

IOWA STATE UNIVERSITY

Learning Communities

June

- Annual Reports due

July

- Work on assessment plans for fall semester
- Have peer mentors complete payroll sign-up process prior to start date, including I-9 form
- Peer mentors should complete FERPA training via ISU Learn

August

- Update LC web directory information for fall as needed
- Check Work-Study option for peer mentors
- New peer mentors should attend university-wide training the Monday and Tuesday before classes begin

September

- Submit spring course request form to Office of the Registrar
- Fall budget transfer made after enrollment counts are confirmed

October

- RFP forms are released
- Perform peer mentor survey week 6
- Give student evaluations feedback to peer mentors

November

- Begin work on RFP form

December

- 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
- Attend Mid-year Institute
- RFP due in late January

February

- Spring budget transfers made
- Begin interviewing/hiring process for next year's peer mentors
- Central administration indicates funding of next year's RFPs
- Develop end-of-year planning retreat

March

- Register for the LC Institute
- Central administration sends return of funds memo
- Hire mentors for next year
- Have new peer mentors complete payroll sign-up process, including I-9 form
- Submit fall peer mentor information to LC central office

April

- Return end-of-year funds
- Annual report memos sent out
- Invitations for August mentor training sent out
- Provide initial training for new mentor hires

May

- Attend the Learning Communities Institute
- Submit promotional materials for Freshmen Orientation to 3015 Morrill