

Indiana State University: Sustainable Cities

Faculty Guide



INDIANA STATE
UNIVERSITY



This guide describes the role of faculty within the Indiana State University: Sustainable Cities (SC) program. All faculty at the institution can be part of the SC program. Faculty with vast experience in community engagement and faculty with none can participate. With experiential learning in mind, faculty will collaborate with community leaders and students to develop deliverables addressing community-identified issues. This guide is for faculty who are interested in the SC program. In this guide you will learn:

- **About the SC Program**
- **The impact of SC**
- **How to be part of SC**

What is Indiana State Sustainable Cities?

Sustainable Cities (SC) leverages the resources of Indiana State University towards creating more sustainable cities, while concurrently providing a unique experiential learning opportunity to Indiana State students. SC partners local communities with State faculty, students, and staff via a yearlong partnership. During the partnership, Indiana State and the community partner will produce tangible and relevant outcomes for the community partner while providing Indiana State students, faculty, and staff real world experiential learning. The program uses the community engagement model championed by the Educational Partnerships for Innovation in Community Network (**EPIC-N**), which universities across the nation have adopted.





The streets of Sullivan are a focus of their Quality of Life plan. This is part of a project where students are analyzing current streets and proposing additional features such as bioswales, designs, pocket parks, and green space.

Goals

Sustainable Cities is a large program with two simple goals:

- Assist a local community by addressing self-identified local issues or stagnant projects
- Provide an enhanced learning experience for ISU students.

The Process

- 1 Interested communities will respond to an RFP released by Indiana State University in October. Indiana State will select a community to partner with for a year. The partnership begins in December of the application year.
- 2 Indiana State and the community partner will co-develop a list of community-identified projects and issues. The community partner will identify local project leads and liaisons.
- 3 A list of the identified issues and projects will be shared with the SC Faculty Cohort (SCFC) for review. SCFC will identify a project that could be incorporated into an upcoming course. SCFC will work with the community partner to develop and agree on scopes of work for the selected project.
- 4 Faculty and students will complete the agreed on projects in courses the following fall and spring semesters.
- 5 All projects are compiled and presented to the community.

Project Development and Implementation

Phase 1: Project Development

<p>Course Matching</p> <p>Faculty review the community partners' project proposals online and in workshops. Faculty match with projects that align well with their course objectives.</p>	<p>January-April</p>
<p>Course Planning</p> <p>Faculty have the option to participate in the SC seminar or develop course plans individually. Within the course faculty will work with SC staff and community partners to develop a scope of work for each project that explains and formalizes the working relationship. The scope of work also serves as a foundation for the SC final report. Faculty participating outside of the seminar will work individually with SC staff to complete this scope of work</p>	<p>April-August</p>
<p>Course Logistics</p> <p>Faculty and SC staff arrange opportunities for students to complete the media consent form, waiver of liability, student driver registration, and SC pre-assessment.</p>	<p>August (January)</p>
<p>Transportation Requests</p> <p>Faculty begin requesting transportation or any additional needs for their class to visit the community. Transportation requests will be approved following university Experiential Learning Guidelines.</p>	<p>August (January)</p>



Phase 2: Project Implementation

Launch Event Faculty are encouraged to attend the SC Launch Event in the community with their students, where Indiana State University and community representatives preview the SC projects.	August
Mid-semester Check-in SC staff reach out to faculty and community partners to assess the process and progress of the collaboration.	October (March)
Presentation of Deliverables Faculty and students present project results to the community partner and SC staff.	December (May)

Phase 3: Project Resolution

Assessment Faculty and SC staff arrange opportunities for students to complete the SC post-assessment. Faculty also share feedback regarding their experience with SC staff.	December (May)
Sustainability Faculty, community partners, and SC staff consider if continued collaboration is desirable and how to support such collaboration through the Division of University Engagement or other structures.	December (May)
Celebration Event Faculty are encouraged to attend the SC Celebration Event in the community with their students, where Indiana State University and community representatives will review the SC projects of the year.	May

FACULTY SUPPORT

- Help with logistical arrangements for meetings and visits, like transportation, parking, room reservations, presentations, etc.
- Coordinate all external communications in partnership with University Marketing and Media Relations, and collect media consent forms from relevant parties
- Provide community engagement and experiential learning workshops for faculty of all levels of experience with the Center for Community Engagement
- Present information on Sustainable Cities to classes and community organizations
- Facilitate direct communication between faculty and community leaders and assist in the fulfillment of the scope of work
- Conduct formal and informal assessment of student learning, faculty engagement, community partner experience, and overall experiential learning outcomes
- Collecting information for each completed project and compiling a final community report.



Join Us

There are many opportunities for faculty interested in joining. If you would like more information the SC staff are able to assist. Please email Garrett Hurley at **Garrett.Hurley@indstate.edu**. You can also learn more at **indstate.edu/sustainability/sustainable-cities**.

Sustainable Cities is a university-wide initiative with leadership through the Division of University Engagement. The division connects community and university partners to address the most pressing challenges in our communities, prepare ISU students for rewarding careers and civic leadership, and support lifelong learning throughout west-central Indiana.



The Sustainable Cities Team

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