

## Faculty Learning Community (FLC) Program Cover Sheet

**FLC Coordinator (Applicant):** Full Name \_\_\_\_\_  
 College \_\_\_\_\_ Department \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Project Title: \_\_\_\_\_

FLC MATERIALS BUDGET (Budget Total cannot exceed \$750)			
Item Description (For books, include title, author & ISBN)	Cost per Item	Number to be Purchased (7 Maximum)	Total Cost
<b>Budget Total (not to exceed \$750)</b>			

FLC PARTICIPANTS (Include a minimum of 4 and a maximum of 6 participants. Do not include the FLC Coordinator.)		
Name	Title	Department

Meeting	Proposed FLC Meeting Dates/Activities/Objectives by Meeting (with description of FINAL PRODUCT)
Meeting 1	
Meeting 2	
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	
Meeting 7	
Meeting 8	
Additional Meetings	
<b>FINAL PRODUCT (due June 7)</b>	

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## LETTER OF UNDERSTANDING

As **FLC Coordinator**, I agree to all terms and conditions outlined below:

1. I will share this proposal (Cover Sheet, Project Abstract and Project Description) with my immediate supervisor (Chair, Director, or Dean) and obtain the supervisor's signature indicating support for this proposal.
2. I will submit to the Associate Vice Provost for Student Success and CETL Director of Scholarly Teaching a finalized list of participants and FLC meetings/activities/objectives (including proposed dates) no later than the date of the first FLC meeting/event. I understand that the size of the FLC cannot exceed seven (7) participants (i.e., FLC coordinator and six FLC members).
3. I will submit a one- to two-page progress report to the Associate Vice Provost for Student Success and the CETL Director of Scholarly Teaching no later than **January 8, 2024**.
4. I will submit a comprehensive final product to the Associate Vice Provost for Student Success and the CETL Director of Scholarly Teaching no later than **June 7, 2024**. Final products must be submitted before any funds for FLC participants will be released. I understand that these products are subject to review by CETL staff and may be made available to the campus community via the CETL Web site. The final product may take either of the following forms and must meet the FLC final product rubric requirements:
  - A. A 1-2 page narrative from each FLC participant of strategic changes made to support student engagement and success as a result of participation in the FLC with evidence of the changes (e.g., description of new learning modules; revised syllabi, assignments, pedagogies, or assessments). I, as FLC coordinator, will collate these materials and will provide a cover narrative that summarizes the purpose of the FLC and introduces each member's contributions.
  - B. A scholarly paper authored by all members of the faculty learning community that articulates the issue of student success in postsecondary education that was the focus of the FLC. The scholarly paper will be suitable for submission to an appropriate peer-reviewed medium and will include: (a) an abstract, (b) background information on the issue and problems addressed, (c) recommended strategies or solutions, (d) a conclusion, and (e) references (works cited).
5. In addition to the final product, I will provide a list of all FLC participants, including a list of all FLC meetings each person attended and an acknowledgment of each member's contributions to the final product.
6. I will share the product of the FLC through a Departmental or College seminar or workshop in **fall 2024** and/or through a presentation at the **September 2024** Scholarship of Teaching and Learning Summit.
7. I understand that the funding for myself and FLC participants is dependent on the project's completion and is only available for FY24.
8. I understand and will communicate to each FLC participant that funding (\$1000 for each participant and \$1500 for the FLC Coordinator) is dependent on participation in at least 80% of FLC meetings and contribution to a final product meeting the rubric requirements.
9. I understand that my stipend will be added to my summer salary, which is subject to KSU fiscal policies. I will also communicate to each FLC participant that their stipend also is subject to the same policies.
10. I understand that if any of the above conditions are violated, I will not be eligible for funding for any CETL program for a five-year period.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**SUPERVISOR:** I have read the Cover Sheet, Project Abstract, and Project Description, and I support this application.

\_\_\_\_\_  
Supervisor/Chair/Director/Dean Name

\_\_\_\_\_  
Supervisor/Chair/Director/Dean Signature

\_\_\_\_\_  
Date