

First-Year Experience Learning Community Agreement

The mission of the Center for Engaged Teaching and Learning at Minot State University is to provide opportunities and support for students, faculty, and staff, through engaged teaching and learning, to enhance the higher education experience and increase student success.

In support of this mission, CETL 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.

- To notify CETL staff of any significant problems or issues related to your learning community. To respond, in a timely manner, to the requests of CETL 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 CETL 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 CETL, 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 CETL 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 CETL 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

Faculty/Staff Member's Signature Date

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

Supervisor's Signature Date

Department/Division/College Phone Email

Please return the completed form to Julie Keller in the CETL Office, 101 Main.