

Starting a New Learning Community Worksheet

Establishing a new learning community involves an investment of time, effort and resources. This worksheet has been developed to assist in the preparation and development of your learning community. We recommend that you start small and simple, and then build upon successes in future years.

Initial planning check list

1. Establish student need of proposed learning community-who are you going to serve?
2. Clarify learner outcomes –what do you want to accomplish?
3. Assessment- consider how you will determine if you achieve your outcomes
4. Residence- consider if you want students living together in the residence halls
5. Determine role expectations of
 - ✓ primary coordinator
 - ✓ accounting personnel
 - ✓ associated faculty and staff
6. Decide which courses will be connected (or co-enrollment)
7. Consider the length of the program (full-year or one semester)
8. Identify campus partners (Academic Success, MSA, etc)
9. Meet with LC staff to discuss proposal

Learning Community Proposal check list

10. Develop peer mentor job description based on your outcomes
11. Complete Request for Proposal (RFP) form (available at www.lc.iastate.edu)
12. Submit course request form to Registrar's Office and English, if applicable

After your proposal has been accepted

13. Communicate with connected faculty and staff
14. Begin interviewing and hiring mentors
15. Advertise your learning community to incoming students