The pre-institute audit, *Elements of Learning Communities Done Well*, is an overview of the essential features and institutional supports that make learning communities a powerful education reform. The audit is also a tool for strengthening LC programs over time—the “indicators” for each of the seven elements constitute a series of possible actions. Your two-year action plan, though, does not have to address all aspects of LCs done well! Instead, we expect that your discussions prior to and at the institute will surface a consensus on where your team ought to focus its collective energy.

**PART 1: LC PROGRAM PURPOSE AND/OR GOALS**
The first part of your action plan (see template) begins with an explicit naming of your LC program purpose and/or goals. Campuses typically include overarching student learning outcomes in this section.

**PART 2: ACTION PLAN PRIORITIES**
The second part of your action plan is informed by what you want to accomplish in the next two years. To streamline your design, we regrouped the elements of learning communities done well into *four broad goals* (see below). For each goal you choose, the action plan template will prompt you for the following information: *actions proposed* followed by *when*, then *resources needed*, *who’s responsible (lead)*, *other people we need to work with*, *assessment plans*, and *campus communication*—i.e. what information you will share, with whom, and when. Given your institutional circumstances and LC program aspirations, we expect some goals in your action plan to be more developed than others.

**FOUR BROAD GOALS:**

- **Institutionalizing and sustaining your LC program**
  - Purpose/objectives informed by and tied to broader institutional goals for student success
  - Strategically-defined cohorts identified through a review of institutional data
  - Broad base of support across campus, explicit support from key administrators, and an established administrative and reporting structure

- **Increasing student persistence and achievement**
  - Robust partnerships and collaboration between student affairs and academics
  - Student services integrated into LC programs

- **Enhancing students’ quality of learning**
  - Integrative and interdisciplinary assignments as part of all learning community offerings
  - Access to and support for ongoing professional development for LC teaching teams

- **Improving your LC program based on systematic and ongoing assessment**
  - Regular assessment at the classroom and program levels
  - Access to and support for ongoing professional development for LC teaching teams

**PART 3: COMPILED TIMELINE**
In this section of the action plan, the focus is on integrating plans from part 2 into a single timeline with this question in mind: is our plan *doable*? The compiled timeline should include time frames for different priorities. Your campus colleagues should be able to see “at a glance” how you intend to organize your priorities over the next two years.