

**Learning Communities at Lane Community College
Curriculum Development Application Tier III: Up to 100 hours**

Fill this application out only after initial approval by the Learning Communities Leadership Team.

This is a Tier III Application: (up to 100 hours, if applicable) for full planning and production of your learning community. The product of approval for this application will be the marketing and offering of a learning community.

If you are still in the early stages of thinking about your learning community and how it might be designed to best meet the needs of students, please consider attending a Learning Communities Leadership Team meeting, or meeting with the LC Coordinator, Anne McGrail X 3317, who can help you.

Below, you will find four parts to this application:

1. Information
2. Application
3. Approval Process and Signatures
4. Budget Proposal

I. Information

Thank you for considering developing a learning community! This application form will guide you through the steps and considerations involved in the design of a successful learning community. The Learning Communities Leadership Team (LCLT) has learned through experience that a learning community that is well-designed at the start avoids some of the institutional obstacles to innovation, and provides the most useful and enjoyable learning experience for students and faculty. This application provides the basis for the LCLT to approve (or help you to improve) your learning community.

Things to consider when designing a learning community.

The most successful learning communities....

- Are often designed with existing courses that meet degree requirements or that support other student goals.
- Demonstrate curricular coherence; courses reinforce and/or integrate ideas
- Are ideally “pure cohorts” in which all students in one course are registered for at least one other course in the learning community. This creates cross-fertilization of ideas and the best community building. However, successful learning communities have involved one “anchor” course and “satellite” courses linked to it.
- May have Reading Together or Service Learning components as part of their curriculum. Talk with the coordinators for these programs (Ellen Cantor cantore@lanecc.edu and Jennifer Von Ammon vonammonj@lanecc.edu respectively) for more information on how to do this.
- Involve ideas which cross subject-matter boundaries

- Facilitate the move toward a richer, learning-centered environment
- Involve active and collaborative learning
- Explore and develop understanding of diverse perspectives
- Aid student retention and progress toward academic success
- Support faculty development
- Allow students to see faculty as learners—team teaching is encouraged!

II. Application

Names of Faculty Proposing this Learning Communities:

Name	Contracted or Part-Time?	Division	Contact Information

1. Name of Your Learning Community:

2. Description of Learning Community (for use in publications such as the catalog or *Aspire Magazine*):

3. List courses to be offered in this learning community:

Prefix	Course Title	Credits	Instructor	Phone/Extension/email

4. Explain how this learning community will benefit students. Include in your explanation ways it will differ from traditional courses. This is an important consideration in promoting the learning community to students.

5. What resources will be needed to establish and support the first offering of your learning community? If your needs include monetary support, provide a detailed justification of your requests on a separate sheet of paper, and also fill out the attached budget sheet. Consult the guidelines on page 4 for help with this section. Also indicate potential sources of funds besides Learning Communities.

6. Identify any special facilities, equipment, or enrollment limitations your learning community will require.

7. Provide your timeline for preparation and the responsibilities of each instructor. Make sure this timeline includes the specific term you hope to offer your learning community and whether it will be part of the day, evening, or weekend schedule.

8. If you will propose a new course as part of your learning community, on a separate sheet of paper, explain what you have done to gain support and approval for this course. All new courses must have sponsoring department approval and go through the appropriate college curriculum approval processes. The college curriculum approval guidelines are published on COPPS: <http://www.lanecc.edu/cops/currappr.htm>

9. Pure cohorts are groups in which all the students in one class are also registered for the other class(es). This is a Learning Community best practice. Is your Learning Community designed for “pure cohorts”?

10. Service Learning and Reading Together. We encourage you to consider how you could incorporate Service Learning and Reading Together options into your learning community. Are these options appropriate for your learning community? If so, how might you integrate them?

11. Your Promotion Plan. Learning Communities virtually always have academic advantages, but these advantages must be effectively communicated to students. Please indicate the ways you can promote your class to attract sufficient enrollment. Identify which of the following will be included in your efforts:

- Discussion with academic advisor for information about potential students
- Announcements in classes
- Distribution of flyers/posters
- Preparation of material for annual/term schedules
- Development of web page
- Other (Please identify.)

