Introduction

With the support of Provost Hellige, the Special Assistant to the Provost for Technology Enhanced Learning invites full-time LMU faculty (tenure-line and clinical) to apply for participation in the 2015-2016 Faculty Learning Community on Online Teaching and Learning. The Faculty Learning Community (FLC) offers a forum for up to 12 LMU faculty members to discuss the dynamics and challenges of online teaching and learning based on their own experience of taking an online course. The purpose of the FLC is for participating faculty members to experience an online course and its pedagogical options and challenges from the student perspective whilst sharing and analyzing their experiences with others in the FLC. The FLC will run from the beginning of October 2015 through May 2016.

FLC Requirements

All FLC participants are required to enroll in an online course at another institution and complete the course before May 27th, 2016. Tuition costs for online classes are covered within reasonable limits and against receipts; no additional expenses are covered. All participants are expected to complete the equivalent of a quarter- or semester-long course, typically the equivalent of at least a three-unit course. Up to three FLC participants may enroll in a MOOC. Participants may also enroll in a sequence of online mini-courses. Online courses can be synchronous or asynchronous. Applicants are encouraged to look widely for courses they are interested in (in their own discipline or beyond). Suggestions of universities that offer non-enrolled, non-degree-seeking individuals access to courses can be provided upon request by emailing Martina.Ramirez@lmu.edu.
Each participant is required to present evidence for the completion of the online class and to submit a substantive reflection paper at the end of the FLC, discussing the experience of taking the online class and lessons learnt for the instructor’s own teaching. Participants commit to sharing their experience of taking the online course with the FLC by providing details about the modes of instruction, assessment, and student engagement in their respective courses and being active participants in the discussion of others’ experiences, all readings, and all aspects the FLC agrees on. It is up to the FLC to identify relevant readings, potential visitors, and other activities to provide a context for the analysis of their online experiences as well as to plan all other details of the FLC in a cooperative manner. FLC participants are required to attend all FLC meetings in their entirety (excuses can be made for one meeting only). The FLC is expected to meet at least 6 times during the Academic Year and will generate a final group report discussing their experiences, lessons learnt, and suggestions, which will be shared with the larger LMU community.

**Participant Award**

In addition to tuition coverage, FLC participants will receive a stipend of $1,000, paid in two equal installments, one at the start of the FLC and the remainder upon successful completion of the course, the individual reflection report and the group report. Tuition costs will be covered only upon award of one of the FLC slots in writing (expected by October 2, 2015) and are reimbursed upon presentation of a receipt to Martina.Ramirez@lmu.edu (paper receipts should be sent to Martina Ramirez, Biology Department, MS 8888). Applications, final reports, and all other completion requirements will be reviewed by the Special Assistant to the Provost for Technology Enhanced Learning, in consultation with others as appropriate. Final reports will be due by May 27, 2016.

**Applications**

To apply for the 2015-2016 FLC on Online Teaching and Learning, applicants need to submit the attached FLC application form and course narrative, as outlined on the application form, to Martina.Ramirez@lmu.edu by the **September 18, 2015 deadline**, CC’ing their Chairs/Program Directors and Deans. Applicants should discuss the FLC time commitment required with their Chairs/Program Directors and have them sign off on the application before it is submitted. Applications for the FLC will be considered based on criteria such as the variety and types of online courses suggested, the timing of the suggested courses, representation of different Colleges/Schools and Departments/Programs, the relevance for the applicant’s teaching, and possible contributions to the FLC.
NAME: __________________________________________________________________________________

DEPARTMENT/PROGRAM: __________________________________________________________________

1. Online Course Title: __________________________________________________________________________

2. Course Start Date: __________________________ Course End Date: __________________________

3. Offering Institution and Department/Program: ________________________________________________

4. Course Tuition: _________ Link to Tuition Information: ________________________________

5. Course Type (MOOC, mini-courses, etc.): _______________________________________________________

6. Type of Completion Certification: ____________________________________________________________

Please use this completed form as the cover page for a one-page single-spaced narrative covering
- A short description of the course content,
- A rationale for selecting that course and any relevance for the applicant’s teaching,
- A short description of all relevant course modalities (synchronous, asynchronous, self-paced, testing environment, etc.),
- The expected time involvement for the course.

Make sure to include your name and the chosen course title on your narrative page. Combine this form complete with the above information and signatures below and your narrative into ONE pdf and send to Martina.Ramirez@lmu.edu by the September 18, 2015 deadline, CC’ing your Chair/Program Director and Dean.

Applicant Signature: _____________________________ Date: __________________

Department/Program Chair Approval: __________________________ Date: __________________