



Western Lecture Series

Western on the Peninsulas

Process Documentation

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Extended Education at Western

Mission

Extended Education connects learners of all ages to the Western Experience. Extended Education collaborates with colleges, departments and the community, linking university resources with educational needs and opportunities both on and off campus.

Vision Statement

Extended Education will share the Western Experience with students of all ages through learning opportunities across time and place by expanding partnerships – campus and beyond – to build a stronger Washington.

Statement of Quality

Extended Education is committed to the same high standards of quality for which Western is well known. Programs and courses are designed and/or revised with the assistance of university faculty, aided by industry and community experts and are reviewed and approved by Western Washington University colleges, departments and academic committees.

Unit/Program Mission of Western on the Peninsulas

To provide a distinctive Western Experience in programs tied to the unique strengths, needs and interests of communities west of Puget Sound.

Description of Unit/Program

In addition to the academic courses/degree programs offered to students, Western on the Peninsulas also offers non-credit programs and educational events designed for the general public ranging from K-12 to adults of all ages. The Western Lectures is one of those non-credit community offerings.

Program Development and Design Process

The Western Lecture Series program is designed by Western on the Peninsulas staff to offer a sampling of all the interesting topics a person would be exposed to if they lived on a university campus, but it much closer to home -- on the Kitsap and Olympic Peninsulas. Lectures introduce new discoveries, provoke thought, enhance understanding, and inspire creativity. The series is offered throughout the year and is free and open to the public.

Program Approval and Implementation Process

Program Approval Process

When a prospective speaker has been identified and interviewed by Western on the Peninsula staff and expresses a willingness to deliver a lecture, we prepare planning documents for approval of expenses which may include a speaker fee and/or travel expenses. If the expenses are within the standard per contact hour rate and no more than a specified limit for travel expenses, the approval of the Western on the Peninsulas Director of Operations is sufficient. If expenses are higher, approval from the Senior Director or the Vice-Provost may be required.

Program Outreach and Marketing Process

Marketing pieces for the Western Lecture Series are created by Extended Education's Marketing Team on the WWU Bellingham campus and distributed locally by Western on the Peninsulas staff. There is some variability in the types of pieces created and the audiences we reach out to depending on the topic of the lecture. Typical marketing efforts include flyers, email blasts, website postings and social media postings. If the program has definite appeal for a specific audience such as teachers, for example, Western on the Peninsulas staff distributes promotional materials through the school districts. If the lecture topic appeals to professionals in a particular field (i.e. Environmental Science), we get the word out through organizations that work in that field and through the communication channels such as listsrvs that they use.

Program Financial Overview

The Western Lecture Series is free and open to the public. It is offered as a community service, therefore there is no budget and no fee. Expenses are paid by WWU's Extended Education Department. Lectures are offered in the evenings at various venues across the Kitsap and Olympic Peninsulas.

Budget Overview

This program operates with no cost to attendees.

Establishment of Fees

This program operates with no cost to attendees.

Contracting Process

Speakers are compensated at the same standard rate of pay as instructors in the Academy for Lifelong Learning, per contact hour. WWU may pay travel expenses if the speaker is incurring personal costs to get to the venue. Humanities Washington grants Western on the Peninsulas 3 speakers per year. That organization pays the speakers' fees for lectures they provide and WWU reimburses the speaker for any travel costs. Some speakers volunteer. Some speakers are paid by their own organizations to do outreach (i.e. Washington State Dept of Fish and Wildlife) and do not accept a lecture fee or travel expenses.

The speakers that do require payment are paid an honorarium or on a personal contract. The requisite documents are prepared and processed by the Extended Education Administration and Finance team.

Program Delivery Process

Registration is not required for the Western Lecture Series. Details such as venue reservations, directional signage, and speaker support are handled onsite by Western on the Peninsulas staff. Lectures take place in the evenings at a variety of venues. Staff assist with technology in the lecture hall, and introduce the speaker.

Program Wrap-Up and Evaluation Process

We do not ask attendees to complete a hard-copy evaluation form because the lecture itself is only an hour in length. We evaluate individual talks and the lecture series as a whole based on attendance.

Program Reporting and Assessment Process

Attendance for each lecture in the series is reported to the Senior Director quarterly and to the Vice-Provost annually.