If you will need resources to help promote your learning community, include those on the attached budget sheet.

III. Approval Process

1. Please ask your chairperson and your department faculty (if they are involved in curriculum approval at the department level) to read below. Then have your chairperson sign where noted.

While Learning Communities are coordinated through the LC Leadership Team, *the courses themselves are taught through your sponsoring department.* It is very important that your department understand that while Learning Communities supports initial incubation of courses, giving you and your courses an opportunity to develop, the *courses will be mainstreamed as soon as possible after first being offered.* This means that your department process for course approval should be taken into account *at the design stage* of your learning community.

Before you obtain signatures from *division chairs for all instructors involved in this proposal*, discuss with your chairs any special arrangements that your learning community will require. These considerations may include:

- departmental policies
- workload issues
- increased or reduced class size
- reassignment time
- certification process for courses that significantly engage material outside the sponsoring departmental faculty’s initial qualifications for hire

Important note on half-time teaching limits for non-contracted faculty.

In order to allow part-time faculty to participate in learning communities, if necessary, non-contracted faculty may be assigned above the .5 limit the contract outlines to participate in innovation. However, this is an exceptional situation. Learning Communities and SLI do not fund this “overload” beyond the curriculum development support (see Section IV). The sponsoring department pays for assigned teaching. For more information on workload limits, see the Faculty Contract Memorandum of Agreement.

2. Division Chair Please read and sign:

I have fully discussed this learning community with the faculty member(s) and I support this application for a learning community course.

Chair Name and Signature	Division	Date
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IV. Budget Calculations

After your initial proposal has been approved you may be approved for up to 100 hours of curriculum development funds. Follow the guidelines below in developing your budget.

Guidelines for Learning Community Curriculum Development Requests

- Learning Community curriculum development funds are targeted for innovations specific to the learning community aspect of your work.
- Some curriculum development is expected of all faculty members, so the amount you request in your learning community application should not include these contractual and professional obligations.
- Be sure to identify below those activities that you will undertake only because the course will be part of a learning community.

- Part-time faculty may need more time than full-time faculty; please identify and explain those needs in your application.
- Entirely new courses at Lane may be compensated for up to 100 hours of curriculum development.
- Most learning communities are developments of existing courses; requests for such courses will probably be for fewer than 100 hours.

Please break down your request into appropriate categories, according to the charts below:

Contracted Faculty				
	New Course Offering Limits	Your CD Request	Revised Course Offering Limits	Your CD Request
Course Planning Course planning should include revising syllabi for joint outcomes. Explain in your proposal how this revision will differ from other course revisions you undertake as part of your normal workload.	Up to 60 hours		Up to 30 hours	
Planning Meetings Contracted faculty may request up to 15 hours for planning meetings with cohorts; noncontracted may request up to 25 hours.	Up to 15 hours		Up to 15 hours	
Attending Cohort Classes If you will attend a cohort's classes, you may claim up to 15 hours as part of your curriculum development.	Up to 15 hours		Up to 15 hours	
Special Activities You may claim up to 10 hours for other activities, such as team-teaching episodes, joint field trips or other course enhancements, as well as assessment activities undertaken after the course is completed.	Up to 10 hours		Up to 10 hours	

	Up to 100		Up to 70	
Total Contracted Faculty CD Request Hours				
Non Contracted Faculty				
Course Planning	Up to 60 hours		Up to 30 hours	
Planning Meetings	Up to 15 hours		Up to 15 hours	
Attending cohort classes ³	Up to 15 hours		Up to 15 hours	
Special activities ⁴	Up to 10 hours		Up to 10 hours	
	Up to 100 hours		Up to 70 hours	
Total Curriculum Development Request				

c. Proposed Budget for New Learning Community Curriculum Development and Promotion. Please calculate hours + OPE (Other Payroll Expense)

ITEM TOTAL COST

of Curriculum Development Hours X \$26.44 each
Total Cost of CD hours X .42 OPE
Materials and Supplies (be specific)
Promotion (\$150 maximum)
Proposal \$\$ Total (Curriculum Development hourly plus OPE plus M & S plus publicity)

TOTAL BUDGET REQUEST: