

# Getting Started: Planning Guide and Checklist

This planning guide and checklist is designed to prime your planning approach whether you are a potential faculty learning community (FLC) program director, a potential facilitator for an FLC, or an interested colleague considering possibilities. You do not have to engage all components in your initial FLC. Select what looks promising and interesting for your campus. Do not hesitate to write “next year” or “I don’t know” as responses.

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Institution: \_\_\_\_\_

Please circle all responses that apply, and when appropriate, comment on your plans. When you indicate “other,” please elaborate.

**Section I:** Questions 1-11 involve initial planning for proposing and gaining support for your FLC Program at your institution.

2. **At what stage** is the faculty learning community (FLC) effort on your campus?

i) Nothing started                      In the planning stage

ii) An FLC (or more) already exists:

(1) Model (see end of document for models):

subcompact              compact                      intermediate              full

(2) Involving: Junior Faculty    Senior Faculty              Difference (diversity)    PBL

Technology              Team Teaching              Cooperative Learning    Writing

PFF                      Ethics                      1<sup>st</sup> Year Experience              SoTL

Other:

3. What will be **your role** in working to establish faculty learning communities on your campus?

Initiator (contact and discuss with your faculty development office, teaching center, provost, faculty governance)

Organizer              Consultant                      Cheerleader                      Advocate

Fund raiser              Committee member              FLC Program Director              Facilitator of an FLC

Proactive Administrator                      Participant in an FLC              Others:

3. Who are the **role players** on your campus who need to be involved in **endorsing and commissioning** an FLC Program?

Trustees	President	Academic Vice-President
Deans	Department Chairs	Senior Faculty
Junior Faculty	Fund Raisers	Teaching Center Leaders
Senate	Faculty Development Leaders	
Others:		

4. Who are the **role players** on your campus who need to be involved in **designing and implementing** an FLC Program?

Trustees	President	Academic Vice-President
Deans	Department Chairs	Senior Faculty
Junior Faculty	Fund Raisers	Senate
Faculty Development Leaders		Teaching Center Leaders
Others:		

5. Who are the **role players** on your campus who need to be involved in **facilitating** specific FLCs?

Department Chairs	Deans	Academic Vice-President
Junior Faculty	Fund Raisers	Senior Faculty
Faculty Development Leaders	Senate	Teaching Center Leaders
Others:		

6. **In what office** will you recommend that the FLC Program be located?

Provost	Faculty Development	Teaching Center
Dean	Other:	

7A. What do you see as the **obstacles** for FLCs on your campus?

Cost	Support from the central administration
Support from faculty	Support from department chairs
Others:	

7B. How do you plan to **overcome** these obstacles?

8. What **timeline** will you propose for developing your FLC Program?

9. What **benefits** of FLCs will you indicate to your campus?

10. What **model** have you selected for your FLC Program? The models are described at the end of this document.

Subcompact

Compact

Intermediate

Full

11. Of the 30 FLC **components**, what ones do you plan to include in your FLC? The 30 components are listed at the end of this document.

**Section II:** Questions 1-30 guide planning for 30 possible components for an FLC in your FLC Program. The question number corresponds to the component number. See the end of this document for a list of the components.

***Mission and Purpose***

1. **CD** What university-wide **goals** will you propose for your FLC Program?

2. **FD** What **objectives** will you propose for a specific FLC in order to obtain these goals?

## **Curriculum**

3. **CD** What **type(s) of FLC(s)** will you select for your FLC Program? Will they be cohort based or topic based? What FLCs do you propose to initiate the first year?

Cohort: Junior Faculty      Senior Faculty      PFF      Department Chairs

Topic: PBL      Team Teaching      SoTL      Cooperative Learning  
Assessment      Technology      Difference      Teaching Portfolios  
Writing      Faculty Work      Ethics      The Capstone Experience  
First Year Experience      Other:

4. **FD** What **issues and areas** to address will you select for your FLC? Draft a yearlong schedule of events that you will propose for your FLC.

## **Administration**

- 5A. **C** What qualities and criteria will you propose for your FLC **Program Director**? How will you identify and select him or her?

- 5B. **D** What qualities and criteria will you propose for a **facilitator** of your FLC? How will you identify and select a facilitator?

6A. **FD** What procedure and criteria will you propose for **selecting members** of your FLC?

6B. **FD** Whom will you recommend for membership on your FLC **advisory and selection committee**?

7A. **D** Public relations: How will you **advertise** your FLC Program?

7B. **FD** How will you **advertise** your particular FLC and **recruit** members?

8A. **D** How much **support** (financial and staff) will you propose for your FLC Program?

8B. **D** **Draft a budget** that you will propose for your FLC Program.

8C. **FD** How much support will you allocate to each FLC in your program?

**Connections**

9. **F** What qualities and procedures will you propose as necessary for forming **community** in your FLC? See the list of ten necessary qualities at the end of this document. On which ones will you focus?

10A. **FD** **Partnerships** with other programs: To what extent will your FLC Program and particular FLCs engage in partnerships?

0	1	2	3	4
No Extent		Moderate Extent		Great Extent

10B. **FD** What **partnerships** will you make with **other programs** on campus, the community outside campus and/or others? Will any partners be **cosponsors** (fund at least half and be involved in the programming and/or leadership)?

11A. **FD** **Engagement** with the broader community: Indicate the extent to which you plan to involve this component for your FLC.

0	1	2	3	4
No Extent		Moderate Extent		Great Extent

11B. **FD** **How** will each FLC **serve** the broader community, for example, student and faculty organizations, K-12, etc. How will your FLC **connect to and share** its work with your campus and off campus?

