**(Existing) Learning Communities Scheduling Request**

***Checklist***

* If you have taught a Learning Community within the past two years and would like to schedule your LC the upcoming semester, please turn in the completed request to the LC Workgroup by the second Thursday of February for a fall semester offering or the second Thursday of September for a spring semester offering.
* Please attend a LC Workgroup meeting to give a brief (5 minute) update on the status of your LC before being added to the schedule—contact the Associate Dean of Interdisciplinary Programs ([lc@harpercollege.edu](mailto:lc@harpercollege.edu) ) to get on an agenda.
* Please **submit previous syllabi with this checklist**.
* Semester to offer the LC: Fall 20\_\_\_\_ *or* Spring 20\_\_\_\_
* Title of LC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Last semester LC ran | Enrollment numbers |
|  |  |

* Type of LC: Fully Integrated Partially Integrated Collective

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| Course Name and Number | Instructor | Credit Hours | Existing CRN |
| (1) |  |  |  |
| (2) |  |  |  |
| (3) |  |  |  |
| (4) |  |  |  |

* Previous syllabi from this LC are attached.
* Scheduling preferences, days/times (top two choices)

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* We are aware that assessments shall be given at semester beginning and end for LC evaluation. Yes No
* Plan for marketing the LC:

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* Brief description of the LC for marketing/catalog purposes

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| *Department Chair signature(s)* |

* Department Chair has been notified

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| *Dean signature(s)* |

* Dean’s approval

For office use only:

* LC Workgroup Approval: Yes No

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| *Associate Dean signature* |

* Associate Dean of Interdisciplinary Programs approval