

**Learning Community Executive Council**

*Living and Learning Communities provide cohorts of students with opportunities to investigate areas of interest, either based on their major or an interdisciplinary topic, through guided courses and co-curricular activities. Living and Learning Communities develop knowledgeable, responsible, engaged citizens in a culture of inquiry within a learner-centered university. While assisting students with their transition to academic life, they offer a small college feel and a sense of place on a large campus; they promote meaningful and sustained interactions with faculty, staff and student leaders; and they provide an effective structure for curricular coherence, deeper learning, student success, persistence, and engagement. More than 40 percent of the incoming class participates in a learning community, as well as hundreds of students beyond the first year.*

**VISION**

The Learning Community Executive Council and their Council Committees will be an authentic student voice advocating to ensure the Learning Community program creates a

* collaborative
* supportive
* vibrant
* adaptive
* diverse
* inclusive
* and engaging

experience for every member, building a network of positive support which will provide wraparound impact and spaces for individual growth.

The LCEC and LCC Committees will prioritize:

* Innovatively assessing the LC program to insure an enriching student experience for every Learning Community member
* Cross-collaboration and interaction by sharing individual experiences and listening to diverse voices through outreach & relationships
* Collective contributions to Learning Community wide initiatives by actively leading, planning, or executing programs
* Creating equitable spaces through curiosity and celebration of individual Learning Communities’ identities and values

Each year, the LCEC will revisit and evaluate its mission, vision and values to determine the goals for the group’s dynamic and working process.

**DESCRIPTION & MISSION**

The Learning Community Executive Council (LCEC) is the student governing board which oversees the operations of the Learning Community Council (LCC) and is comprised of undergraduate students advised by Learning Community professional staff. The Learning Community Executive Council manages completion of the following goals & objectives on a yearly basis:

* Work with the **Learning Community Program Office** to execute its mission, improve its processes, augment its task force, and develop its overall program.
	+ Provide support, input, and feedback on Learning Community Office administration and operation to successfully execute the program vision.
	+ Contribute innovative ideas and approaches to the Learning Community experience and its functions to create engagement from all members, closely considering underrepresented students.
	+ Be an ambassador for Learning Communities, both at LC events and programs and beyond.
	+ Maintain a high level of accountability for individual and group work related to their roles.
* Further enhance **Learning Community students’** **experiences**, aiding in their transitions to UConn and ultimately retaining students beyond the first year.
	+ Provide valuable student perspective during times of crisis, addressing challenges and barriers in a timely manner to engage those in need of support
	+ Assist with planning, executing, staffing and assessment of Learning Community wide events.
	+ Take initiative and lead on event planning and major projects, both in collaboration with other LCC/LCEC members and staff, faculty, LC teams, student leaders, and LC members.
* Train, mentor, and exemplify leadership for **Learning Community Student Leaders** (such as Council members, Floor Mentors and other peer leaders)so they may be empowered to help execute the goals of their respective Learning Communities and/or the larger program.
	+ Create dialogue with other student leaders to build impactful experiences for Learning Community students.
	+ Initiate new relationships with student leaders and provide an avenue of connection to the Learning Community office.
	+ Respect individual student leadership structures and capitalize on those students’ strengths, working together to implement our shared vision and values.

**2022-2023 Application Process**

* An interested applicant must:
	+ Be a full-time enrolled undergraduate student at the University of Connecticut
	+ Be a current or past member of a Learning Community with at least one full year of LC membership (by the end of Spring 2022 semester)
	+ Have demonstrated leadership experience with First Year Programs & Learning Communities
* Candidates must fill out the online application form between Monday, January 3 and 11:59pm on Sunday, February 6, 2022.
* After review of applications, interviews for candidates who qualify will commence from Monday, February 14 to Friday, February 25, 2022.
* First choice decisions will be communicated in Mid-March, and the first round candidates will have until 4:30pm on Monday, March 14, 2022 to accept their positions. Second round offers will happen if there are vacancies after this point.

**Terms of Service**

* The term of an LCEC member is for one year and will begin in mid-March with a transition period in which they will work with existing LCEC members to learn their role and support the formulation of the next year’s Learning Community Council.
* The full responsibility of their position will start in May (after the spring semester concludes) and continue through to both the Fall and Spring semesters, until May 2023.
* LCEC members will be relieved of their duties after successfully transitioning a new LCEC member to their position, if applicable, or until they are reappointed to the LCEC for another year’s term.
* LCEC members interested in returning to the Executive Council must meet all the qualifications and re-apply for either their current position or a different position on the Executive Council.
* LCEC members will undergo a mid-year evaluation process in which they will submit a self evaluation to be reviewed with the President, Vice President, and Advisors. Committee Chairs will also be evaluated by their Committee members at this time.

