Teaching Learning Center
Cherry Creek- Room 224
Campus Box 650
P.O. Box 173363
Denver, CO 80217
Phone: 303-352-3302
Email: TLC@ccd.edu

COMMUNITY COLLEGE OF
DENVER

FACULTY LEARNING COMMUNITY PROPOSAL

A faculty learning community is a group of actively engaged faculty who together are working toward developing new teaching methods or creating a curriculum re-design, in order to improve the learning experience for students. Ideally, a group of 6-15 is shown to work well, but we welcome groups as small as three. If you have trouble finding like-minded faculty, please stop by the TLC and we can help you find colleagues.

First Steps

Before you begin your work as a community, you need to meet with either Jennifer Ferguson (jennifer.ferguson@ccd.edu) or Peter Lindstrom (peter.lindstrom@ccd.edu) at the TLC to help define the parameters of your work. Please email one of us to get on our schedule. Please review the proposal before the meeting so that you have some concept of what you are hoping to achieve.

Proposal

Every professional development program will begin with a proposal. These need not be lengthy, as long as they fully lay out the following components. If you are unclear about any of these steps, please do not hesitate to contact the TLC office (peter.lindstrom@ccd.edu). I want you to feel comfortable with this process.

1. Your names, college emails, S#(if adjuncts), department(s), and I need an approval email from your Chair or Dean from the lead faculty member.

2. How will this improve student outcomes – it must be one of the below.

   a. Learning

   b. Retention

   c. Completion

FACULTY LEARNING COMMUNITY PROPOSAL

3. What is the goal of this faculty learning community? What strategies will you employ? Please explain it for us. (I give three examples below.)

   a. Innovative teaching method

   b. A facilitative technology

   c. Universal Design strategies

4. How will this program be administered? What are you going to change about your teaching?

   a. What lesson plans or class days will be involved?

   b. Will there be a rubric, or some other form of evaluation?

   c. What steps will be followed?

   d. What materials do you need? How can TLC support you?

5. Observation

   a. If at all possible, we strongly recommend that formative peer observations be incorporated into your program. At your first steps meeting, we can talk about more.

Run the Program

As you implement your program, the TLC wants to support your efforts. We have listed some ways that we can assist you. Please don't hesitate to ask for any help you would like.

TLC will be involved to

1. Coordinate meetings, if this is a community effort

2. Provide support – research, materials, experts, develop rubrics or handouts

3. Help create and implement the assessment piece

4. Create a D2L site, if desired, for communication

FACULTY LEARNING COMMUNITY PROPOSAL

Every semester, TLC will send an email to the lead of this group, giving the deadline for you to turn in the hours your FLC team has worked on this project. It is imperative that all hours be accurately reported by the deadline given. Continuation of this FLC is contingent in part on your ability to complete this essential task.

Outcomes and Conclusion Report

1. Please write any changes that occurred from the original proposal (for example – if you changed the lesson plans, or decided to include an element for non-traditional students).

2. If relevant, please provide the raw data and conclusions from your assessment. Otherwise, we need a report on your observations and what you have learned.

3. You will be required either to speak to the TLC advisory committee, or in a TLC workshop, so that we can disseminate your results to the broader CCD community.

End of Semester Expectations

Each semester, your group will need to turn in the hours worked on this project to the TLC. The TLC will send an email to the lead of this group, giving the deadline for the semester. It is imperative that all hours be accurately reported by this deadline. Continuation of this FLC is contingent in part on your ability to complete this essential task.