**Pikes Peak Community College**

**Guidelines for Learning Communities**

**EP 170 Faculty Pay for Instruction and Non-Instructional Activities**

**G. Learning Communities**

PPCC defines Learning Communities (LC) as students enrolled in two thematically DELETE TEXT THAT IS HIGHLIGHTED IN YELLOW linked courses, taught by two Regular Faculty members (teaching a course in the discipline for which they have been hired to teach). The college supports the LC model because (ideally), Learning Communities offer students the opportunity to: 1) form learning-centered relationships with each other and their instructors, 2) deeply engage with the integrated content of the courses, and 3) access additional academic support (with guidance from their instructors); therefore, making successful course completion, semester-to-semester persistence, and degree/certificate attainment (with a credential) more likely. Aggregate higher education research indicates that one-semester learning communities *can* have a positive long-term impact on student academic achievement and boost graduation rates. Curricula-focused research data further indicates that sound content integration may strengthen the successful attainment of student learning outcomes for students enrolled in both courses in the LC. Learning Communities at PPCC are proposed, outlined, and approved/added to the class schedule in three phases.

**Phase 1**: **The Learning Community Proposal**

Faculty members initiate the LC approval process through identification of two courses from the same or different disciplines (that they are qualified/credentialed to teach) that may be thematically linked with sound and logical content integration. Curricula for the two courses named in the proposal must be combined in such a way that opportunity/likelihood for successful attainment of the student learning outcomes by students enrolled in the LC is greater than if the students were enrolled in the two courses offered independently (unlinked).

* Faculty members completing the LC proposal, outline and approval process may only propose to teach a course in the LC in the discipline for which they have been hired to teach.
* Because adjunct instructors are not guaranteed employment from one semester to the next, they are not eligible to participate in a LC class as LC courses may take multiple semesters to develop and implement.
* Curricula developed and integrated for use in a specific learning community may be used only for the specific learning community named in the Learning Community Proposal (and by the faculty members named in the proposal). If during the course of the LC proposal, outline, approval process one or both faculty members (whose names are listed on the original Learning Community Proposal) become unable or unwilling to teach the LC, OR one/both of the proposed courses change, the LC approval process will end. The process may begin again with the filing of a new proposal.
* The two faculty members interested in teaching a LC must **complete the Learning Community Proposal** and submit the form to their respective Dean(s) for review and signature.
* Note: If the two courses listed on the LC Proposal are supervised in different divisions, the deans from both instructional divisions must sign the proposal. Deans have 30 days to review the completed Learning Community Proposal.
* The signature of the dean(s) support(s) work to begin on the Learning Community Outline (Phase 2) but does not guarantee that the course will be offered for student enrollment.
* Faculty are not monetarily compensated for this phase of the process.

**Phase 2**: **The Learning Community Outline**

Once the Learning Community Proposal has been completed and signed by the dean(s), faculty members may begin work on (and complete) the Learning Community Outline and submit the document for review by the dean(s) supervising the faculty and courses named in the proposed LC.

* Deans have 30 days to review the completed **Learning Community Outline** and hold conversation with one or both of the faculty (and the VPIS/other deans) prior to making a decision.
* The signature(s) of the dean(s) on the Learning Community Outline demonstrates approval for the linked-course outline yet does not imply commitment by the college to Phase 3 (addition of the LC to the course schedule).
* Faculty (each) are compensated for 30 hours (at the non-instructional rate) DELETE TEXT THAT IS HIGHLIGHTED IN YELLOW paid $1,000 ADD TEXT THAT IS HIGHLIGHTED IN BLUE from part-time dollars for work to complete the outline.

**Phase 3**: **Addition of the Learning Community to the Course Schedule**

Following approval by the dean(s) of both the LC Proposal and the LC Outline, the learning community may be offered as linked courses in a subsequent semester.

