MSU Learning Community (LC) Guidelines

1. Co-facilitators must convene at least eight meetings across the academic year (September to April). Most communities meet monthly although other patterns are acceptable. Additional meetings are encouraged. Meetings may be held physically or digitally, at the co-facilitator’s discretion.

2. Co-facilitators will collect names and contact information for active members. They should also record attendance for each meeting or special event. The link for attendance logs will be relayed to co-facilitators in September.

3. Co-facilitators are responsible for recruiting membership, coordinating communication amongst membership, arranging meeting times, and determining locations.

4. Co-facilitators will liaise with AAN administrators on behalf of their community.

5. Communities will make an intellectual contribution within or beyond MSU. Contributions may be made through conventional academic formats like paper publications or conference presentations. Contributions can also be made through less conventional though comparably substantive formats (podcasts, community outreach, online educational resources, etc.), pending approval.

6. Co-facilitators are responsible for collecting any pertinent citations from their community’s contributions in APA format; citations should be submitted to the AAN by June 2021.

7. Communities may receive up to $500.00 of funding from the AAN. These funds can be combined with support from other sources. Funds can only be used for event catering, community texts, or student research services.

8. One co-facilitator must be responsible for coordinating purchases and receipts. Receipts must be provided in order to process reimbursements. Please contact Beth Leete (leeteb@msu.edu) for questions pertaining to funds and accounting.

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

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