Planning your Learning Community

CETL-Center for Excellence in Teaching and Learning
Oakland University

Agenda

* Welcome
* Overview of a Learning Community
* Summary and Highlights from each of the current LCs
* How to apply to create a new LC
* Year at a Glance
* Expectations and Responsibilities of Facilitator
* Year End Report
* What CETL and you can do to promote and recruit
* Planning and organizing your LC
* Ways to structure your LC
* Goals and evolution of LC
* How to use your funds
* Challenges and Tips from current LC facilitators
* Questions and Answers
* Wrap-Up

Learning Communities

* Introductions

Quick overview of a FLC

What are the goals of Learning Communities?

* Faculty sharing expertise with faculty and others to improve student success and/or faculty success
* Building collaborations and mentorships across disciplines
* Enhancing the scholarship of teaching and learning

What is a Learning Community?

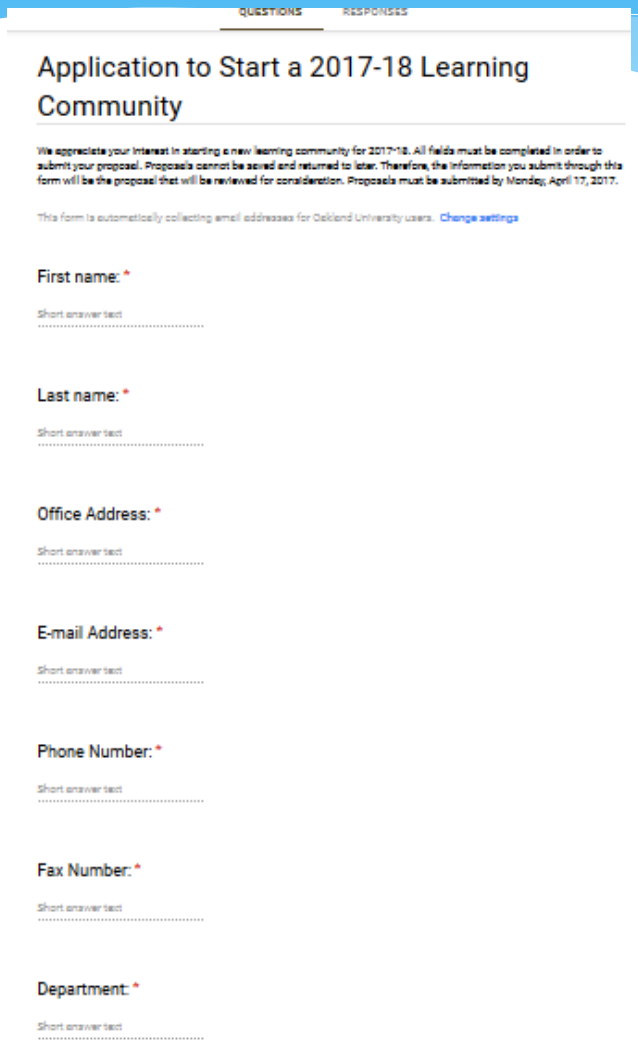
* Active, collaborative year-long program
* 6-12 faculty (may also include some graduate students and professional staff)
  * who are interested in exploring a topic related to teaching and learning
  * who represent a variety of disciplines (cross disciplinary interaction)
  * Often will have "core" group of 6-8 who regularly attend and "peripheral group" who attend occasionally
  * Previously called Faculty Learning Communities but now want to reach out to professional staff and graduate students as well

Current Learning Communities

* This year's current Learning Communities will briefly describe what they were about, what they did and their highlights (later in the session they will share challenges and tips for you)

Application for New Learning Community-

oakland.edu/cetl/faculty-development.



QUESTIONS RESPONSES

Application to Start a 2017-18 Learning Community

We appreciate your interest in starting a new learning community for 2017-18. All fields must be completed in order to submit your proposal. Proposals cannot be saved and returned to later. Therefore, the information you submit through this form will be the proposal that will be reviewed for consideration. Proposals must be submitted by Monday, April 17, 2017.

This form is automatically collecting email addresses for Oakland University users. Change settings