* If/when it is determined via agreement by the dean(s), department chairs (overseeing the disciplines/courses offered in the proposed LC) and LC faculty that the linked-courses will be offered during a designated semester, the LC must be listed on the course schedule on the first day courses are open for student registration. The courses cannot be added (or linked) to a semester schedule once student registration begins for the semester.
* The learning community will be canceled (according to the low class enrollment cancelation procedure) if enrollment for the course is below the minimum enrollment number.
* Learning communities with low enrollment may be separated prior to the beginning of the semester in an effort to grow enrollment in each linked class in order that the classes meet minimum enrollment requirements and ‘run’. If linked courses are separated and reach enrollment numbers required to ‘run’, faculty will be compensated as per regular credit/contact hour guidelines (and not at a 1.5 compensation) for the individual course that they teach.
* Faculty teaching a learning community will be assessed as faculty are assessed in other course environments (via classroom observation, course material/LMS review, and inspection of student course evaluations) by their supervisor(s).
* Following each LC offering, LC faculty will meet with their dean(s) and review the Learning Community Outline to determine the efficacy of the course (in relationship to the student learning outcomes and the course format).
* Faculty will be compensated at 1.5 regular credit/contact hour compensation for teaching a learning community. The extra compensation is offered to support the expectation that both faculty members teaching the learning community will be present in the classroom for both of the linked courses in the learning community throughout the semester (each time the classes meet).

**Repeating the Learning Community**

* Offering/running a LC one semester is not a guarantee that the LC will be offered in a future semester.
* Following each LC offering, LC faculty will meet with their dean(s) and review the Learning Community Outline to determine the efficacy of the course (in relationship to the student learning outcomes and the course format).
* Repeating the course is a decision made jointly between Deans (when the LC course/courses is/are in the Dean’s division), Department Chairs (associated with the courses being offered) and LC faculty (those who have previously taught the LC). Because the LC format requires compensation for faculty at time and a half, Deans (who are responsible for division budgets) have final authority to approve/disapprove the repeat of any/all previously approved LC(s).
* Faculty will be compensated at 1.5 regular credit/contact hour compensation for teaching a learning community each time the linked courses are offered for enrollment and ‘run’ during the designated semester.

Pikes Peak Community College

Learning Community Proposal for Development of New LC (Phase 1 of 3)

Title of 1st Course to be Linked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Prefix \_\_\_\_\_\_\_\_\_­­\_\_ Course Number \_­­\_\_\_\_\_\_\_\_\_\_ Credit Hours \_\_\_\_\_\_\_\_\_\_\_ Contact Hours \_\_\_\_\_\_\_\_\_\_

Is the course currently listed in the PPCC Catalog? \_\_\_\_\_\_\_ Is the course approved as guaranteed transfer? \_\_\_\_\_\_

Name of PPCC Regular Faculty Proposing to Teach the Course (Printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the Regular Faculty Proposing the first course in the Learning Community:

Have you previously taught the proposed course at PPCC? yes \_\_\_\_\_\_\_\_\_\_\_\_ no\_\_\_\_\_\_\_\_\_\_\_\_

If yes, how many times have you taught the proposed course (may be approximate) \_\_\_\_\_\_\_\_\_\_\_\_

In which most recent semester have you taught the course at PPCC: term \_\_\_\_\_\_\_\_\_\_\_\_ year \_\_\_\_\_\_\_\_\_\_\_\_

Title of 2nd Course to be Linked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Prefix \_\_\_\_\_\_\_\_\_­­\_\_ Course Number \_­­\_\_\_\_\_\_\_\_\_\_ Credit Hours \_\_\_\_\_\_\_\_\_\_\_ Contact Hours \_\_\_\_\_\_\_\_\_\_

Is the course currently listed in the PPCC Catalog? \_\_\_\_\_\_\_ Is the course approved as guaranteed transfer? \_\_\_\_\_\_

Name of PPCC Regular Faculty Proposing to Teach the Course (Printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the Regular Faculty Proposing the second course in the Learning Community:

