

Learning Communities Calendar of Events

June

- Freshman Orientation
- Annual Reports due

July

- Work on assessment plans for fall semester

August

- Update LC web directory information for fall as needed
- Peer mentor training mid-month
- Submit fall funding transfer needs

September

- Submit Spring course request form to Office of the Registrar
- Perform student evaluation of peer mentors
- Fall budget transfer made after enrollment counts are confirmed

October

- RFP forms are released
- Give student evaluations feedback to peer mentors

November

- Finalize work on RFP form
- Submit peer mentor award nominations

December

- RFP due on December 1
- Submit current fall spending summary and spring funding transfer needs
- Submit English link request form to the English LC Liaison

January

- Submit fall course request form to Office of the Registrar
- Review LC web information for updates
- Publicize mentor position openings for next fall
- Spring budget transfers made

February

- Begin interviewing/hiring process for next year's mentors
- Central administration indicates funding of next year's RFPs
- Develop end of the year planning retreat

March

- Register for the LC Institute
- Central administration sends return of funds memo
- Hire mentors for next year
- Submit fall mentor information to LC central office

April

- Attend peer mentor award ceremony
- Return end of year money
- Annual report memos sent out
- Invitations for August mentor training sent out

May

- Attend the Learning Communities Institute
- Submit promotional materials for Freshmen Orientation to 3024 Morrill Hall