

Section 6.F
Preliminary Planning Inventory for Faculty Learning Community Facilitators
(For an alternative approach, see Appendix B in this handbook.)

The following approach is adapted from Appendix B, Developing Facilitators for Faculty Learning Communities, in *Building Faculty Learning Communities*, (Sandell, Wigley, Kovalchick; 2004, pp. 61-62)

Name of Community:

Facilitator:

Community focus (2-3 sentence description):

Part I: Participants

Anticipated size of community:

Types of FLC members (for example, faculty, student associates, consultants; targeted departments or subject areas; include all that apply):

Plan for recruiting members (steps taken, channels used to publicize, and time line):

Application process (What will you ask potential participants to submit as an application, and how will you make decisions about selecting from among potential applicants? If you have already worked on this, you may want to attach an application form and then describe your criteria for selection):

Plan for involving student associates or consultants (or mentors) (if applicable)

Part II: Curriculum

Focus book:

Topics you plan on preparing (others may be added as the group begins working, but what will you plan on starting out with?):

Role of consultants (or affiliate members) and/or student associates (if applicable) in engaging this curriculum:

Part III: Logistics

How will you communicate with FLC members (email, Blackboard)?

What is your plan if schedules don't mesh?

What are expectations for members' participation, and how will you communicate these?

Part IV: Scholarship of Teaching and Learning

What kinds of teaching projects do you anticipate being carried out by FLC members? What kinds of support will you provide to your FLC members as they design their teaching projects?

Will you ask them to choose a focus course? What items will you ask them to engage in that course: Teaching project, TGI, CATs, SGID, assessment of achievement of learning objectives, and course mini-portfolio?

What goals or expectations do you have for them to eventually present their projects on campus and at a regional or national conference?

Part V: Budget

You have a total of \$_____ (or 100%) available to spend on your FLC. Please list your anticipated costs below, and include any additional financial sources you hope to tap. Note that you may be able to do some bulk buying on focus books, thus reducing the cost for all. Include everything you would need in the list below, but please place an asterisk by the items that are your highest priority and for which you will use the monies indicated above.

Part VI: Assessment

What are your initial thoughts on ways to assess whether you are achieving the goals of your learning community?