

PAST AND CURRENT MEMBERS

PLANNING COMMITTEE

Edith Landau Litt, *chair*

Clare Ahern, *vice chair*

John Ahern

Patricia Bonomi

Betsy Brown

Iris Cook

Sharon Dittelman

Claire Dutt

Stanley Goodman

Milton Hoffman

Rosanne Kalick

Lorain Levy

David Oestreich

Jean Robbins

Paul Roberts, M.D.

David Silverstone

Barbara M. Walker

Shelley Garnet, *College liaison*

Ann Rubenzahl, *College liaison*

SPECIAL ADVISERS

for Westchester Community College:

Joseph N. Hankin, *president*

Shirley A. Phillips, *vice president,*  
*external affairs*

Marge Glusker, *vice president; dean,*  
*continuing education*

Nina Jones Fink, *WCC Foundation*

Ann Falk Kaufman, *WCC Foundation*



2007

HANDBOOK



Westchester  
Community College

State University of New York  
Valhalla, New York 10595-1698

## ABOUT COLLEGIUM

Collegium began when I approached officials of Westchester Community College with a desire for adult classes that would combine serious study with discussion in and beyond the classroom, in other words, intellectual and social stimulation. They responded by offering encouragement, staff support, and classroom space.

After examining several of the 400-plus groups that make up Elderhostel's Lifelong Learning Institute, Mainstream's Shelley Garnet and I designed our own unique model and became an affiliate in the spring of 2004.

The first meeting of the Collegium Steering Committee took place on January 29, 2004. Collegium opened its first semester on October 6, 2004, with 70 members enrolled in six courses and two study groups. A short winter semester was followed by a six-week semester in spring 2005. Our fall 2006 semester enrolled 115 members, most of them repeat students.

The Collegium budget provides very little for promotion as such. Collegium thrives because members tell friends about their courses and tell us about prospective teachers. That is just the way it should be.

We hope your experience as a member will broaden your horizons and inspire you to help Collegium grow.

Edith Litt  
Founding Chair



### Directions to the Valhalla Campus

#### From the Bronx River Parkway.

Take Virginia Road, Exit 26. Southbound, turn right; Northbound, turn left. At end of Virginia Road, turn right onto Route 100. Westchester Community College entrance is approx. 1/4 mile on left.

#### From Cross-Westchester Expressway (Route 287).

Take Hartsdale Exit 4. Eastbound, turn left; westbound, turn right. North on Knollwood Road (Route 100A) approx. 1/2 mile to Westchester Community College entrance on right.

#### From the Sprain Parkway.

Take Eastview Exit. Northbound, turn right; Southbound, turn left onto Route 100. Westchester Community College entrance is approx. 1/4 mile on right.

#### From the Saw Mill River Parkway.

Take Eastview Exit. Northbound, turn right; Southbound, turn left onto Route 100C. Westchester Community College entrance is about 1-1/2 miles on right.

#### By Bus or Train.

Bee-Line buses No. 1-C, 15, 40 & 41 make stops on the campus. For a bus schedule, call 914-813-7777. Nos. 15, 40, 41, and taxis connect with Metro-North Harlem Line trains at White Plains. For a train schedule, call 1-800-638-7646.

#### Parking for Disabled Persons.

For information, call the Student Health Office at 914-606-6610.

Visit [WWW.sunywcc.edu](http://WWW.sunywcc.edu) for maps above and other information.

rules to facilitate orderly exchange. Lapel microphones lent to all leaders will remind them of the need to reach all students.

**Advance materials.** Each leader is asked prepare a brief outline of the course content, done in such a manner that the topics of each session are clearly identified and that the overall theme is apparent. Collegium needs the outline, leader's *vitae*, and reading list well before the Open House in order to prepare publications and publicity.

**Reading lists.** If outside reading is to be required, the leader will prepare a reading list with assignments for each class session. College staff will see that books are available for purchase at the Westchester Community College bookstore.

**Copying services.** The Collegium office provides copying services consistent with copyright guidelines. Copy requests should be made at least **two weeks** before material is to be used in class.