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**LCEC Position Descriptions**

Position-specific requirements and expectations are listed below so as to create areas of opportunity, specialization, and advancement for Executive Council members. **Although each member has an area of specialization or focus, the LCEC often works together** across roles/committees to plan events, programs and initiatives. The LCEC member with a specific requirement listed in their job description acts as the lead for those events and projects to which they are assigned. **New programs, initiatives, and activities may be created by LCEC members and their committees as the group sees fit.**

At the beginning of the fall semester, the LCEC meets weekly, then moves to a bi-weekly meeting for the rest of the year in mid-October (aside from breaks). Attendance at meetings is required.

***President***

* + Oversee general operations of the LCEC, help set individual and group goals, and delegate tasks when needed
	+ Utilize excellent interpersonal and communication skills to build relationships, connections and resources for the Learning Community Council and Program; be an outward face/student representative for Learning Communities, especially at recruitment and orientation activities
	+ Keep a minimum of 2 office hours per week in the Learning Community Office suite or virtually outside of meeting obligations, which can be used to accomplish other tasks in the job description or support the operations of the LC Office
	+ With the Vice President, plan and facilitate biweekly Executive Council meetings by formulating agendas and following up on project/committee reports and action items from meetings
	+ With the VP and other LCEC as-needed or assigned, plan and execute monthly All-Council Meetings
	+ With the VP, plan and execute the annual LCEC Retreat at the start of the spring semester
	+ Meet bi-weekly with the LCEC Advisors and Vice President
	+ Provide support to other Executive Council members through consistent communication, meetings supervision, evaluation, and feedback, attending at least one Committee meeting of each Chair each semester
	+ Manage volunteers and oversee operations related to program/event planning and implementation, especially at Learning Community wide events

***Vice President***

* + Develop and coordinate the administrative functioning of the LCEC: keep meeting minutes, create agendas with the President/Advisors, and maintain the Google Drive and Calendar
	+ Keep a minimum of 3 office hours per week in the Learning Community Office suite outside of meeting obligations, which can be used to accomplish other tasks in the job description or support the operations of the LC Office
	+ Represent Learning Communities at recruitment and orientation activities as-needed
	+ Meet bi-weekly with the LCEC Advisors and President
	+ Gather materials from Learning Community Council (LCC) Committees; keep accurate and up-to-date records of the operations of the LCC
	+ Maintain above average attention to detail by ensuring logistical and preparatory tasks are completed for Learning Community wide events, projects and programs as needed, such as making name tags, printing materials, gathering items, etc. May also:
* Reserve event spaces, manage event budgets, and/or assist with purchases/financial processes
* Brainstorm ideas to improve logistics or processes associated with events
* Collect programmatic/event supplies and assets
	+ With the President, plan and execute monthly All-Council Meetings
	+ With the President, plan and execute the annual LCEC Retreat at the start of the spring semester
	+ Serve as a collaborative member of Learning Community wide event planning teams as needed
	+ Deploy evaluative measures of the fulfillment of the Learning Community Program’s goals and learning outcomes (such as event attendance & content, student satisfaction & engagement); work with the LC Office to evaluate and summarize data and assessment information

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*Each of the remaining positions, Committee Chairs, will be responsible for the following:*

1. **Chair a Learning Community Council Committee.** These responsibilities include:
* Hold bi-weekly Committee meetings: develop a structure, secure a location, send reminders, formulate agendas, take attendance, build team cohesion, oversee all projects and topics related to the Committee
* Create and/or delegate creation of marketing materials for programs, events and initiatives. One way this could be done by electing a Marketing Committee Coordinator to draft and share deliverables for digital and physical spaces
* Provide Committee updates to the Vice President which will be reviewed in LCEC Meetings, and bring pressing matters to the President & Vice President’s attention for inclusion on the next LCEC meeting agenda as needed
* Attend and actively contribute to monthly LCC All-Council Meetings
1. **Keep a minimum of 1-2 office hours per week** in the Learning Community Office suite outside of meeting obligations, which can be used to accomplish other tasks in the job description or support the operations of the LC Office
2. **Represent Learning Communities at LC-wide, recruitment and orientation events**. Discuss this expectation with the Advisors and President/Vice President if you are unable to meet this expectation

***Diversity & Inclusion Chair***

* Serve as the **Chair of the Diversity & Inclusion Committee** (see explanation on page 3-4). All other responsibilities will be accomplished with the help of this Committee as the Diversity & Inclusion Chair sees fit
* Prioritize inclusiveness, collaboration, and inter-LC interactions; take deep consideration for diverse LC representation at Learning Community wide events and help the other Chairs ensure their activities, events, and programs address their goals with diversity, equity, accessibility, and inclusion in mind.
* Serve as project lead for:
	+ Global Cultures Conference
	+ Co-lead for LC TALKS
	+ Other diversity & inclusion programming, events, and trainings
* Act as a liaison between the Learning Community Office and the UConn Office of Diversity and Inclusion, as well as other UConn entities doing important diversity and inclusion work, to help further programs and initiatives
* Work with the Recruitment Chair/Committee to help to recruit students of diverse backgrounds to participate as Learning Community members and student leaders
* Increase visibility of diverse LC student experiences online (via the Instagram, website, etc.) and through participation in recruitment events (Open Houses, LC Showcase, panels, etc.)
* Successfully collaborate with the Wellness Chair and both your Committee’s members to initiate an “LC Listening Tour” where you will gather information and feedback on student experiences in their respective Learning Communities
* Keep informed about UConn events and activities focused around diversity & inclusion and help promote them to LC members

