

# Developing New Living-Learning Communities or Themed Housing Communities at ETSU

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*All new communities will begin at the start of a fall academic semester*

## PHASE I: INITIATING DEVELOPMENT

1. Familiarize yourself with current Living-Learning and Themed Housing options at ETSU: <http://www.etsu.edu/students/housing/lhc.aspx>
2. The individual(s) designated as Coordinator(s) of the Living-Learning or Themed Housing option should review the timeline for development of a new community (attached)
3. Complete the formal Living-Learning Community/Themed Housing proposal (attached). This process includes recommendation of residence hall(s) to house the community (to see Residence Hall and Apartment options at ETSU, please visit <http://www.etsu.edu/students/housing/prospectivestudents/viewhalls/default.aspx>)

## PHASE II: APPROVAL PROCEDURES

1. Completion of the **draft** proposal should be submitted by March 30, 2014 to Adrianna Guram, Assistant Director for Academic Initiatives ([gurama@etsu.edu](mailto:gurama@etsu.edu)). Adrianna will set up a meeting with the Coordinator(s) to review the proposal, discuss the feasibility for launch in fall 2015, and to review option(s) for bed spaces and residence hall placement
2. A **final** proposal must be submitted by May 30, 2014 to be approved by the Department of Housing & Residence Life staff as well as the Vice President for Student Affairs. Each request for consideration must be made in writing. The final draft should contain any necessary accommodations and revisions based on the meeting with Adrianna Guram in April 2014
3. The Department of Housing & Residence Life, through Adrianna Guram, will contact the originator of the proposal to inform them of their status

## PHASE III: RECRUITMENT PROCEDURES

1. The Department of Housing & Residence Life prepares marketing materials (print and web) for all campus residences each year. The timeline for creation of publications specific to the Living-Learning or Theme Community will be coordinated by the Department of Housing & Residence Life and the sponsoring department or unit. This recruitment timeline will be developed in Summer 2014 for communities launching in fall 2015

2. Marketing to new students will be a coordinated effort between the Department of Housing & Residence Life and the sponsoring department/unit. Students must complete a community application **and** a Housing Contract in order to be considered for the community. If possible, students should have their Housing Contract completed by **May 1, 2015**.

#### **PHASE IV: RESIDENTIAL HOUSING ASSIGNMENT PROCEDURES**

1. This process will occur in spring 2015 and summer 2015 on the timeline approved during the approval procedure
2. Students who have been chosen by the sponsoring department/unit (for those with a special application process) should be notified of their application status by the sponsoring department/unit **but** their Housing Assignment will be designated by the Department of Housing & Residence Life. A first list of selected participants should be submitted to Adrianna Guram no later than April 1, 2015
3. Student application status to ETSU will be verified by the Department of Housing & Residence Life prior to assignment within a University Residence Hall or Apartment
4. Students who are selected for the Living-Learning Community or Themed Housing community will have an opportunity to select their room assignment through the Department of Housing & Residence Life's online program. Students will be invited to select space in May 2015; only bed spaces within the designated community will be viewable to students.
5. Students who have been selected for a Living-Learning Community or Themed Housing option as a new student will be assigned before other applications of new students are processed. Students who request specific roommates who have **not** applied to live within the LLC or Themed Housing option will need to have approval from the sponsoring department/unit to have a roommate who is not part of the community
6. The staff in the Department of Housing & Residence Life will confirm a list of students and their residential spaces in June 2015. Any bed spaces that are not filled within the community by July 1, 2015 will be released back to the Housing & Residence Life department for general assignment

#### **PHASE V: STAFFING IN THE COMMUNITY**

1. The Department of Housing & Residence life will begin the hiring process for Resident Advisors (RAs) in January 2015. As a part of the application and interview process, RAs will be asked for interest in working within a Living-Learning community or Themed Housing option. Members of the Advisory Committee/Board for each community are invited to participate in this review process
2. Any additional student staff (Peer Mentors, Graduate Assistants for the community, etc.) will be hired in Spring 2015. Requests for this staffing must be included in the proposal stage of the community

3. Meetings with the Residence Life staff (graduate Resident Director, undergraduate RA, additional staff (GA or Mentor) and professional staff Area Coordinator) and the Living-Learning/Themed Housing Coordinator(s) will occur in August 2015 to discuss duties and collaboration
4. Regular monthly meetings with the Assistant Director and the LLC/Themed Housing Coordinator(s) will occur in Fall 2015

#### **PHASE VI: MEMORANDUM OF UNDERSTANDING**

As part of the approval process for any LLC/Themed Housing option, a memorandum of understanding (MOU) will be created which articulates expectations between the sponsoring department/unit and the Department of Housing & Residence Life. This document will be updated annually by the sponsoring department/unit Coordinator(s) and the Assistant Director for Academic Initiatives

#### **PHASE VII: ASSESSMENT PROCEDURES**

An ongoing assessment will be a part of the Living-Learning/Themed Housing community; this assessment will evaluate student engagement with the community's activities, impact on student retention at ETSU, and student learning. In addition to Department of Housing & Residence Life evaluations which will be administered such as the ACUHO-I/EBI survey, the sponsoring department/unit is encouraged to develop assessment models for the community as part of the application process and in continual conversations with the Advisory Committee/Board