**Special equipment.** The Collegium office will furnish the following equipment, provided that a request is made in writing at least one week before it is needed: lectern, TV/VCR, slide projector, overhead projector, laptop hook-up.

**Guests.** Each leader is entitled to one guest pass per class session.

**Surveys.** It is a Collegium practice to distribute questionnaires to all members during the semester and to make these evaluations accessible to course leaders. Leaders' suggestions for the questionnaire are welcome.

Edition March 2007

## ABOUT OUR ORGANIZATION

Collegium continues to evolve, but these principles are fundamental:

*All committee members, course leaders and guest speakers are volunteers. Collegium is a volunteer-powered organization, modeled on Elderhostel's Lifelong Learning Institutes, and no one receives honoraria or gifts for services.*

*Classes are open to those who have become Collegium members by paying the membership fee. Fees cover such costs as copying, printing, postage, refreshments, and support services.*

*The distinctive quality of Collegium classes and smooth operation of the program depend on member participation. Members are expected to give helping hands and to share their expertise and experience inside and outside the classroom.*

Currently, Collegium operates under two administrative bodies—a Planning Committee, reconstituted each semester, that meets regularly to plan Collegium programs and review performance, and an Operations Group, under Vice Chair Clare Ahern, that manages the logistics of enrollment, classroom use, coffee delivery, and other operations.

Collegium classes are held on Level 1 of the Valhalla campus's Academic Arts Building. The Collegium office is part of the Mainstream office suite, Room 123.

## INFORMATION FOR MEMBERS

**COLLEGIUM Course offerings** are described in a brochure widely distributed well before the semester's opening. Copies of the brochure are available from the Collegium office, 914-606-6748. Offerings identified as "study groups" are limited in size in order to promote seminar-type exchange. Attendance in other courses is limited only by the capacity of the rooms.

**Registration and Fees.** Registration opens with distribution of the brochure describing the upcoming semester. Admission to a course or study group is on a first-paid, first-served basis. Currently, a fee of \$150 pays for up to four courses and is due before the first day of classes. Registration is by telephone, using Master Card or Visa, or by a check drawn to Westchester Community College.

**A Collegium Open House** precedes spring and fall semesters. Here leaders describe their courses for those seeking more information before registering. Late enrollment at the full rate is permitted for classes with openings.

**Refunds.** Collegium adheres to the Westchester Community College policy regarding refunds: For cancellations made before the first day of the semester, the entire membership fee is refunded. For withdrawals made between the first and second Wednesday of the semester, half the fee is refunded. No refunds are made after the second Wednesday. Notice of withdrawal should be made to 914-606-6748.

**Parking.** Collegium members are encouraged to obtain parking permit stickers at the security office in the Student Center. Lot 4 is nearest the Level 1 entrance, but only Parking Lot 1 is open to visitors without parking stickers. For all

students, parking elsewhere on the Valhalla campus is by permit only. All campus lots are patrolled, and fines may be issued to unauthorized cars. Arriving before 9:00 a.m. improves one's parking opportunities.

**Parking for handicapped members.** Use of reserved spaces on campus requires special permits obtainable at the Student Center.

**Name tags** issued to all Collegium members are to be worn throughout the class day. Name tags are a courtesy to fellow students and course leaders and are essential for guests.

**Guests.** Each Collegium member receives one guest pass, usable by one guest on one day. Guests are not admitted to study groups and fully-enrolled courses.

**A lunch break** of 45 minutes follows the second course of the day. Members may bring brown bags or place advance orders for sandwich-coffee-cookie lunch service at \$8.00.

**Volunteering** is the lifeblood of Collegium. Members are encouraged to sign up for committees in the Collegium office.

## INFORMATION FOR COURSE LEADERS

Course leaders are responsible to the chair of the Planning Committee and are expected to observe College practices with regard to parking, safety, classroom use and general decorum. In keeping with the Lifelong Learning Institute model, no leader or guest speaker is to receive compensation for services.

Collegium values classroom participation. At the same time, leaders are urged to set forth, in opening sessions, ground