LOC Chair Status Report:
- Brenda gave an update on the LOTS/CAR project. Anthony worked on some of the issues that faculty had reported about courses not being accessible and some faculty being unable to get into the CAR database. Several divisions have indicated they will be working further on the CAR update during in-service day and Brenda will be meeting with the Fine Arts department and PTA department on that day to go over the process with them.
- Per Fia’s request during spring quarter, Brenda prepared a draft on the activities of the LOC for the accreditation Year-3 report during the summer. The committee will need to work on filling in details and adding to the draft before the deadline for the report, which is scheduled to be spring 2012.

Written Communications Assessment Team Report
Committee members were provided with a copy of the Written Communications assessment team final report that was submitted and presented during opening week. Katy and Julie were members of that committee and were able to give the committee an overview of their work and discuss some of the concerns and recommendations that arose. LOC members were asked to review the report, discuss it with their departments, and bring feedback as to the types of activities or training the LOC might offer in response to the report.

PA&I Language Revision
Tabled until future meeting.

Disposing/retaining student work from CWO committees
Following the last spring meeting, Brenda made some inquiry and did a internet search for documentation on retaining student work related to assessment projects. She distributed a copy of one policy from the University of Portsmouth that includes a section on student work used for assessment. Committee members were asked to review the policy and provide feedback as to what we would include in a GRCC policy to make sure that student work that is gathered by our assessment committees is handled, stored and disposed of properly.

Respectfully submitted by
Brenda Bindschatel, LOC chairperson
10/12/2011