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  
   - 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  
       - 1st 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?

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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?

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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.

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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.

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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.

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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*?

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**Meetings and Activities**

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

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

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

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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.

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

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

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

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**Scholarly Process**

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

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18B. **F** What focus book and articles do you have in mind at this point for your FLC?
19A. **Focus course** (syllabus, TGI, CATs, SGID): Indicate the extent to which you plan to engage this component in your FLC.

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

- Syllabus
- TGI
- CATs
- SGID

Other:

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

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

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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.

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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.

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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?

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

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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.

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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.

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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.

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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?

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**Enablers/Rewards**

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

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

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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.

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