



METROPOLITAN STATE UNIVERSITYSM
OF DENVER

Center for Teaching, Learning and Design

Faculty Learning Community (FLC)

Facilitator Proposal Information

A Faculty Learning Community (FLC) is a small group of faculty and staff working together to increase their knowledge and/or skills on a topic of mutual interest. An FLC provides the structure and support for this group to discuss, share, and encourage one another to reach their full professional potential. In addition to shared learning, FLC members work to put into practice what they are learning. Finally, the community is expected to share their knowledge and accomplishments with the wider university community.

For more information about FLCs at MSU Denver, visit:

<https://www.msudenver.edu/teaching-learning-design/programs/faculty-learning-communities/>

Due Date for FLC Applications:	
Fall Semester	Any time before June 30 th
Academic Year	Any time before June 30 th
Spring Semester	Any time before November 30 th
Online FLC Application Form (via Qualtrics) <u>https://msudenver.qualtrics.com/jfe/form/SV_5BDu25ju7NH7ohL</u> The application questions you will need to answer are listed at the end of this document.	

FLCs:

The Center for Teaching, Learning and Design continues to experiment with how FLCs are solicited and sponsored. We are especially interested in FLCs that directly support MSU Denver's primary mission: to provide a high-quality, accessible, enriching education that prepares students for successful careers, post-graduate education, and lifelong learning in a multicultural, global, and technological society. In support of MSU Denver's mission, we continue to be interested in partnering with other campus organizations to create effective FLCs and, as always, we welcome other ideas for teaching and learning FLCs.

Recruiting and Advertising:

Recruiting faculty participants for an FLC is a big part of the early work for a facilitator. FLCs generally work best with between 8 and 12 members from a variety of departments and colleges.

If selected, the CTLD will work with you to recruit and advertise your FLC.

FLC Outcomes:

Each FLC should result in tangible results of some kind. These results can be universal for the group, specific to each individual in the group, or both.

For our students, some of the most valuable changes which occur are very difficult to measure. The same is true for the effects of FLCs. If you anticipate that the most important outcomes of your FLC will be internal to the community members, it is worth considering how those can be demonstrated and shared. Presenting on the results of an FLC at an MSU Denver event is a strong possibility.

Three FLC types:

1. Specific FLCs seeking facilitators:

- A. Teaching Observation Exchange.** 1 semester. Faculty participants will visit each other's classes to gain insight and solicit feedback. Group discussion and reflection will take place before and after. Facilitator will coordinate scheduling of observations and community meetings.
- B. Active Learning – Observe & Reflect.** 1 semester. The facilitator will recruit a faculty member that uses some form of active learning in a class. The FLC group will meet with this “example instructor,” then attend and observe their class, then meet 1-2 times to debrief. The goal would be to do this twice in a semester.
- C. Inclusive Discussions – Observe & Reflect.** 1 semester. The facilitator will recruit a faculty member that works to make their classroom discussions more inclusive and effective. The FLC group will meet with this “example instructor,” then attend and observe their class, then meet 1-2 times to debrief. The goal would be to do this twice in a given semester.
- D. Universal Design for Learning.** Either 1-semester, or year-long. Faculty will learn, apply, and discuss the principles and practice of Universal Design for Learning (UDL).

2. Teaching & Learning FLCs (open call):

FLCs focused on addressing effective teaching and learning at MSU Denver are sponsored by the CTLD and should be well-grounded in evidence and research.

3. Co-sponsored FLCs (open call):

- A. Topic-based FLC co-sponsored by other MSU Denver organizations.**
- B. Cohort-based FLC co-sponsored by other MSU Denver organizations.**

These can happen in two (or more) types and involve coordination with some organization(s) other than the CTLD. The concept behind co-sponsored FLCs attempts to meet the following goals:

- To allow for FLCs which are not directly related to the teaching & learning mission of the CTLD, while not losing the "FLC expertise" the CTLD has to offer.
- Ensure that FLCs on a given topic involve the relevant campus organizations and experts.
- Partner organizations don't necessarily have to split the FLC costs, but some level of coordination with the facilitators and/or contribution to the costs would be expected.

Responsibilities of Facilitator(s)

Each FLC requires at least one member to serve as the facilitator of that group. The facilitator handles the logistics of the FLC and coordinates with the CTLD. The facilitator agrees to schedule at least eight

meetings of the FLC over the academic year or at least four meetings over one semester. Finally, the facilitator has the difficult job of pushing the community to meet their individual and group outcomes.

Before applying, please discuss the duration and scope of this FLC with your chair/supervisor to make sure it won't interfere with other responsibilities you may have. The application form will ask you to enter that person's name as an indicator that you have received chair/supervisor approval.

Budget

The CTLD seeks to support FLCs by paying for books and materials, food to bond over, and a stipend for the facilitator(s) in gratitude for their time and effort.

- Single-term FLCs have a total budget of \$2000.
- Academic-year FLCs have a budget of \$3500.

Both salary supplements and the food budget are taxable income, meaning 21% must be added to the combined stipend and food amount in order to cover payroll benefit costs.

	Semester-long FLC	Academic Year FLC
Facilitator(s) stipend	\$1400	\$2400
Snacks/other (maximum)	up to \$250	up to \$500
Benefits (21% of above)	(varies)	(varies)
Books, supplies, other materials (maximum)	up to \$300	up to \$600
TOTAL	May not exceed \$2000	May not exceed \$3500

Funded FLCs & facilitator(s) will be selected from an applicant pool of full-time faculty members and staff. Criteria for selection include potential to enhance teaching and learning; facilitator qualifications; and the likelihood of meeting the stated goals.

The online application questions are listed below, so applicants know what to expect:

- Which FLC Type is your application about? (1-ABCD, 2, or 3-AB)
- When will the FLC take place? (single semester or full academic year)
- Please provide a brief narrative explanation of your proposed budget. (Type 2&3 only)
- Draft title of proposed FLC?
- Promotional Description and Goals: Please provide a description of the FLC that would be used to advertise and solicit participants from the MSU Denver community.
- Anticipated participants: If you have discussed this FLC with others that are interested in joining, can you describe who and how many? (This is not a commitment of any kind.)
- What group-level outcomes do you anticipate would result from this FLC (e.g., informal presentations, conference presentations, submitted scholarly papers, a podcast, a blog series, etc.)?

- What individual outcomes do you anticipate would result from this learning community (e.g., adoption of new teaching techniques, significantly revised course syllabi, submitted scholarly papers, etc.)?
- (Type 2 proposals) What other MSU Denver organization do you think would be a good co-sponsoring organization for this FLC? Have you contacted them?