First name: *

Short answer text

Last name: *

Short answer text

Office Address: *

Short answer text

E-mail Address: *

Short answer text

Phone Number: *

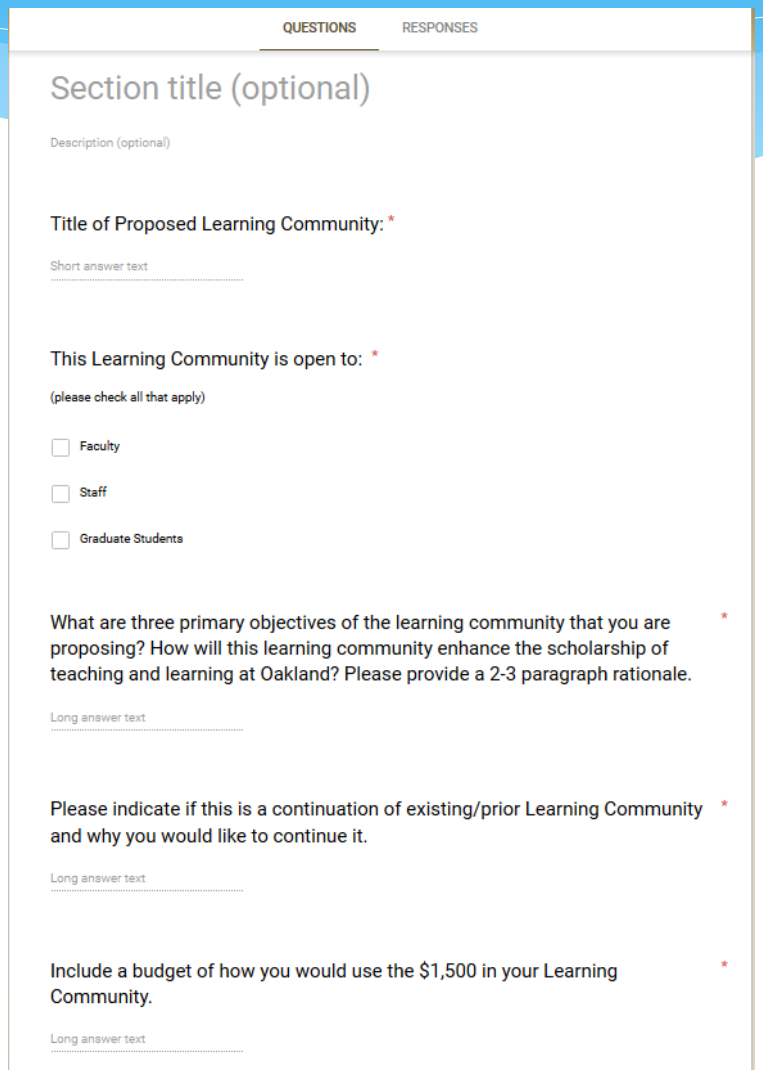
Short answer text

Fax Number: *

Short answer text

Department: *

Short answer text



QUESTIONS RESPONSES

Section title (optional)

Description (optional)

Title of Proposed Learning Community: *

Short answer text

This Learning Community is open to: *

(please check all that apply)

- [ ] Faculty
- [ ] Staff
- [ ] Graduate Students

What are three primary objectives of the learning community that you are proposing? How will this learning community enhance the scholarship of teaching and learning at Oakland? Please provide a 2-3 paragraph rationale. *

Long answer text

Please indicate if this is a continuation of existing/prior Learning Community and why you would like to continue it. *

Long answer text

Include a budget of how you would use the $1,500 in your Learning Community. *

Long answer text

Year at a Glance

* April apply to facilitate Learning Community
* By May we will confirm your LC
* May- summer- CETL will post LC information and recruit faculty to register -In addition, you are encouraged to recruit faculty
* August + early September- we will send you the names/email addresses of faculty and others who have registered for your LC
* Early September- plan and organize your FLC
* September ($1,500 will be transferred to your department) for you to use for approved items/events
* September-April - meet with LC on average of 2x monthly
* Late fall- update on progress-
* Next Winter - attend LC session + Orientation for potential new LC and disseminate work
* April - brief report (2-3 pages) submitted outlining activities accomplished, reflection on LC, how money was used.
* April - transfer any unused money back to CETL

Expectations and Responsibilities of Facilitator

* Organizer and facilitator
* Help recruit
* Contact members
* Organize and plan sessions
* Communicate to members (remind them of sessions etc.)
* Request funds from department as needed
* Keep track of funds spent (receipts, records)
* Update CETL on progress or issues (in fall or earlier if needed)
* Attend a fall session to share LC impact with future FLC
* Complete a report and submit to CETL in April
* Return any unused funds in April

Year End Report- 2-3 pages

* Title of LC
* Name of Facilitator
* Name of members
* Brief overview of LC- description (1-2 paragraphs)
* Objectives that initially developed + Outcomes (how it evolved)
* Format of LC (how often met, format)
* Possible future steps- outgrowth of LC
* SoTL for LC
* Reflection- impact you feel LC had on members and/or university (any concrete evidence would be wonderful) (1 page)
* Budget- how money was used
* Any remaining money

How to promote and recruit

* CETL- will send out e-blasts, put in Friday Announcements and promote on our website from next week throughout the beginning of January
  * Titles of LC, facilitator's name, abstract

* We encourage you to speak to other faculty members to get them to join your group (strongly encourage cross-disciplinary faculty)

Planning and Organizing your LC

* Typically plan to meet approximately 2x per month for 1 to 1 ½ hours (flexible)
* It is up to LC whether to meet in summer or not
* CETL will send you names of members in early January
* Email them and organize a first "getting to know you session"
* I encourage you to use a doodle survey/poll http://www.doodle.com/ to determine best times to meet
* I also encourage you to create an e-space to keep all information and communication about your LC- https://espace.oakland.edu/login/index.php
* You can also create wikis or websites
* Send reminders to members a few days prior to meetings
* Arrange a place to meet (on or off campus)

Structure of FLC

Numerous formats to use

* book study or reviews
* reviews of research
* discussion groups
* videos
* guest speakers
* field trips
* research
* action orientation- i.e.. Plan a new course, plan a new initiative
* Other

Goals and Evolution

Goals and objectives

* Each LC began with a set of objectives or outcomes
* Remember to try to focus on student success and/or faculty success and SoTL activities
* It is a good idea to begin your LC focusing on those, however, as you get into your LC you may find that these evolve, change or grow….that is fine
* The whole idea is that the group/members will build and grow together

Ways to use your $1,500.00

Appropriate

* Support for books and materials related to the topic
* Support for travel to conference on learning community topic (or to teaching and learning conference)
* Support for travel for regional expert on the selected topic to come to OU
* Support for other activities may be available if approved

Not Acceptable- let's not even go there!

* Food
* Beverages

FUTURE FUNDING

* Having this small LC grant is also a great way to support other external or matching grant applications

Challenges and Tips from Current Learning Community Facilitators

* Challenges
* Tips

Wrap-Up

* Questions and Answers

* Feel free to contact me- Judith Ableser ableser@oakland.edu with any questions or concerns

* Thank you all so much for your involvement!