



Lehigh Valley Association of Independent College  
Assessing Existing LVAIC Communities of Practice

**Purpose: Why do you come together?**

Consider and explain the reasons why your group exists. Purposes may include, but are not limited to socialization, informational/campus updates, discussion of trends, best practice sharing, professional development, advancement of initiatives, and/or creation of programs.

**History: How long has your group existed?**

Please include a brief historical summary of your group. Perhaps it has existed for some time and consistently functions in a productive, self-sufficient manner; maybe your membership and productivity has been on and off over time and seek clearer direction; or you group may even be newly forming and require assistance with formation process.

**Membership/Leadership: Who takes part in/leads your group?**

Your membership may be defined by a position/job title (ex. Financial Aid Directors), be based on an assigned responsibility (ex. Compliance officer), or be voluntary due to interest in a specific topic (ex. Veterans' Affairs). List your members' names, titles, institutions, and email addresses. Identify the group leader (if one exists) and what specific responsibilities the leadership role entails.

**Meeting Pattern: How often do you gather/communicate?**

Some groups meet monthly or each semester in person, while others use conference calls, email, and other communication methods. Meetings may take place in a central location or rotate from campus to campus. Summarize how your group meets and communicates including the frequency of each.

**Outcomes: What are your desired outcomes for this year?**

Explain your group's primary objectives and desired outcomes for the year. This should better define your purpose as it applies to the current academic year. If you've experienced turnover in

your membership, this may be as simple as integrating new members. If your group is consistent and high performing, it may include new initiatives you will implement.

**Resources: What resources do you need?**

LVAIC is its members (you). The LVAIC staff is here to support collaborative opportunities that strengthen our institutional programs while maintaining the uniqueness of each campus. Consider what your group needs from its members, your institutions, and from LVAIC in order to achieve your desired outcomes.

LVAIC resources may include:

- LVAIC staff liaison to support each group
- Assistance identifying appropriate membership for your group
- Use of meeting space at the LVAIC office (adjacent to Moravian)
- Communication about collaborative events (through LVAIC website)
- Help identifying/implementing collaborative cost savings opportunities
- Assistance building cross-functional teams to more broadly approach campus issues
- Access to funding for collaborative initiatives/conferences (annual proposal process)