



PROCEDURE FOR ESTABLISHING A TEACHING CIRCLE 2020-21

Step 1: REGISTER

https://iup.co1.qualtrics.com/jfe/form/SV_etys6zOTp4LIIEJ

If you would like to form a new or continue an existing Teaching Circle, please review the *Reflective Practice Teaching Circle Facilitator Guidelines* then register your Teaching Circle using the *Qualtrics* link.

Step 2: DISTRIBUTE ENROLLMENT LINK

Once a facilitator has registered their Teaching Circle, they will receive a separate e-mail from Christoph Maier with a unique *Teaching Circle Member Enrollment Link*. That link should be used by all members of the Teaching Circle, including the facilitator, to enroll themselves in the Teaching Circle. When a member enrolls, the facilitator will receive an automatic confirmation email from *Qualtrics* so enrollment can be tracked.

A FEW NOTES...

NEW MEMBERS: New members can be added to Teaching Circles throughout the academic year. Facilitators will need to remember to send them the *Teaching Circle Member Enrollment Link* so they can officially join.

SEPARATE ENROLLMENT FOR EACH TEACHING CIRCLE: Colleagues who would like to participate in more than one Teaching Circle will need to enroll separately for each.

MEMBER LIMITS: Facilitators may limit the number of members in their Teaching Circle. Once the Teaching Circle has filled, they should send a message to those colleagues who are interested in joining but who cannot be accommodated at this time.

- Colleagues who are attending meetings but for whom the facilitator did not receive an **automated email message** of their enrollment should remind members to officially register for the Teaching Circle.
- A university-wide message with the **list of registered Teaching Circles and facilitator information** will be sent out periodically so interested colleagues can contact facilitators about joining. This list will also be posted on the CTE Website and will be updated as additional Teaching Circles register.
- Teaching Circles can apply for a **CTE Mini-Grant for up to \$500**. Although Teaching Circles can be established at any time during the academic year, to be eligible to apply for a Mini-Grant they must be registered.

You will find links to the *Teaching Circle Facilitator Guidelines*, *Call for Mini-Grant Proposals* and *Mini-Grant Guidelines* on the Center for Teaching Excellence website www.iup.edu/teachingexcellence/reflective-practice/teaching-circles

For more information or if there are changes to the name of a Teaching Circle or facilitator status
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