TEAM PHOTO
Due: April 19, 2013
We ask that each institution send a team photo in .jpg format – along with an e-mail or Word document with pictured team members’ names – to post on the institute website. Team meetings may provide a good opportunity for taking these photos.

LEARNING COMMUNITY PROGRAM DESCRIPTION
Due: April 19, 2013
This year, the institute booklet will include descriptions of campus LC programs represented at the institute. To this end, we would like you to submit very brief descriptions of the kinds of learning communities you currently have on campus, including the number of students, faculty and staff involved. If you are starting an LC program, please describe the kind(s) of LC offerings you are envisioning as well as the number of students, staff and faculty who will be involved.

Examples:

“We have 27 Learning Communities: 17 residential (LLC), 10 non residential (LC). They are coordinated through the Office of First Year Programs & Learning Communities. Each LC has a team made up of a faculty or staff director, instructor(s), program coordinator, partners, graduate assistants, student mentor(s), a residence hall director or assistant director, and residential advisors. The LLC’s range in size from 25-150 students.” U of Connecticut

“Savannah Technical College received a PBI Grant that included Learning Communities centered around sustainable curriculum. This semester is the first in implementation—one LC, centered on automotive technology, is currently being piloted.”

From the University of North Carolina-Greensboro’s LCs Today Mini-Conference, Feb. 14, 2013
**PRE-INSTITUTE AUDIT**  
*DUE: MAY 10, 2013*

This year we are asking teams to complete a pre-institute audit, individually and as a team, in advance of the National Summer Institute on Learning Communities (NSILC). We think that by doing the audit, campus teams, Washington Center staff, and NSILC resource faculty will develop a “common language” for working to realize campus aspirations for their learning community work. Once you’ve had a meeting to compare your individual audits and create a team “snapshot,” we’re asking that the team lead send all of the completed audit forms to the Washington Center to share with resource faculty.

The context for the pre-institute audit:
Since the mid 1980’s, when educators began to use the term “learning communities” to describe interdisciplinary curricular reform efforts, we have learned a great deal about learning communities done well. Washington Center’s new web site distills what the learning community field has collectively learned under the tab *New Era LCs* -- [http://www.evergreen.edu/washingtoncenter/new-era-lcs/index.html](http://www.evergreen.edu/washingtoncenter/new-era-lcs/index.html). Before doing the audit, we suggest your team members read the sections included in this part of the website with special emphasis on the overview and the first three subsections: *Defining Features*, *Institutional Support*, and *LC Designs*. This background reading provides the broader context from which the audit’s seven statements about the elements of learning communities done well are drawn.

The audit process:
By May 10, we would like campus teams to have completed the audit and mailed copies of the individual audits as well as the team snapshot to the Washington Center. The process outlined below is designed to spark conversation regarding campus learning community work. After each statement, we have included three to four indicators. These indicators are far from exhaustive; we hope they will convey what is usually in place on campuses when a learning community program has become what George Kuh refers to as “a high impact practice for student success.”

**Directions:**
1. Team members read relevant sections of the *New Era LCs* section of the website.
2. Team members complete the audit on their own, checking one of the four points on the scale from “not yet” to “almost all of the time” for each of the seven statements. Note the reasons for your response in the “comment” section.
3. Team lead(s) convene a meeting where team members compare and discuss their responses to the audit as a basis for completing a single team audit.
4. The team lead sends the team audit as well as the individual audits to Washington Center, the results of which will be shared with resource faculty assigned to your team and cohort group.

We hope you find the audit interesting! We look forward to reading your assessment of your learning community program as it exists and/or as it is currently imagined.
LC EXCHANGE

DUE: MAY 24, 2013

One benefit of participating in the NSILC is the opportunity to learn about how other learning community programs do their work on campus. The LC Exchange is a new institute activity intended to facilitate the sharing of LC resource materials for new and continuing LC programs.

The LC Exchange is a space for sharing “artifacts” from your programs. The kinds of materials people typically find useful include the following:

- LC program goals and mission statements
- Syllabi from LC courses
- Organization chart or description of administrative structure for the LC program
- Assignments that facilitate integrative or interdisciplinary learning and thinking
- Promotional materials aimed at students (any format—print, video, audio)
- Outreach materials to people on campus (especially for advisors and counselors)
- Application forms for LC teams, or faculty wanting to propose new learning communities
- Assessment plans for the LC program overall
- Specific assessment tools used in your LC program or in LC classrooms
- Professional development materials—booklets, handbooks, workshops—designed for LC teaching teams
- Materials developed for peer tutors, for residence advisors, or for others participating in the learning community

We encourage you to send materials to us electronically (please put LC Exchange in the subject heading) by May 24 so we can add them to the website. We also ask that you bring 30 print copies of each of these pieces to share at the Exchange.

PRE-INSTITUTE READINGS

DUE: WHEN YOU ARRIVE AT THE INSTITUTE

On Tuesday, April 30, the Washington Center will release the NSILC website. Among other materials, we will be posting a series of pre-institute readings that we ask all participants to read in advance of the institute. In addition, we will be posting a series of readings for cross-campus seminars. We ask each team member to choose a topic or set of readings for a particular seminar and read them in advance of your arrival since these seminars are the opening institute activity.