



2014 Learning Community Proposal to Plan Suggested Timeline

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.**

January – April 2013: Proposing Planning Teams should contact the Office of Learning Communities to set up regular meetings with the Director of Residence Life.

Proposing groups forming after April 2013, should still submit a request to the OLC for pre-proposal planning. The Learning Community Proposal Review Committee will still consider proposals on an ad/hoc basis after this deadline. Please contact the OLC for more information.

**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 2013 and no later than August 2013).

April – September 2013: Proposing Planning Teams should be meeting regularly with the Office of Learning Communities to coordinate logistics, course development, pre-Co-Curricular planning, housing spaces and other information to be included in the Proposal to Plan.

Below are deadlines for Proposals to Plan:

For **living-learning communities** beginning in FALL 2014, 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 2014, 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 2015, 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 Learning Community Proposal Review Committee consisting of faculty and staff representatives reviews the proposal. 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.

Mid-October 2013: The first major recruitment event will be held – Showcase UNCG, by Admissions. Groups should be prepared to recruit at this event, even if they have not been officially approved.

Secondary marketing (not intensive) begins during this time. Groups should be prepared for questions from perspective UNCG students.

LC applications for Fall 2013 become available to perspective students.

November 1, 2013: All residential room requests will be due to Housing and Residence Life. This includes any student staff (Peer Mentors/PALs, etc) spaces.

Fall Faculty Phone-a-thon with Admissions. Groups should prepare to have representatives participate in this event (tentative date: November 26-29).

Recruitment of any upperclassmen participants in your community should begin.

December 2013: The recruitment and hiring process for Peer Mentors should begin.

January 2014: All upperclassmen participants and mentors should be finalized for your community.

February 2014: All upperclassmen participants and mentors living in a residential community must be finalized and their names forwarded to Housing and Residence Life.

Spring Faculty Phone-a-thon with Admissions. Groups should prepare to have representatives participate in this event (tentative dates: February 4-8 & February 11).

February – April 2014: Major marketing and recruitment begins: mailings to admitted students, recruitment phone calls, Freshman Friends, etc. Planning groups should prepare to have current students and faculty/staff recruit admitted UNCG students during this time.

Learning Communities

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March 1, 2014: Learning Community acceptance and placement begins. Planning groups should be prepared to approve potential applicants through June 2013.

Residential communities will begin submit to student room assignments to the OLC.

May 1, 2014: OLC will begin first rounds of student course registration.

May – June 2014: All final recruitment must be underway. This includes e-mail outreach by planning groups to admitted students.

June 2014: SOAR begins. Planning groups should prepare for potential questions from perspective students, final approvals of applicants and final placements.

This is the final stage of recruitment; all spaces must be filled during this time. Unused rooms will be returned to HRL and some unused course seats will be returned to Academic Departments.

Fall 2014: Student participation begins.