

First-Year Experience Learning Community Agreement

Your Success is our Mission. The Academic Support Center's mission is to empower students to achieve their educational goals and develop skills necessary to become lifelong learners by providing quality programs for all students.

In support of this mission, ASC does the following:

- Collaborates with curricular and co-curricular departments and offices in providing orientation programming which gives new students the appropriate transition to Minot State University, while providing a seamless transition to first-year programming.
- Provides first-year experience learning communities that connect students to their peers and faculty members, engage students with the campus and larger community, enhance students' sense of belonging at MSU, communicate and facilitate student understanding of the academic expectations of the university, and enhance student competency in skills and capacities that are essential for success in higher education.
- Collaborates with faculty to provide professional development to the campus community regarding active learning and engagement opportunities.
- Facilitates the development of engagement opportunities – including active in-class learning, volunteer commitments, civic engagement opportunities, service learning projects, and internships — for all levels of students in all areas of study.
- Provides peer mentoring for first-year students, with an emphasis on supporting the transition into higher education.
- Provides peer tutoring services for students, focusing on high-risk and high-demand courses.
- Provides academic advising for Undeclared students, Bachelor of General Studies majors, and other students with general advising questions.
- Collaborates with academic departments to provide faculty and staff advisors with professional development opportunities and resources to assist with advising.
- Coordinate the Starfish Early Alert program to promote communication between instructors, students, advisors and student support services regarding attendance, academic and general concerns.
- Collaborates with Student Affairs staff to provide information and education regarding student support services offered at Minot State University.
- Co-coordinates Orientation, registration sessions, and Welcome Week programming for incoming first-year and transfer students.

As part of the First-Year Experience (FYE), the Academic Support Center (ASC) will:

- Offer training sessions which support, prepare for, and facilitate faculty/staff members' participation in first-year learning communities.
- Offer common reading resources.
- Provide trained peer mentors for the FYE learning communities.
Support and facilitate faculty/staff members' implementation of engagement activities in learning communities.
- Act as a resource for all first-year and engagement-related questions and activities.
- Offer opportunities, upon request, for faculty to observe FYE faculty

The responsibilities of the participating faculty or staff member, *BEFORE* the semester that the community is offered, are:

- To work collaboratively with the other faculty to form a learning community that connects courses from differing disciplines by a theme and meets the goals of the first-year experience.
- To work with the ASC and your supervisor to handle scheduling issues and any overload issues.
- To submit a learning community description and syllabus *prior* to the start of the semester in which the course will be taught and according to the deadlines given by the ASC and Minot State University.
- To work with the other faculty in your learning community to make connections across *all courses* of the learning community, through discussion, activities, assignments, etc.
- To work with the other faculty in your learning community to select and use a common reading for the learning community (if appropriate).

The responsibilities of the participating faculty or staff member, *during* the semester that the community is offered, are:

- To use active learning Principles and strategies to promote and encourage students to engage and collaborate in the classroom during student-led initiatives, and individuals within the learning community.
- To work collaboratively to facilitate student involvement in the intellectual and social environment of the university by providing intellectually stimulating and relevant academic experiences, by providing feedback to students, and by maintaining high and clear expectations.
- To connect students to academic and social support services, as well as including but not limited to the range of social and professional development opportunities available to students at MSU.
- To meet regularly with your learning community colleagues, including the peer mentor, to discuss course goals, student issues, course planning, assignments, how to make connections between the courses and the UNIV 110 course, and other issues, as they arise.
- To work with the library, the peer mentoring and tutoring coordinator, student affairs staff (residence life, counseling, disability services, career services, etc.), and other relevant people and resources to support your first-year students and to enhance the learning community's environment.
- To work cooperatively and collaboratively with the peer mentor assigned to your learning community.

- To notify ASC staff of any significant problems or issues related to your learning community. To respond, in a timely manner, to the requests of ASC and its staff as related to your learning community and its courses.
- To make your FYE class available for observation by the FYE Director or designated observer. To share course evaluations, specific to the FYE, with the ASC Director.

The responsibilities of the participating faculty or staff member's supervisor are:

- To support the faculty/staff member during their participation in the first-year experience learning community.
- To work with ASC staff, AVPAA, and the Registrar's Office to handle scheduling issues and any overload issues related to the faculty/staff member's participation.
- To encourage first-year students to participate in first-year learning communities when applicable.
- To notify ASC staff of any significant problems, issues, or changes related to your faculty/staff member's participation in a first-year learning community.
- To allow and encourage the participating faculty/staff member to participate in ASC faculty development opportunities, and to note these efforts on annual faculty evaluations.
- To share student evaluations of first-year learning community courses with the FYE Director.
- To recognize the faculty/staff member's participation in the first-year learning community when writing his or her annual evaluation (when applicable).

Faculty/Staff Member:

I agree to be an instructor in an MSU FYE learning community during the _____ semester. I agree with and will participate in the responsibilities as outlined above.

I will teach the following class(es) on the following days and times as part of an FYE:

Title of FYE learning community: _____

Class: _____ Days: _____ Times: _____

Credits: _____ The course will be taught as (choose one): In-Load _____ Overload _____

Class: _____ Days: _____ Times: _____

Credits: _____ The course will be taught as (choose one): In-Load _____ Overload _____

Faculty/Staff Member's Name (Printed)	Position
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Faculty/Staff Member's Signature	Date
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Department/Division	Phone	Email
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Supervisor:

I will allow the above faculty/staff member to be an instructor in an MSU FYE learning community during _____ semester. I agree with and will participate in the responsibilities as outlined above.

Supervisor's Name (Printed)	Position
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Supervisor's Signature	Date
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Department/Division/College	Phone	Email
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Please return the completed form to Beth Odahlen in the ASC Office, lower level of Library.