LOC Meeting Minutes  
Friday, January 4th 12-1  
RLC 115

**Attending:** Michelle Marshman, Shelley Leavens, Barbara Brucker, Judy Burgeson, Ken Marr, Brenda Bindschatel, Julie Moore, Jaeney Hoene

**Informational Items**

- **Program-level and Department-level Outcomes:** Update – Fia, April, Frank, and Julie met late fall quarter to talk about this. We agreed that while Campus-wide Outcomes can also work as department outcomes, it may be more useful for departments to develop outcomes that are more specific to their discipline. To this end, departments will be invited by both the LOC and Fia to develop program outcomes as part of their PA&I process. Should departments want to do this, Frank Primiani will be a resource to help them create these outcomes. Departments who are going through PA&I will be invited to do this in early January at the beginning of their PA&I process. This will happen via an e-mail sent by Julie (LOC Chair).

**Action Items/Discussion: Written Communication Outcome**

- The committee went through the 10 competencies for the Written Communication Outcome, looked at the information gathered on the worksheet from last quarter, and discussed recommendations for each competency. The following are the recommendations from the LOC regarding next steps on the competencies for Written Communication. The current outcome language is bolded and the LOC comments are not bolded and in italics.

*Written Communication*

*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.** The LOC thought this should be omitted. It is too specific to English classes.

1.2. **Demonstrate a clear sense of purpose, focus, thesis, and design in writing.** The LOC thought this should stay a competency, but they want to see “and” revised to “or.” This would add flexibility to the competency and make it more applicable to courses across disciplines.

1.3. **Demonstrate the ability to develop an idea through the use of concrete examples and specific details.** The LOC would like this competency to remain but in a new and revised form. They
would like it to read, “Demonstrate the ability to develop an idea with support.”

1.4. **Demonstrate audience awareness by appropriately modifying writing.** The LOC would like this competency to remain but in a new and revised form. They would like it to read, “Demonstrate audience awareness in writing.”

1.5. **Demonstrate appropriate methods of integrating and documenting outside sources.** The LOC would like this competency to remain as is. There was some discussion, though, about refocusing it around plagiarism in order to make it more applicable to all disciplines. This, however, was undecided by the overall committee.

1.6. **Demonstrate ability to use common tools of information research.** The LOC wasn’t sure this belonged in the Writing Outcome because it isn’t focused on writing. It is focused on looking up information using information research tools. If the competency was rewritten to focus on writing about information looked up or if it emphasized evaluation of that information, the committee felt this competency could be applicable to writing. They also wondered if this competency might better belong under the Critical Thinking Campus-wide Outcome. The LOC would like to see more campus discussion about this competency, but overall they don’t feel it is a good fit under this writing outcome.

1.7. **Demonstrate clear organization of thoughts in coherent written form.** The LOC would like to keep this competency as is.

1.8. **Demonstrate appropriate choice of format, style, and tone for each particular writing assignment.** The LOC votes to omit this competency because it is redundant with 1.4 regarding audience. The committee felt that choice of format, style, and tone is dictated by audience awareness, so it isn’t necessary to have two competencies that speak to this aspect of writing.

1.9. **Use appropriate mechanics, grammar, and word usage based on American Standard Written English.** The LOC would like to keep this competency as is.

1.10. **Improve the ability to evaluate, revise, edit, and proofread individual work and the work of others.** For the same reasons listed for 1.1, the LOC would like to omit this competency.

- **Tabled until next LOC Meeting -- Discuss Social Science Recommendations to LOC:** At our previous meeting in November, Michelle Marshman reported on behalf of her division the following recommendations to the LOC:
  - Assessing Student Writing at the Campus Level
    - Addition of a portfolio students would complete over the course of their degree/program.
- Writing exit exam students would take at the end of their degree/program.
- Addition of “W” courses to courses within GRCC degrees.

  o Discussion on this recommendation?