

## Learning Community

### Request for Learning Community Proposal (RFLCP)

Academic Transition Programs'- Learning Communities program invites proposals from the college community. Establishing a new learning community involves an investment of time, effort and resources. This checklist has been developed to assist you in the preparation with the development of your learning community.

#### **Mission for Bengal Learning Communities:**

*To support Buffalo State College commitment to student learning, Academic Transition Programs' Learning Community seeks to enhance our first-year experience by providing all communities in which students, staff, and faculty can learn and grow together by being dedicated to engaging and empowering new students (first-year & transfers) to succeed through intellectual, personal, and community exploration.*

In keeping with this mission, the main criteria for Bengal Learning Communities:

- Communities that promote an innovative pedagogy and connect through an integrated, cooperative learning, and interdisciplinary learning with co-curricular centered activities based on the theme.
- Communities that demonstrate plans for sustainability and departmental support.
- Communities that make it possible for transformative learning to take place by engaging students in opportunities to enhance their campus connection, professional, ethical, and civic responsibilities.
- Providing a space for an intellectually stimulating environment to emerge between faculty and students.

#### Initial Planning Check List:

1. Establish student need of proposed learning community-who are you going to serve?
2. Clarify learner outcomes –what do you want to accomplish?
3. Assessment- consider how you will determine if you achieve your outcomes
4. Residence- consider if you want students living together in the residence halls
5. Decide which courses will be connected
6. Meet with your chair for approval and LC staff to discuss additional questions- we are here to assist you with any questions and build your community.

#### Learning Community Proposal Check List:

1. Complete Request for Learning Community Proposal (RFLCP) form. This form is available at your Dean's Office, Department Chair's office, and the Academic Transition Programs office as well as on-line at <https://learningcommunities.buffalostate.edu/how-do-sign-become-lc-faculty>
2. Submit your request form to your Chair for approval, and then to your Associate Dean for notification (if applicable).
3. Return completed forms to NSAP no later than **January 15<sup>th</sup>!**

#### After your Proposal has been Accepted:

1. If you are **NEW** to Bengal Learning Communities, you are required to attend the summer faculty development HIPS conference with your Learning Community partner (s).
2. Communicate and connect with Learning Community partner (s).
3. Have you answered the questions: Have we integrated our theme into our courses as well as our course assignments? Have we planned co-curricular activities for our community that will create an out-of-class learning opportunity?
4. Contact your students starting August 15<sup>th</sup>- to welcome them to the Bengal Learning Community neighborhood.
  - Share your syllabi, course objectives, books required, etc.
  - Faculty can start a conversation on the theme of the community that you will explore during the semester.



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**DEPARTMENTAL ACTION REQUIRED**

TO DEPARTMENT CHAIR:

INSTRUCTOR SUBMITTING REQUEST:

I AM INTERESTED IN:

- First-Year Interest Group (FIG):** students who want to “explore” majors/minors while connecting with professional advisers they WILL live together and take courses together.
- Living Learning Community (LLC):** students take courses and live together in a residence hall community.
- Major Learning Community (MLC):** students are enrolled in major courses but are not required to live together in a common residence hall.
- Special Interest Housing (SIH)** - students are not enrolled in common courses, however, since they share similar interests, they choose to live together within a residence hall community.
- Not sure yet,** I would like to meet with the *Academic Transition Programs* staff to talk through the options.

Please indicate what components will be part of your Bengal Learning Community. Check all that apply:

<input type="checkbox"/> Integrated hour	<input type="checkbox"/> Integrated assignments, activities	<input type="checkbox"/> Community/ Team building
<input type="checkbox"/> Lecturer, speakers, etc.	<input type="checkbox"/> Social activities	<input type="checkbox"/> Service-learning project
<input type="checkbox"/> Cultural activities, performances	<input type="checkbox"/> Industry tours	<input type="checkbox"/> Community service project
<input type="checkbox"/> Common reading	<input type="checkbox"/> Educational field trips	<input type="checkbox"/> Peer mentors/ SI Leaders
Other:		

<b>THEME/ BIG QUESTION</b>		
<b>DEPARTMENT COURSE for COMMUNITY:</b> <i>List Catalog Number &amp; Full Course Title</i>	<b>Credit Hours:</b>	<b>Notes</b> <i>List all Co- and Pre-requisites</i>
<b>COURSES IN COMMUNITY:</b> <i>(Please list all courses in community- general education courses are preferred) All Department Chairs approvals must be attached.</i>		
<b>DESCRIPTION:</b> <i>Please give a brief description of your Learning Community (LC). Please note that students will read this description to opt into your community.</i>	<i>(please attach additional sheet if needed)</i>	
<b>Potential impact on participating departments:</b>		

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of CHAIR

\_\_\_\_\_  
Associate DEANS Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Academic Transition Programs office

**FOR OFFICE USE ONLY** # \_\_\_\_\_  
Date Received \_\_\_\_\_



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**SUBMISSION CHECK LIST**

*The following check list checklist will help LC faculty avoid common mistakes and paperwork delays, thus expediting the approval process. Please check items on the checklist and provide evidence in the third column.*

<b>Item</b>	<b>Check Boxes</b>	<b>Evidence provided/ Notes</b>
Proposal includes all information as required by New Students Academic Programs.	<input type="checkbox"/>	
Description for LC has been proofread for spelling, punctuation, grammar, style, and gender-neutral language.	<input type="checkbox"/>	
Approval from chair of all participating department(s) is attached and/or memo for professional staff.	<input type="checkbox"/>	
There are no hidden prerequisites.	<input type="checkbox"/>	
Associate Dean are notified and approved.	<input type="checkbox"/>	
Faulty member has been trained in High Impact Practice (HIP) for LC.	<input type="checkbox"/>	
There is an approved co-curricular calendar/ activity for community.	<input type="checkbox"/>	
Paperwork/ Blue form is completed.	<input type="checkbox"/>	

Once your completed paperwork is turned into Academic Transition Program, you will be notified within Five business days of your learning community acceptance.

Thank you, and we look forward to working with you.