2014 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.**

This form is an outline only.

*****ALL Learning Communities must go through this process; no community will be supported outside of the centralized Office of Learning Community structure.***

For living-learning communities beginning in FALL 2013, the PRIORITY submission deadline is September 15, 2013.
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, 2013.
Applications will be accepted after this date and will be reviewed on November 15 and December 15.
Applications received after December 15, 2013 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, 2013.
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).

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:

UNCG Department:

UNCG E-mail:

Contact Phone Number:

Campus Mailing Address:

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.

Name	*Department*	*E-mail*	*Phone*	*Campus Mailing Address*

UNCG has selected Integrated Learning as the foundation of **all** learning community programs at the University. Integrated Learning requires students to apply content and knowledge obtained in multiple fields of study to situations, problems or experiences. This document contains the AAC&U Value Rubric for Integrated Learning. UNCG has adopted the areas of Transfer (Transfer of Knowledge) and Connections to Discipline as two key Integrated Learning areas. Below are the established Integrated Learning based models being used, in all cases a minimum of two integrated assignments must be identified:

- **First Year Program**: At minimum, all first year learning communities must have two courses that are integrating course content. This can come in many forms, from two general education (or gateway to the major) courses that are team-taught to one general education (or gateway to the major) course that is integrated with an Integrated Studies Laboratory course
- **Second Year and Beyond**: Communities supporting upperclass students can adopt integrated assignments that showcase comprehensive learning with a curricular center. This may be accomplished in two course pairings or through a single course. The aim is to provide students with integrated applications of learning, often through seminars, practicums, portfolios and dialogue.

Each Learning Community must assess the integrated components of their program. Embedded assessments will be required of all LCs, as well as participation in ALL LC surveys (such as the National Online Survey of Learning Communities).

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
- 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.
    - **A budget for the community must be included**
    - **All funds provided by the University are in State Funds (these are not Grant Funds), and are therefore subject to the rules and obligations of such funds.**
    - **All funds provided by the University are housed within the Office of Learning Communities for oversight, and are not distributed to individual departments. No funds will be used to hire fulltime employees (faculty or staff) for departments or use outside of the Learning Community program and all new positions will be housed within the Office of Learning Communities (exception maybe requested and approved by the Dean of Undergraduate Studies in consultation with the Director of Learning Communities.**
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- 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 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: (Staff) _____ Date: _____

Supervisor: (Staff) _____ Date: _____

Please submit this cover sheet with the completed proposal and signature page to the Office of Learning Communities in McIver 138 or via e-mail lmpipe@uncg.edu

If you have questions or concerns, please contact Laura Pipe, Director of Learning Communities at 336.256.8599 or lmpipe@uncg.edu