LOC Meeting Agenda
Winter 2010
Tuesday, January 12 12-1 p.m.
Place: RLC 119

• LOC Chair: Status Report

• Update on merging of LOTS & CAR databases

• Discuss division feedback on “W” designation for writing intensive courses

• Critical Thinking In-Service Day Proposal

• 2010 Assessment, Teaching & Learning Conference

• Anna Sue McNeill Assessment, Teaching & Learning Award

• Photo update for website
Written Communication encompasses all the abilities necessary for effective expression of thoughts, feelings, and ideas in written form. This outcome includes abilities designed to help students:

1.1. Demonstrate use of a writing process.
1.2. Demonstrate a clear sense of purpose, focus, thesis, or design in writing.
1.3. Demonstrate the ability to develop an idea with support.
1.4. Demonstrate audience awareness in writing.
1.5. Demonstrate appropriate methods of integrating and documenting outside sources.
1.6. Demonstrate ability to use common tools of information research in writing.
1.7. Demonstrate clear organization of thoughts in coherent written form.
1.8. Demonstrate appropriate choice of format, style, and tone for each particular writing assignment.
1.9. Use appropriate mechanics, grammar, and word usage based on the language of instruction.
1.10. Improve the ability to evaluate, revise, edit, and proofread individual work and the work of others.
Classroom Assessment Research Position – Review of Job Description

**Directions:** Please solicit feedback from your division about these questions. Bring your comments to the LOC meeting on Tuesday, Oct. 14th. The questions are in regards to the position of Classroom Assessment Researcher that Frank Primiani held last year. Your division’s comments will help the LOC to review the effectiveness of this position and revise the job description as needed to make this position useful and applicable to faculty at GRCC.

The job description as it currently stands is available at the following URL: [https://www.gatornet.greenriver.edu/LOC/aboutthecommittee.htm](https://www.gatornet.greenriver.edu/LOC/aboutthecommittee.htm) (click on “Classroom and Program Researcher and it will go to the job description). I’ve also cut and pasted it below should you want to see it here.

- **What do you think is working well with the Classroom Assessment Research Position? (What need does it fill? What positive impacts has it had on assessment? Etc.?)**

- **What do you think is not working well with the Classroom Assessment Research Position?**

- **What changes would you like to see made to this position should the LOC continue to fund it?**
Position Title: Classroom and Program Assessment Research

Position Description: The following are the duties to be completed by this position.

- **Advertise**: Contact each division a minimum of once a year to inform them that you are available to work with them on a research project of their choice.
- **Formulate Research Questions**: Work with individual faculty, instructional programs, or divisions to form research questions that emerge from areas of instruction. In the absence of questions emerging from instructional areas, work with the Learning Outcomes Committee to form research questions pertaining to learning outcomes.
- **Generate Data**: Generate data that responds to a specific research question. Note: You may work with Fia Eliasson-Creek or David Hyllegard in Institutional Research to do this. If you bring to them a request for the data you need, they can help gather this data from existing databases. The faculty member who fills this position need not have expertise with these databases.
- **Report Back and Interpret**: Present this data back to the faculty, instructional program, or division and help them interpret it.
- **Project Proposals**: Assist faculty, instructional program, or division in forming a project proposal that addresses issues raised by the original research question and/or data. (Remember that instructional areas can apply for up to $1000 from the LOC to support an assessment project.)
- **Workload**: Complete a maximum of 5 studies for faculty, instructional programs, or divisions each year, which could include work completed over the summer. This would be a yearly position that would be renewable each year at the end of the fiscal year on June 30.
- **Compensation**: Stipend: $9,000 yearly -- $3000 per quarter.

Preferred Qualifications: Those interested in this position should be able to demonstrate the following:

- Experience with assessment
- Experience teaching in the community college classroom
- Experience guiding faculty through the steps involved with a project
- Experience communicating with both faculty and administrators

Application Process: Full-time faculty who are interested in applying for this position should submit to the LOC Chair (Julie Moore) a one-page write-up that details how their background fits the qualifications of this position as well as why they think they should be considered for this position. This written application is due by Feb. 16th. The Learning Outcomes Committee will then review all applications and select a candidate for this position.