

Faculty Learning Community (FLC) Guidelines 2015-2016

1. FLC co-facilitators are responsible for applying for a new FLC or a renewal of an existing FLC by **June 1, 2015** in order to communicate early and effectively with both existing members and new members.
2. Co-facilitators are required to convene at least one face-to-face meeting **each month** of the academic year, September-May. 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 Log can be located using Google Docs see link below: <http://tiny.cc/FLClog>.
4. Co-facilitators are responsible for coordinating the communication between all members of the FLC, including arranging the meeting times and locations. The Office of Faculty and Organizational Development can provide support for finding and reserving a meeting room.
5. Each FLC will be required to create and maintain a D2L Group website to support the goals and purposes of the group.
6. The Office of Faculty and Organizational Development is available to provide access to relevant scholarship and resources on the FLC topic upon request.
7. Co-facilitators and members will be asked to revisit and articulate regularly their FLC goals and outcomes. If the FLC 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 FLC, the Office of Faculty and Organizational Development will assist in helping the members secure funding or support for their goals.
8. FLC members will be required to share their work collectively at a public poster session on campus near the end of the Spring 2016 semester. Traditionally, the poster session has been held during the Spring Institute on College Teaching and Learning in May. Posters will be produced by the FLC members and printed through the Office of Faculty and Organizational Development.
9. FLC co-facilitators who are MSU instructors will each receive a stipend of \$250 per semester, for a total of \$500 per year, for their leadership work in the FLC program.
10. Each FLC will be granted \$250 per semester, for a total of \$500 per year, to use for refreshments and/or to order books, supplies or other materials that directly support FLC goals and project(s). One FLC 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. FLC co-facilitators and active participants will each receive a letter of recognition in Summer 2016 for their work on the FLC, with a copy sent to his/her chairperson(s) and dean(s).

For questions, contact Patti Stewart in F&OD at (517) 432-2033 or facdevel@msu.edu.