

## Living Learning Community Task Force

Agenda & Minutes

11/9/2022

Attendance: [check and strike through means in attendance]

- ~~Tina Tormey, co-chair~~
- ~~Glenn Steinberg, co-chair~~
- Richard Baker: *emailed to say he is on sabbatical and needs to be replaced*
- ~~Joscelynn Bernal~~
- ~~Erica Kalinowski~~
- ~~Althia Muse~~
- ~~Amanda Sangalli~~
- ~~Delaney Smith~~
- ~~Wudyalew Wondmagegn~~

### AGENDA:

#### 1. Welcome/Check In-

Who is taking minutes? Glenn and Tina

Any edits to last meeting's minutes? None voiced.

#### 2. What would an RFP look like?

##### a. Proposal:

- i. Considerations: streamlined, simple, straightforward. Want there to be fewer barriers for folks.
- ii. Must include (information provided to proposers in *italics*, information provided by proposers in regular type):

##### 1. Budget

- a. *Language about what ResEd & Housing provides and what they do not. Staffing especially.*
- b. Staffing: roles, estimated compensation, and job descriptions
- c. *Suggestions of other potential expenses to consider including*

##### 2. Description of the LLC

- a. *Examples of LLC best practices*
- b. *Residential programming best practices*
- c. Learning outcomes - building off of *residential curriculum goals*. What the community goals are and overview of how you will achieve it

- d. Is it connected to a course/courses? (If so, what) Do these courses already exist or have to be developed?
  - e. Desired size of the LLC
  - f. Duration (minimum is 1 year)
  - g. Participation expectations ( level of participation would be required below which a student might be removed from the LLC)
  - h. Are there specific ways that this LLC might support the College's strategic plan or Inclusive Excellence Plan?
  - i. Application process and selection criteria
    - i. *Suggestions of best practices*
    - ii. Continuance: re-apply or no?
3. Marketing plan/indication of level of interest
  4. Approvals (from department chair or your director if you are not affiliated with an academic program. Student groups need to identify an LLC advisor and get their approval.)
  5. Assessment plan
    - a. *Assessment best practices and expectations (below)*
    - b. Assessment expectations: this is critical to determine whether the LLC is helping student success, learning or belonging. Also important to see if they are meeting the desired learning outcomes. And for anticipating demand.
    - c. Create an exemplar proposal.OR create a list of things that should be available to support.**
- 3. Who is approving this?** The Living Learning Communities Committee, including representatives from
- a. Housing
  - b. Faculty
  - c. An RHA rep
  - d. Maybe Center for Excellence in Teaching and Learning or Institutional Effectiveness?
  - e. Inclusive Excellence
  - f. Maybe someone from academic side of house like a Kit Murphy/liberal learning/FSCC.
- 4. Feedback process**
- a. Email Steering for some clarity on timeline expectations.
  - b. Face to Face:
    - i. Deans Council: meetings every Thursday
    - ii. Accessibility Resources Center/Inclusive Excellence
  - c. Email/Qualtrics:
    - i. Student services/student transitions

- ii. Academic Leaders
- iii. Office of Assessment
- iv. Center for Excellence in Teaching & Learning
- v. Enrollment Management/Admissions
- vi. Campus construction/facilities
- vii. Center for Student Success
- viii. FSCC/FYW coordinators
- ix. ResEd staff

**5. Next Steps and Next Meeting: Wednesday, December 14, 1:30pm-2:50pm in Eick 114**

- a. Review feedback from Steering
- b. Discuss what/how to present to campus constituents

**Task List:**

- ~~Analyze models & impact (experience, learning, resources)~~
- Partnership opportunities
- Recommended process
  - Creation/proposal (especially timeline)
  - Review/approval
  - Training for involved partners
  - Assessment
  - Funding
  - Closure
- Solicit Feedback
  - Student services/student transitions
  - Council of Deans
  - Academic Leaders
  - Office of Assessment
  - Center for Excellence in Teaching & Learning
  - Accessibility Resources Center
  - Enrollment Management/Admissions
  - Campus construction/facilities
  - Center for Student Success
  - FSCC/FYW coordinators
  - Inclusive Excellence*

- ResEd Student staff*
- Formal presentation to campus

**Charge**

Steering convenes an ad hoc task force to develop and present to the campus community a report on living learning communities. The task force report will serve as a resource and guide for the future development of LLCs at TCNJ. The report should include an analysis of a range of models and explore their varying impact on: student experiences; student learning; serving residential and non-residential students; campus resources (e.g., space, equipment, personnel time–faculty and staff); campus culture; and opportunities for partnerships across divisions of the college. The report should consider and include examples of different types of LLCs (e.g., theme-based, affinity group-based, major-based, etc.) and duration of LLCs (e.g., short-term, those that last for only a few years; and long-term examples of those that are more enduring). Although the task force is asked not to recommend a specific LLC model or models, the task force may recommend general procedures or best practices for LLC creation (proposal, review, and approval steps), assessment, and closure.

In completing its charge, the task force should consult widely across campus. At a minimum, the task force should consult with the Office of Student Services, including the Residential Education and Housing staff; the Office of Student Transitions; Council of Deans; Academic Leaders; the Office of Assessment; the Center for Excellence in Teaching and Learning; and the Accessibility Resource Center.

At the end of its work, the task force should submit a formal report to Steering as well as prepare a formal presentation to the campus community. The group should elect a co-chair from among the faculty members. Minutes of meetings should be submitted to Steering.

**Fall 2022 Meetings/Timeline:**

October 26, 2022	
November 9, 2022	
November 23, 2022	Zoom meeting
December 14, 2022	