

LC faculty:

In response to frequently asked questions, here is some clarification on the scheduling of learning communities:

- 1) Faculty in each department need to schedule the LC course sections *with their department* (as they usually would) at the times agreed upon during our discussion of the LC. *Please designate the course as part of a learning community by entering "LC" in the comments section.* If there are problems with the agreed upon times, let me know so we can work together to find a solution that works for all aspects of the LC. If you personally do not work on the schedule, *please forward and explain the LC scheduling times to your Chair or whoever does the scheduling in your department* and double check that the draft matches what we talked about.
- 2) The LC courses are NOT in addition to your regular course load, except perhaps Freshman Forum if you are teaching one. If you can work Freshman Forum into your regular course load, that would be best (if you can't work the one credit into your course load, you will get a course overload contract from me at the beginning of the semester). Please let me know if you will be working it into your course load or if you will need an overload contract.
- 3) I will create the Freshman Forum schedule. Freshman Forum has a permanent designation now: University Studies (UNST) 101. You should NOT put Freshman Forum on your department schedule, just make sure it doesn't conflict with your other classes. Please let me know if the time we agreed on for you to teach the Freshman Forum section isn't going to work so we can figure out another time that will work for the LC and I can make changes to the schedule draft.
- 4) Once all the schedule drafts come out from the Registrar's office, please check that the times are correct, and I will tell Andrea which sections to link together for LCs (she can't do this until this point when the drafts are complete).
- 5) The LC courses will be listed alongside your department's other courses, so please inform all faculty in your department which section is exclusive to the LC students so faculty don't sign sophomores or upperclassmen into an LC-only course or sign a student into half an LC.