MSU Learning Community (LC) Guidelines

1. Co-facilitators must convene at least one face-to-face meeting each month across the academic year (September to April). Additional meetings are encouraged.

2. Co-facilitators will collect names and contact information for active members. They should also record attendance at community events on a monthly basis. Participation logs can be located using Google Docs via the link below:
   https://tinyurl.com/2018-19-LCattendance

3. Co-facilitators will coordinate communication amongst membership, arrange meeting times, and determine locations.

4. Communities will share their learning publicly through a poster or paper presentation at MSU’s Teaching and Learning Conference in May.

5. Learning communities are encouraged to share an online version of their poster or paper through MSU’s Digital Learning Commons (#iteachmsu Commons).

6. One co-facilitator must be responsible for coordinating purchases and receipts. Receipts must be provided in order to process reimbursements. Meals purchased for meetings held on campus in one of the dining halls can be direct billed to the AAN account at $6.75 per meal. Please contact Beth Leete (leeteb@msu.edu) for questions pertaining to funds and accounting.

7. Co-facilitators will receive formal letters recognizing their service. Copies will also be sent to respective chairs or deans.

8. Contact Michael Lockett (mlockett@msu.edu) for additional information.