Learning Community (LC) and Leadership Learning Community (LLC) Guidelines 2017-2018

1. LC/LLC co-facilitators are responsible for applying for a new LC/LLC or a renewal of an existing LC/LLC by June 1, 2018 in order to communicate early and effectively with both existing members and new members. New members interested in joining a new or existing LLC will be asked to register online before Friday, September 22, 2017.

2. Co-facilitators are required to convene at least one face-to-face meeting each month of the academic year, September-April. Additional meetings are encouraged.

3. Co-facilitators are responsible for tracking the names and contact information of their active members, and recording meeting attendance/membership participation on a monthly basis. Participation logs can be located using Google Docs via the links below:
   - Learning Community (LC): http://tinyurl.com/2017-18-LC-ATTEND

4. Co-facilitators are responsible for coordinating the communication between all members of the LC/LLC, including arranging the meeting times and locations. The Academic Advancement Network (AAN) can provide support for finding and reserving a meeting room.

5. Each LC will be required to create and maintain a D2L Group website to support the goals and purposes of the group.

6. The Academic Advancement Network is available to provide access to relevant scholarship and resources on the LC/LLC topic upon request.

7. Co-facilitators and members will be asked to revisit and articulate regularly their LC/LLC goals and outcomes. If the LC/LLC decides to conduct a survey, present a workshop, offer a presentation (campus-wide or at an external conference), or oversee a similar program or product related to their LC/LLC, the Academic Advancement Network will assist in helping the members secure funding or support for their goals.

8. LC/LLC members will be required to share their work collectively at a public poster session on campus near the end of the Spring 2018 semester. Traditionally, the poster session has been held during the Spring Teaching and Learning Conference in May. Posters will be
produced by the LC members and printed through the Academic Advancement Network.

9. Upon approval of the Outside Work for Pay/Overload Pay form (deadline is Sept. 29th), LC/LLC co-facilitators who are MSU faculty, academic specialists, academic staff or staff supervisors level 15-17 will each receive a stipend of $250 per semester, for a total of $500 per year*, for their leadership work in the LC/LLC program. *However, if the LC/LLC topic directly relates to the job responsibilities of the co-facilitator, the stipend will not be given.

10. A modest amount of funding (up to $500 for the year) is available to use for refreshments and/or to order books, supplies or other materials that directly support the LC/LLC goals and project(s). One LC/LLC co-facilitator or member must be responsible for refreshments and coordinating purchases and receipts, etc. **Receipts must be provided in order to process reimbursements.**

11. Meal tickets purchased for meals in a Residence Hall cafeteria by an MSU department will be charged to the LC/LLC by an Internal Billing e-doc. The LC/LLC must develop a log for maintaining the required documentation of the business expenditure. The log must indicate the ticket number(s) used, and the business purpose for the meal. **Unused tickets must be retained with the log.**

12. LC/LLC co-facilitators will each receive a letter of recognition in Summer 2018 for their work on the LC/LLC, with a copy sent to his/her chairperson(s) and dean(s).

**Contact Information**

For questions regarding your Learning Community (LC), contact Patti Stewart in the AAN at (517) 432-2033 or ps@msu.edu.

For questions regarding your Leadership Learning Community (LLC), contact Cindi Leverich in the AAN at (517) 355-5761 or youngcin@msu.edu.