### ***Affiliated Participants***

12A. **FD** Individual faculty or administrative **partners** (mentors, pairs in an FLC, librarians, tech staff, etc.): Indicate the extent to which you plan to involve this component for your FLC.

0	1	2	3	4
No Extent		Moderate Extent		Great Extent

12B. **FD** If you plan to involve individual partners in your FLC, **what role** will they play?

12C. **F** How will partners be **selected**?

12D. **FD** How will they be **rewarded and recognized**?

13A. **F** **Student associates:** Indicate the extent to which you plan to engage this component for your FLC.

0	1	2	3	4
No Extent		Moderate Extent		Great Extent

13B. **F** If you plan to involve student associates in your FLC, **in what way** will you do it?

13C. **F** How will they be **selected**?

13D. **FD** How will they be **rewarded and recognized**?

**Meetings and Activities**

14A. **F** **Seminars:** Indicate the extent to which you plan to engage this component in your FLC:

0	1	2	3	4
No Extent		Moderate Extent		Great Extent

14B. **F** What seminar **topics and leaders** will you suggest for your FLC?

15A. **F** **Retreats:** Indicate the extent to which you plan to engage this component for your FLC.

0	1	2	3	4
No Extent		Moderate Extent		Great Extent

15B. **F** **Where** and **when** will you have your retreats?

16A. **FD Conferences** attended by your FLC members: Indicate the extent to which you plan to engage this component in your FLC.

0	1	2	3	4
No Extent		Moderate Extent		Great Extent

16B. **FD What Conferences** do you have in mind?

17A. **FD Social amenities** and/or social gatherings: Indicate the extent to which you plan to engage this component in your FLC.

0	1	2	3	4
No Extent		Moderate Extent		Great Extent

17B. **F What social items or processes** do you have in mind here?

### **Scholarly Process**

18A. **F The literature:** articles and focus book: Indicate the extent to which you plan to engage this component in your FLC.

0	1	2	3	4
No Extent		Moderate Extent		Great Extent

18B. **F What focus book** and articles do you have in mind at this point for your FLC?

19A. **F Focus course** (syllabus, TGI, CATs, SGID): Indicate the extent to which you plan to engage this component in your FLC.

0                      1                      2                      3                      4  
No Extent                      Moderate Extent                      Great Extent

19B. **F** What **items** do you plan to involve in each member's focus course for your FLC?

Syllabus                      TGI                      CATs                      SGID

Other:

20. **F Individual teaching project**: Indicate the extent to which you plan to engage this component in your FLC.

0                      1                      2                      3                      4  
No Extent                      Moderate Extent                      Great Extent

21A. **FD Presentation** by FLC members **on campus**: Indicate the extent to which you plan to engage this component in your FLC.

0                      1                      2                      3                      4  
No Extent                      Moderate Extent                      Great Extent

21B. **FD** Presentations by FLC members at **regional or national** conferences: Indicate the extent to which you plan to engage this component in your FLC.

0                      1                      2                      3                      4  
No Extent                      Moderate Extent                      Great Extent

21C. **FD** What conferences do you have in mind at this point?

22A. **F** **Course mini-portfolio:** Indicate the extent to which you plan to engage this component in your FLC.

0	1	2	3	4
No Extent		Moderate Extent		Great Extent

22B. **F** What process will your FLC members use to **develop** their portfolios?

23. **F** Indicate the extent to which you follow up on **publication** of the Scholarship of Teaching?

0	1	2	3	4
No Extent		Moderate Extent		Great Extent

24A. **FD** The **scholarship of teaching:** Indicate the extent to which you plan to engage this component in your FLC.

0	1	2	3	4
No Extent		Moderate Extent		Great Extent

24B. **F** If you plan to involve the scholarship of teaching in your FLC, **in what way** will you do it? What sequence of developmental steps will you use?

## Assessment

25A. **FD Faculty development outcomes:** Indicate the extent to which you plan to engage this component in your FLC.

0                      1                      2                      3                      4  
No Extent                      Moderate Extent                      Great Extent

25B. **FD** What **faculty development outcomes** will you propose for your FLC?

25C. **FD** How will you **assess** the effectiveness of your FLC in achieving these faculty development outcomes?

26A. **FD Assessment** of the effectiveness and impact of your FLC **program components:** Indicate the extent to which you plan to engage this component in your FLC.

0                      1                      2                      3                      4  
No Extent                      Moderate Extent                      Great Extent

26B. **FD** How will you **assess** the effectiveness and impact of your FLC's **program components**?

27A. **FD** Connecting your FLC to **student learning**: Indicate the extent to which you plan to engage this component in your FLC.

0	1	2	3	4
No Extent		Moderate Extent		Great Extent

27B. **F** **How** will you connect your FLC to **student learning**?

Teaching Projects      Course mini-portfolios      CATs      SGID  
FLC participants' survey of learning in their courses  
Others:

27C. **FD** How will you **assess** the student learning in FLC participants' courses?

**Enablers/Rewards**

28. **FD** **Reassigned (release) time** for FLC participants: Indicate the extent to which you plan to engage this component in your FLC.

0	1	2	3	4
No Extent		Moderate Extent		Great Extent

29A. **FD** **Professional expenses** for FLC participants: Indicate the extent to which you plan to engage this component in your FLC.

0	1	2	3	4
No Extent		Moderate Extent		Great Extent

29B. **FD** What **amount** will you suggest?

30A. **FD** **Recognition** (by President, Provost, Dean, Chairs, Colleagues): Indicate the extent to which you plan to engage this component in your FLC.

0	1	2	3	4
No Extent		Moderate Extent		Great Extent

30B. **FD** What **recognition** do you plan for members of your FLC?