

## 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

Month	Proposed FLC Meetings/Activities/Objectives by Month (with description of FINAL PRODUCT)
August	
Aug (cont.)	
September	
Sep (cont.)	
October	
Oct (cont.)	
November	
Nov (cont.)	
December	
Dec (cont.)	
January	
Jan (cont.)	
February	
Feb (cont.)	
March	
Mar (cont.)	
April	
Apr (cont.)	
<b>FINAL PRODUCT</b>	
<b>(due June 30)</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 CETL Executive Director 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 CETL Associate Director for SoTL and the CETL Executive Director no later than **December 1, 2021**.
4. I will submit a comprehensive final product to the CETL Associate Director for SoTL and the CETL Executive Director no later than **June 30, 2022**. Final products must be submitted before any travel 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:
  - A. A 1-2 page narrative from each FLC participant of course changes 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 "white paper" authored by all members of the faculty learning community that articulates the issue of teaching and learning in postsecondary education that was the focus of the FLC. The white paper 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 2022** and/or through a presentation at the **October 2022** Scholarship of Teaching and Learning Summit.
7. I understand that the travel funding for myself and FLC participants is dependent on the project's completion and is only available for FY22 (starting July 1, 2022). Funds must be encumbered by no later than **January 31, 2023** and expended during FY22 between **July 1, 2022** and **June 10, 2023**.
8. I understand and will communicate to each FLC participant that travel 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 the final product. Travel funding is only available to participants who are under contract at KSU during the time of travel and is subject to CETL budget limitations.
8. 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.

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Applicant Signature

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Date

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

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Supervisor/Chair/Director/Dean Name

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Supervisor/Chair/Director/Dean Signature

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Date