

Learning Community Calendar

Starting in Summer leading up to the start of Learning Communities in Fall semester

Starting in May

- **LC Program:** Attend all new student orientations for first-year and transfer students to promote learning communities

June

- **All LCs:** Provide information on peer mentors in preparation for August Training (name, access ID, and shirt size)

August

- LC Coordinator Kickoff Meeting – late August, prior to August Peer Mentor Training
- August Peer Mentor Training – Two consecutive days, usually falling the week before Fall classes begin
 - *Mandatory for all peer mentors, Coordinators participation during allotted “Coordinator Time” on day 2*
- FestiFall – Campus-wide event to showcase programs and organizations on campus, usually the day before Fall classes begin
 - *Learning Community Lane with tables hosted by both coordinators and peer mentors from each LC*

Recurring Meetings

- LC Coordinator Connection Meetings (hosted September through April) – Typically hosted on the third Friday of each month at 1 pm
- Peer Mentor Professional Development events (hosted in September, October, November, January, February, and March) – Rotating topics allowing peer mentors to dive deeper into training topics and earn hours toward IPTPC certification (day and time vary month-to-month to accommodating varying student schedules)

September

- Following WSU Census Day (two weeks into the semester) – coordinators submit LC Cohort information reporting the student participants in each LC

October

- October 1 – Start of fiscal year: LC funding transfers
 - Must have LC cohort information and general index fund number prior to transfer
- Learning Communities Homecoming Tailgate – Saturday in mid-October, a fun (and free) event for students to come together as part of the WSU community
 - LC Program hosts a tent and all LCs are encouraged to attend (with LC students), stop by the LC tent for treats, host their own LC-specific tent

November

- **Semester LCs:** Semester-end LC Assessment distributed
 - Surveys for LC coordinators, PMs, and student participants prepared for distribution
 - LC Coordinator also submits short individual assessment template
- Pitch and Renewal Process begins

December

- Written material for new and renewing learning communities due

January

- Learning Community Pitch Days for new and renewing learning communities

December/January of each year, new LCs and LCs that need to renew expiring funding will pitch/propose their LC ideas for following fall start.
- **Semester LCs:** Winter semester census date (two weeks into semester) – submit Winter cohort information

February

- LC Marketing, information sent to the LC Program by end of February to be used at Spring Open House, Orientations, Admitted Student Days, etc.
 - Once LCs are determined for coming fall, each LC will need to provide information for to be used on the Learning Community Program website and on other marketing materials
 - *Short paragraph with details about what students will experience by participating in the LC, contact info for the LC Coordinator, and courses related to the LC (including CRNs).*
- Learning Community Night at WSU Basketball Game – typically mid-February depending on team schedule
 - LC Program hosts LC Night at WSU home game, all LCs are encouraged to attend with LC students, win prizes, LC focused games at half time and prizes throughout the evening

March

- **All LCs:** Year-end LC Assessment distributed
 - Surveys for LC coordinators, PMs, and student participants prepared for distribution
 - LC Coordinator also submits short individual assessment template
- Coordinators submit additional peer mentor training hours to the LC Program to add to the peer mentors' IPTPC certification
- Coordinators and Peer Mentors encouraged to submit nominations for LC Annual Awards and Mock Awards (see: Year End Party)

April

- Year End Party – typically mid-April depending on academic calendar
 - **All LC coordinators and PMs** invited to acknowledge and celebrate LC work
 - Award peer mentors IPTPC certificates

- Announce LC Annual Awards (LC of the Year, PM of the Year, Coordinator of the Year, Over the Shamoun Overachiever) and Mock Awards

Planning for next year?

- Interview and hire peer mentors (as needed)
- Use year-end assessment to re-evaluate learning outcomes, make educated changes for following year, and continuously improve your learning community intervention