***Enrichment Chair***

* Serve as the **Chair of the Enrichment Committee** (see explanation on page 3-4). All other responsibilities will be accomplished with the help of this Committee as the Enrichment Chair sees fit
* Prioritize learning at LC-wide events and help other Chairs ensure their activities, events, and programs address their goals with an educational, personal development and career-oriented outcomes in mind. Serve as the project lead for:
	+ Research Connections/Month of Discovery
	+ Annual Career Development collaborative event(s)
	+ LC Day of Service
	+ Other programs/events created
* Focus on the following key areas & their appropriate contacts across campus to keep LC members informed of UConn events and activities:
	+ Undergraduate Research | Office of Undergraduate Research, Office of the Vice President for Research, Other Key Programs
	+ Career and Continuing Education | Center for Career Development
	+ Innovation & Entrepreneurship | UConn Innovation Zone/Makerspaces, Connecticut Center for Entrepreneurship and Innovation, Werth Institute for Entrepreneurship and Innovation, Other Key Programs
	+ Service-Learning | Community Outreach
	+ Study Abroad | Experiential Global Learning
* Develop strategies to continue engaging returning LC members or other subgroups of LC students you are passionate about reaching and enrich their experience as non-first year students

***Innovation Chair***

* Serve as the **Chair of the Innovation Committee** (see explanation on page 3-4). All other responsibilities will be accomplished with the help of this Committee as the Innovation Chair sees fit
* Prioritize innovation and creativity at LC-wide events and help other Chairs ensure their activities, events, and programs address their goals with an innovative, unique perspective
* Brainstorm new events or programs which could generate excitement about makerspaces, innovation and entrepreneurship at UConn, serving as project lead for them
* Assist with the planning and execution of the annual events and programs sponsored by the FYP&LC Department, such as:
	+ Month of Discovery
	+ Women in Making
	+ Maker Faire
* Act as a liaison to the UConn Innovation Zone (IZone) Supervisor, Specialists & Maker Mentors, and be actively involved/engaged with the space by utilizing it on a regular basis and participating in their activities
* Work with individual Learning Communities to support and/or execute programs focused around innovation by promoting innovation and entrepreneurial mindset and generate awareness of the broader maker culture at UConn to LC members. Keep informed about UConn events and activities focused around innovation and help promote them to LC members

***Recruitment Chair***

* Serve as the **Chair of the Recruitment Committee** (see explanation on page 3-4). All other responsibilities will be accomplished with the help of this Committee as the Recruitment Chair sees fit
* Prioritize brand and program image at LC-wide events and help other Chairs ensure their activities, events, and programs address their goals with an evaluative perspective which will allow us to illustrate the LC experience to new and returning members. Serve as project lead for:
	+ Orientation Activities
	+ Fall Open Houses/Recruitment Activities
	+ Husky-For-A-Day/Learning Community Presentations
	+ Learning Community Showcase at UConn Bound Day(s)
	+ Any other recruitment activities orchestrated by the LC Office, Admissions, or another UConn entity
* Working with Learning Community professional staff and other Council members, help implement recruitment techniques and processes for LC Members, with a focus on returners in late fall and new students in the spring
* Help implement professional development opportunities within the LCC to train students in communication skills needed when recruiting students to apply to join a Learning Community

***Social Affairs Chair***

* Serve as the **Chair of the Social Affairs Committee** (see explanation on page 3). All other responsibilities will be accomplished with the help of this Committee as the Social Affairs Chair sees fit
* Prioritize the social development of LC members and help other Chairs ensure their activities, events, and programs include an inclusive, community-oriented perspective. Serve as project lead for:
	+ LC Kickoff
	+ LC Scavenger Hunt
	+ LC Field Day
	+ Welcome Back Programming (January)
	+ Co-lead for LC TALKS
	+ Other programs/events created
* Provide casual social activities (at least one per semester) for the Learning Community Council (LCC) to promote team bonding and camaraderie outside of formal meetings

***NEW Wellness Chair***

*This position description is a work in progress and will be assessed in collaboration with the person selected to fill the role*

* Serve as the **Chair of the Wellness Committee** (see explanation on page 3). All other responsibilities will be accomplished with the help of this Committee as the Wellness Chair sees fit
* Prioritize projects and practices within the LC Program which encourage student wellbeing and health. Ensure other Chairs’ activities, events, and programs are conducive to the complexities of student life. Serve as project lead for:
	+ First Fridays
	+ LC LINKS Program
	+ Sunday LC Refresh & Recharge Nights
* Act as a liaison between the Learning Community Office and Student Health and Wellness and other UConn relevant entities to help further programs and initiatives
* Keep informed about UConn events and activities focused around wellness and help promote them to LC members