Have you previously taught the proposed course at PPCC? yes \_\_\_\_\_\_\_\_\_\_\_\_ no\_\_\_\_\_\_\_\_\_\_\_\_

If yes, how many times have you taught the proposed course (may be approximate) \_\_\_\_\_\_\_\_\_\_\_\_

In which most recent semester have you taught the course at PPCC: term \_\_\_\_\_\_\_\_\_\_\_\_ year \_\_\_\_\_\_\_\_\_\_\_\_

**Please attach (on a separate document)**, rational for proposing the two courses (listed on this form) be linked as a Learning Community. Describe how student learning may be enhanced through integration of the content/curricula of the courses. List the student learning outcomes (SLO) for each proposed course and describe how linking the two courses will impact student success and attainment of the SLOs. Provide a brief outline of an assessment plan that will measure the efficacy of combining the two courses as opposed to offering the two courses separately (not linked). Faculty are not compensated for creating the LC Proposal (Phase 1) of the LC development process.

Proposed Start Date for the Learning Community \_\_\_\_\_\_\_\_\_\_ term; \_\_\_\_\_\_\_\_\_\_ year

Time/Days/Campus Preferred (for the course to be offered) \_\_\_\_\_\_\_\_\_\_ time; \_\_\_\_\_\_\_\_ days; \_\_\_\_\_\_\_\_ campus

**Signatures**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Faculty Proposing the LC Date Signature of the Faculty Proposing the LC Date

**Note: *The signature(s) of the dean(s) support(s) work to begin on the Learning Community Outline (Phase 2) but does not guarantee that the Learning Community will be offered for student enrollment.***

Date Proposal Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Proposal Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Dean/1st Course Date Signature of Dean/2nd Course Date

Pikes Peak Community College

Learning Community Outline for Development of New LC (Phase 2 of 3)

Title of 1st Course to be Linked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Prefix \_\_\_\_\_\_\_\_\_\_\_\_­­\_\_ Course Number \_­­\_\_\_\_\_\_\_\_\_\_\_\_\_ Credit Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of PPCC Regular Faculty Proposing to Teach the Course (Printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of 2nd Course to be Linked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Prefix \_\_\_\_\_\_\_\_\_\_\_\_­­\_\_ Course Number \_­\_\_\_­\_\_\_\_\_\_\_\_\_\_ Credit Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of PPCC Regular Faculty Proposing to Teach the Course (Printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach the following documents:

1. **Syllabus (including):**
* Term/Year
* Names of courses in the LC (with course prefixes, numbers, credit hours)
* Faculty names/contact information (with office locations/hours, email addresses, phone #s)
* Course descriptions
* Welcome
* At the end of the course you will be able to (Course Learning Outcomes/CLOs) . . .
* What students will need to be successful in preparing for the LC (ie: textbook and course materials information)
* Course calendar/outline and assignments
* Exams (information about exams with calendar dates)
* Grading scale and rubrics
* Policies for the LC (attendance, participation, etc.)
* Link to Institutional Syllabus (and other link/s as required by the college/division/department)
1. **Assessment Plan (including):**
* CLO(s) you are planning to assess with rational for selecting their selection
* Learning opportunities (ie: demonstrate intended efficacy of linked courses)
* Assessment method and tools
* Scoring method(s) and performance target(s)
* Timeframe of assessment tasks
* Supporting documentation

**Signatures**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Faculty Providing the LC Outline Date Signature of Faculty Providing the LC Outline Date

**Note:** ***The signature(s) of the dean(s) demonstrate(s) approval for the Learning Community outline (and attached documents) yet does not imply commitment by the division(s) to add the learning community to the course schedule. Faculty are compensated for up to 30 hours each (to be determined prior to the beginning of work on Phase 2) at the non-instructional pay rate*** DELETE TEXT HIGHLIGHTED IN YELLOW ***paid $1000*** ADD TEXT HIGHLIGHTED IN BLUE ***for completion of Phase 2 of this process.***

Date Outline Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Outline Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Dean/1st Course Date Signature of Dean/2nd Course Date