

LLC PROPOSAL

2022-2023

REQUIREMENTS FOR LLC STRUCTURE

There are a number of definitions and structures for LLCs utilized across colleges and universities. Please see definition utilization, structure and development requirements below:

1. For one shared understanding of how to build an LLC, utilize Hurd and Stein as a common definition of living learning communities. Please see Hurd and Stein chapter on LLC development and structures.
2. The LLC community should be supported by a college/department through resources, staffing, funding, etc. This will ensure a meaningful community with a sustainable structure. Financial and resource structure should be provided by the proposing college/department with supplemental support through FYE.
3. LLCs must have a bifurcated structure including both college/department oversight and support from residence hall staff. This ensures a collaborative relationship.
4. Each LLC should have an LLC administrator designated by the proposing college/ department. This role should have robust integration with residence hall staff. The two roles should not be enmeshed, but work in unison to support the student experience.
5. Communities should include a strong residential co-curricular student experience. The addition of academic courses should also be considered whenever possible.
6. Goals and objectives are determined collaboratively and must be measurable and learning based. This will allow for future learning based assessment.
7. Curriculum is connected whenever possible to the residential experience, ResX. The co-curricular experience should also provide both in classroom components and residential learning and student engagement opportunities.
8. A commitment to diversity and inclusion exists in decision making and leadership structures.
9. Student involvement and voice is considered within the LLC proposal, design and structure.

STRUCTURAL DETAILS

Title of Living Learning Community _____

Academic Year of Proposed Implementation _____ Proposing Department(s) _____

Contact Information of Person Proposing (include name, title, email)

Proposed Staffing Structure _____

Proposed LLC Administrator/Point Person(s): _____

****This person will serve as the administrator for the community and is expected to have robust interaction with students and within the leadership structure.***

Proposed student population size _____

Are there special considerations we should be aware of related to location preference, space needs?
(classrooms, offices, etc) _____

If so, please specifically explain requests to assist in placement of the community.

All requests are dependent on the building of assignment.

LIVING LEARNING COMMUNITY DESCRIPTION

Please describe the purpose of your living learning community and its intended audience.

Discuss the constituents this community will serve and the overall vision for the living learning community.

Also discuss what need will this community fill that is not already being addressed by existing residential communities.

Please outline the goals and outcomes as well as the curricular, co-curricular and other offerings you plan to provide to students who participate.

Include sample classes, activities and support structures as appropriate. (If your proposal does move forward, you will be asked to provide a more comprehensive syllabus/co-curricular outline and timeline.)

LIVING LEARNING COMMUNITY PLAN

How will this living learning community enhance connections between/among students and faculty/staff to build and maintain a strong, thriving community?

How will you collaborate with other faculty/staff in your department/college and with residence life to integrate curriculum, initiatives, programs or events into the life of the LLC?

Are there other student organizations, initiatives, resources on campus that would complement this LLC and serve as the source of potential collaborations/partnerships?

How do you plan to incentivize participation to achieve intended student outcomes?

What skills or knowledge do you hope students will acquire by the end of the academic year as a result of their participation in this community?
(See overall LLC goals for reference.)

In what ways does this community support and further the IDEA plan of the institution?

In what ways have you integrated/engaged student input and assessed student demand in the process of developing this proposal?

ADDITIONAL INFORMATION

Who has been involved/who have you consulted with from your department/college to ensure your community is appropriately supported?

What resources/infrastructure is your department prepared to provide in support of your LLC? Consider what is already or what you can leverage regarding staffing, structural support, fiduciary support, etc.

Conversely, what resources/gaps exist, and what is needed to ensure success of your LLC? How do you propose these gap to be filled? The funding form included within the required supplemental materials may also assist to bring these gaps to the forefront.

Is there anything else the advisory board should take into consideration in reviewing your proposal?

SIGNATURES

Person Proposing Community

Executive Sponsor/Dean

Thank you for submitting your Living Learning Community proposal for consideration.

Please make sure to also submit the budget request form.

For questions and to submit materials email Laura Arroyo, Director for Housing Administration, laura.arroyo@colorado.edu.

Should this proposal be supported by the FYE Advisory Board, the proposal you have provided will then be deepened to create a co-curricular syllabus.

LLC SYLLABUS CREATION

If your proposal is supported by the FYE Advisory Board, and based on the items above, you will later be asked to construct a sample syllabus for your community. Keep in mind the following:

- The syllabus should showcase the importance of community, collaboration, linking theory with practice, reflection/synthesis and curricular connections.
- The syllabus should tie any texts, programs, events or discussions back to the general LLC goals or to your specific LLCs objectives.
- Include your ideas for LLC projects, suggested texts or reading materials, expectations of community members and a calendar of events.
- A course connection to the LLC is highly suggested. Please consider the timeline for submitting new courses to the registrar in decision making for course linkage.
- A draft budget proposal will be expected should the initial LLC proposal be approved. Consider identifying existing resources and other collaborative and sustainable funding sources through your college or department.
- Make sure to consult the Residential Experience (ResX) guide (contact residence life to receive a copy), university cultural events and academic calendars, as well as relevant academic college colloquia and events.