specifies who must review and approve all broadly based communications before they are disseminated to the general membership or to groups or publications outside of WISE.
- E. The WISE mailing list is not shared with anyone outside of WISE, with the exception of an occasional quid pro quo approved by the President.

Section VI: Special Events

- A. Special events are planned exclusively for WISE members unless the invitation for the event specifies that a guest may accompany the WISE member. These events include a Holiday Luncheon in December, trips, speakers, musical performances, “Brown Bag” lectures, and the Annual End-of-Year Luncheon. WISE averages one special event per month. A modest charge may be required but many are free to members.

Reviewed and approved by WISE Council – February 2014
November 2012
June 2017