

Campus-Level Learning Community Coordinator Responsibilities

- I. Coordinate campus Learning Communities
 - Oversee learning community teams
 - Facilitate new LC approval process
 - Integration of course content
 - Maintain LC Catalog
 - Assist with “new ideas” for second level learning communities
 - Research “best practices and research on learning communities
 - Participate on collegewide LC committee and collaborate with other campus LC coordinators
 - Lead campus LC committee/advisory council

- II. Faculty recruitment
 - Educate campus community
 - visit departments/divisions
 - Recognize faculty/counselors

- III. Marketing
 - Develop and maintain webpage
 - Gather information for campus specific semester flyers and Course Schedule
 - Work with LC team to develop target marketing for each LC
 - Work with marketing to publish LC information
 - Collaborate with marketing to develop new materials as necessary
 - Disseminate flyers each semester
 - Coordinate CW marketing
 - Participate in Open House and Orientations

- IV. Assessment
 - Assist LC teams in developing assessment activities
 - Lead all assessment activities
 - Distribute survey to each LC every semester
 - Analyze survey results
 - Share assessment results with LC teams, DOIs, and Assessment Coordinator

- V. Professional development
 - Work with LC teams to develop and maintain continuous training throughout the year

VI. Budget

- Manage LC funds
- Develops and submits campus budget request
- Research funding opportunities and grants
- Assist with securing alternative funding

6/22/2011