



## 2013 Learning Community Proposal to Plan Cover Form and Outline

The University of North Carolina at Greensboro's Office of Learning Communities (OLC) invites UNCG faculty, staff and departmental programs to submit proposals for the development and creation of new Living-Learning Communities and Learning Communities.

**\*\*All LC Planning Groups must meet with the Director of Learning Communities before beginning the process of submitting a proposal to the Office of Learning Communities.**

**For living-learning communities beginning in FALL 2013, the PRIORITY submission deadline is September 15, 2012.**

*Applications will be accepted after this date, but will only be reviewed on a case-by-case basis.*

**For non-residential learning communities beginning in FALL 2013, the PRIORITY submission deadline is October 15, 2012.**

*Applications will be accepted after this date and will be reviewed on November 15 and December 15.*

*Applications received after December 15, 2011 will be reviewed on a case-by-case basis.*

**For SPRING non-residential learning communities beginning SPRING 2014, the PRIORITY submission deadline is December 1, 2012.**

*Applications will be accepted after this date, but will only be reviewed on a case-by-case basis.*

*NO living-learning community applications will be accepted to begin during a spring semester.*

**Once a proposal is submitted to the Office of Learning Communities, the proposal is reviewed by the Learning Community Proposal Review Committee – consisting of faculty and staff representatives. The LC Planning Group will receive feedback from the Review Committee, and will then submit a revised proposal to the Office of Learning Communities. All proposals are then submitted to the Office of the Chancellor for final review, with the support of the Learning Community Proposal Committee.**

**\*\*Please note:** This review process can take several months, and Planning Groups are encouraged to contact the Office of Learning Communities 18 months to 12 months prior to planned implementation of their Learning Community (ie, for a community being proposed for Fall 2013, the planning group should be meeting with the OLC in spring 2012 and no later than August 2012).

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**This proposal is for (check all that apply and Fall/Spring start dates):**

- Living-Learning Community beginning Fall \_\_\_\_ -Spring \_\_\_\_
- Non-Residential Learning Community beginning Fall \_\_\_\_ -Spring \_\_\_\_
- Non-Residential Learning Community beginning Fall \_\_\_\_ (fall only)
- Non-Residential Learning Community beginning Spring \_\_\_\_ (spring only)
- Non-Residential Learning Community beginning Fall \_\_\_\_ with a new cohort beginning Spring \_\_\_\_



**Sponsoring Faculty or Staff Member:**

*This person is the leading Planning Team member, and will serve as the main OLC contact:*

**Name:** Click here to enter text.

**UNCG Department:** Click here to enter text.

**UNCG E-mail:** Click here to enter text.

**Contact Phone Number:** Click here to enter text.

**Campus Mailing Address:** Click here to enter text.

**Please list ALL additional Planning Team members and their departmental units:**

*This should include all Planning Team faculty and staff facilitating the development and implementation of this community.*

<i>Name</i>	<i>Department</i>	<i>E-mail</i>	<i>Phone</i>	<i>Campus Mailing Address</i>

**This process requires a written proposal be submitted to the Office of Learning Communities, this proposal should include the following:**

- Learning Community Theme with a clear outline of how this theme will impact learning across the University.
- Identify the student population that will be supported by this community (ie, specific majors, specific class years, etc. If your community is open to all majors or multiple majors, please indicate that as well).
- Outline the specific learning outcomes desired for this community, with clear descriptions of how intended activities will support these outcomes.
- An outline on how learning outcomes will be assessed, including embedded course assessment for integrated learning.
- Identify the academic courses that will be used by this community (a minimum of two concurrent courses a semester must be integrated, other courses maybe added if necessary). Include: specific assignments/projects and co-curricular events that will be incorporated into these courses.
- Include a syllabus for all integrated courses

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- Outline what components of this community will be integrated with the theme. Be specific with events and assignments.
- List any additional facilities that will be needed for this community (specific classroom types, locations, technology, faculty office or work space, etc).
- A list of all intended campus partners (this includes academic partners, advising partners, Housing and Residence Life, Office of Leadership and Service Learning, other potential Student Affairs partners, etc). Please include a timeline for contacting and collaborating with these partners.
- List any additional needs this community will require with a clear justification for each: include personnel (Graduate Students, Coordinators, etc), course buy-outs and additional funding.
  - o **A budget for the community must be included**
- Identify how the Planning Team will market this community and recruit student participants. Include samples if available. (Please note, OLC will coordinate large scale marketing of the entire UNCG Learning Community Program and will assist individual LCs. However, it is the responsibility of the LC to actively recruit student participants, as communities with low enrollment cannot be supported.)

## **Living-Learning Community Proposals must ALSO include:**

- Describe how this theme is amplified by a shared living experience
- Indicate which residence hall or campus location you prefer for this community. (Please note: This is not a guaranteed placement. You should list your preferred location with alternative locations, and include justification for each. All location decisions will be made in conjunction with Housing and Residence Life, and must be made before November 1, 2012. There will not be an opportunity to change your preference after this date.)
- If this community will be open to commuting students – please describe how commuting students will be involved in the residential components of the community. (If your community is a hybrid – with separate living and non-residential sections, please provide that information as well.)

\*\*\* Living- Learning Community Planning Teams must agree to the following:

ALL Living-Learning Community programs operate under specific timelines associated with student housing assignments, student move-in, student registration, and student participation within their residence hall. By submitting this proposal, you agree to meet with the Director of Learning Communities and the Director of Housing and Residence Life (or their representative) to coordinate logistical planning for LLC co-curricular events and enrollment items.

\*\*\* ALL Planning Teams must agree to the following:

By submission of this proposal, all members of this Planning Team are agreeing to acquire support and approval from their individual supervisor (see page 4 of this document) if this LC is

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accepted. Additionally, the Planning Team is agreeing to assist in the recruitment of students to join their LC.

\*\*\*ALL Proposals must include the following completed signature page. Please print this page and obtain the signatures of the relevant Deans, Department Heads or supervisors of those involved in the LC.

LC Title: \_\_\_\_\_

Dept Head: \_\_\_\_\_ Date: \_\_\_\_\_

Dept Head: \_\_\_\_\_ Date: \_\_\_\_\_

Dept Head: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Staff)

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Staff)

Please submit this cover sheet with the completed proposal and signature page to the Office of Learning Communities in Mclver 138 or via e-mail [Impipe@uncg.edu](mailto:Impipe@uncg.edu)

If you have questions or concerns, please contact Laura Pipe, Director of Learning Communities at 336.256.8599 or [Impipe@uncg.edu](mailto:Impipe@uncg.edu)