Facilitating a Learning Community . . . at a Glance

Below is some helpful information for LC facilitators. Even if you are an experienced facilitator, please read this documents as some of our expectations have changed.

**June-August**

- We will send you the names of applicants to your community every couple of weeks from now until the August 14 deadline for application. After that date we will email you copies of the applications we received for your learning community after the deadline. We have a file in the office for each community if you would like to look over the applications before we send them.
- Communities must have 8 members to run and no more than 10 members total. These numbers **exclude** facilitators. It is up to you to choose who will be part of the community.
- You may feel free to recruit members for your community. We advertise the communities on social media and in Campus Update, but your help is needed too.
- As soon as possible, please contact Pam Potter (potter@bgsu.edu) with information about when you hope to meet so we can schedule rooms for you here at the CFE.
- You will be invited to a facilitators’ meeting in September to learn what other communities are doing and to think about ways to disseminate the learning in the communities more broadly across campus.

**Fall Semester**

- You are expected to meet 6 to 8 times during the semester. Meetings are usually scheduled for one-and-a-half hours. Each member must attend a minimum of 5 meetings to receive professional development funds.
- You and your members will all be provided with an agreement form to sign. Please stress the importance of returning the member agreement forms immediately. A transfer cannot be processed for anyone who does not return his/her completed agreement form. To ensure that the transfers are done accurately, the forms must be filled out completely.
- At each meeting, if you are meeting in our offices in University hall, we will have a roster at the front desk. Your members will need to sign the roster to indicate their attendance at the meeting. If you are meeting elsewhere, you will be given a roster so that you can indicate who is present. It is crucial that you keep adequate records. **These rosters are for your records; we will not need to see or collect them.** We will also provide you with a spreadsheet with all your meeting dates and members’ names. At the end of the semester, you will complete the spreadsheet indicating each member’s attendance and, in the final column, whether or not the member has attended the minimum number of meetings (5) and is eligible for a fund transfer. This must be turned in at the front desk or emailed to us after your final meeting of the semester. If you scheduled any make-up events during the semester, you must list those also and who attended.
**Spring Semester**

- Let Pam Potter know your schedule for Spring semester as soon as possible.
- Each LC is expected to present at the Teaching and Learning Conference which will be held March 23-25, 2016.
- Presentations at the Fair are poster presentations in a large open space where attendees can walk from one presenter to another. Individual members or teams may present or the LC as a whole may present.
- Each facilitator is expected to present a workshop at CFE during spring semester. Karen Harris will contact each of you to set a date. For each workshop, we will need a title and a brief description and the date and time you will present.
- We hope that each facilitator takes the time to learn about the other communities to see if there may be any room for collaboration or cross-fertilization of ideas.
- All LC members are expected to attend the Celebration Dinner, which is scheduled for early May, 2016.
  - In early April, Karen Harris will ask each LC facilitator to provide a brief, bulleted list of its accomplishments. These accomplishments are made into framed posters that are used during presentations at the dinner and that are subsequently hung in the CFE reception area for the upcoming year. Check out the posters when you are at the CFE to see the accomplishments of last year’s LCs.
- Please note that the transfer of funds will be made to members’ and facilitators’ home departments after fall semester ends, usually sometime in December, and after Spring semester ends, usually sometime in May.