

**Center for the
Enhancement of
Learning and
Teaching**

Langstroth Cottage
Miami University
Oxford, OH 45056
513-529-9266
www.muohio.edu/celt
celt@muohio.edu

**Faculty Learning Community
Proposal Form
Cover Page**

Name of proposed faculty learning community:

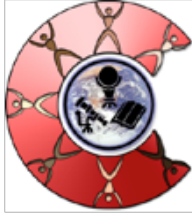
Facilitator(s):

Date submitted:

----- To be completed by the CELT staff -----

Comments:

Decision:



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Faculty Learning Community Proposal Form Abstract & Information

Please fill out the following sections and submit to the Center for the Enhancement of Learning and Teaching for review. Note that this form must be submitted with the remainder of the proposal package before it is reviewed.

This form will be used to advertise the proposed faculty learning community to the Miami community and the CELT website <<http://www.muohio.edu/celt>>. Please reference past faculty learning communities should you need help in filling out the below information. The CELT staff can consult with you in preparing this proposal.

Name of FLC:	
Description:	
Amount:	<Professional development funds per person (members/students)?>
Eligibility:	<Full-time, part-time, librarians, staff, graduate students?>
Selection:	<Who will select the recipients?>
Submission:	<To where should submissions be sent?>
Due Date:	

Purpose and description:

Activities:

References:

<Feel free to add additional categories>

**Center for the Enhancement of Learning and Teaching
Faculty Learning Community
Budget Proposal**

CELT can consult with you in preparing this document

FLC Title:

Facilitator(s):

FLC term (ex: Fall 2009-Spring 2010)

Total Number of community members (including facilitators):

FLC Expenses - Professional Development Funds	Notes	Amount per person	Number of people	Total
FLC Members Development Funds	DO NOT INCLUDE FACILITATORS	\$0.00		\$0.00
Facilitator Development Funds		\$0.00		\$0.00
Student Associates		\$0.00		\$0.00
Professional Development Totals				\$0.00

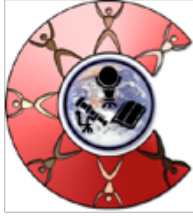
Estimated FLC Expenses - Other Expenses	Notes	Total
Books (for entire community)		\$0.00
Travel (as a community)		\$0.00
Hosting (food) for meetings		\$0.00
Supplies / Materials		\$0.00
Printing		\$0.00
Guest Speakers / Honorarium		\$0.00
Miscellaneous	Please explain	\$0.00
Other Expenses Totals		\$0.00

Faculty Learning Community Expense Total	Total from "Professional Development Totals" and "Other Expenses Totals"	\$0.00
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Unit(s) Co-Sponsoring FLC - Must include name and signature of person authorizing sponsorship (department chair, director, etc.)	Notes	Amount Providing
CELT		

Please note that this budget is subject to approval by the CELT staff and other sponsoring departments/programs. Include this budget in your FLC proposal and send to CELT via email <celt@muohio.edu> and campus mail (with appropriate signatures) <Langstroth Cottage>.

**All funds must be spent prior to June 1.
Exception: If funding is to be used on travel, then the CELT staff must be made aware of this prior to June 1.**



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Faculty Learning Community Proposal Form Budget Guideline Information

FLC Development Funds:

- Professional development expenses for members should range between \$200-\$500 per person for the academic year
- Student associates (if any) should receive up to \$100
- Facilitators can receive development funds up to \$3000 per community (2 facilitators can receive up to \$1500 each) for the academic year

Hosting (food) for meetings:

- Soup & sandwich meal (including beverages and dessert) - approximately \$12 per person
- Box lunches (including beverages and dessert) - approximately \$10 per person
- Breakfast menu (pastries, coffee & juice) - approximately \$6 per person
- Plated & served meal (chicken, vegetables, etc.) - approximately \$16 per person

Supplies / Materials / Printing:

- For most FLCs, this category will not be used
- Consult with CELT staff prior to budgeting funding for this

Guest speakers / Honorarium:

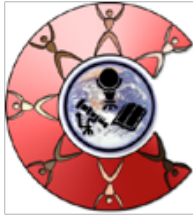
- Cost will vary depending on the presenter
- Average honorarium is \$500-\$2000, plus travel expenses (flight, mileage, meals)

Books for the community:

- Prices will range depending on the book
- Please consult Amazon.com when determining the price of books

Travel:

- Take into consideration any conferences that the community may wish to attend throughout the year
- Funding for facilitators to attend the FLC Summer Institute (alternative to attending the pre-conference workshop at the Lilly Conference) should be included in this section



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Faculty Learning Community CELT - Facilitator Contract

The contract below lists expectations between the Center for the Enhancement of Learning and Teaching staff as well as the facilitators for each learning community. This contract must be signed by the facilitators and turned in with the FLC proposal packet prior to advertising the learning community. CELT can consult with you in preparing this proposal.

Name of FLC:

Facilitator(s):

CELT Commitments/Responsibilities:

1. Provide requested funds as indicated in your Faculty Learning Community (FLC) proposal packet (budget must be included in FLC proposal packet)
2. Answer questions regarding FLCs
3. Assist with preparation of the application to be in the FLC for prospective members
4. Advertise the FLC
5. Collect FLC member applications
6. Assist in scheduling meetings, rooms and food
7. Assist FLC members with accessing and using their faculty development funds
8. Provide and send online surveys
9. Consult about and in the application selection process
10. Provide other support and help as needed

FLC (Facilitator) Commitments/Responsibilities:

1. Facilitate FLC meetings
2. Attend the CELT FLC facilitators meetings each semester
3. Provide CELT with an updated list of members and meeting dates throughout the semester
4. Participate with FLC in the CELT Teaching and Learning Expo in March
5. Enable mid-year and end-of-year evaluations to be completed by your FLC members
6. Participate in the one-day FLC facilitators' workshop on the Monday the week before classes start (August 17).
7. Engage members to assess your FLC seminars using the CELT online survey
8. Prepare a final report about your FLC
9. Become familiar with the FLC website and the 30 components of an FLC
10. Decide which of the optional 30 components to engage

****All money must be spent by June 1st, unless specifically saved for travel****

Facilitator signature (all facilitators must sign):

sign

print name

**APPLICATION FOR MEMBERSHIP
Faculty Learning Community**

Name: _____ Email address: _____

Home Phone: _____ Campus Phone: _____

Department: _____ Campus: _____

Course(s) that you teach:

Status:

full-time faculty ____	part-time faculty ____	staff ____	graduate student ____
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Number of years teaching/working at Miami _____

Please provide a response to each of the following questions:

1. Why do you wish to participate in this Community?
2. Please indicate areas in which you can contribute to the work of the Community.
- 3.
- 4.

Applicant's Signature

If I am selected as a participant, I agree to participate fully in the faculty learning community activities and complete reports, projects, and documents as requested.

Applicant

Date

Please send an electronic copy of your application to CELT <celt@muohio.edu>, and the original application with your signature page via campus mail to CELT.

**Application for the
Faculty Learning Community
<FLC NAME>
2009-2010**

Applicant's Signature

If I am selected as a participant in the Faculty Learning Community for <FLC NAME>, I agree to participate fully in the community's activities including:

- <LIST EVENTS HERE>

I will participate in the research, readings, projects, reports, and documents associated with this learning community. I will share things I learn with other faculty.

Applicant's Signature	Date

Supervisor/Department Chair's Signature

I endorse the above applicant's participation in the Faculty Learning Community for <FLC NAME> and will support the implementation of the curricular and pedagogical work completed.

Department Chair Signature	Date
(for Professional Staff: Supervisor's Signature)	Date