LOC Meeting Minutes
Fall 2008
Tuesday, Oct. 28th 12-1
Place: RLC 179

In Attendance: Kelly Eisenhour, Janet Ash, Ken Marr, Shelley Leavens, Pat Carter, Judy Burgeson, Barbara Brucker, Julie Moore

Information Items:

• **Update from Campus-wide Assessment Team on Writing:** We have a list of participants and have sent them an informational memo about the process. I [Jaeney] will send the course list to Fia on Monday to ask her to pull out students who are at least half way through their programs. Once we have the student lists, we will forward them to our faculty participants and then hound them regularly to get those students' writing assignments. Otherwise, we are spending the rest of the quarter fine tuning our assessment method. We will start with the community rubric and probably do some tweaking here and there.

• **Update on New Faculty Assessment Lunch:** We had 15 new faculty attend. It was a great discussion! The LOC suggested that we do this each year for new faculty members.

• **Fall Assessment Liaison Retreat:** Julie attends this week.

Action Items:

• **Follow up on Classroom Assessment Research Position:** Julie will talk more with Fia and April about the viability of this position. We need to figure out if and how to better coordinate the two sides of the position that include gathering data and helping faculty create classroom assessment projects.

• **Response to Student Responsibility Campus-wide Assessment Project Report:** What does the LOC see as next steps for the year #2 response to this report?
  
  o Revise the language of competency 3.1. “Appropriately question or change stated expectations, policies, and procedures.”
  
  • Each LOC member needs to gather the following data from his/her division and be ready to share this back with the LOC at the next meeting on Nov. 18th.
    1. Do you know the history of this language? What was it supposed to mean when it was developed?
2. If we revise this to be clearer, what wording would better capture the spirit of this competency?

- **LOTS database:** This is an ongoing problem because it has not yet been approved by the IC or given a place in GRCC systems to ensure that it is periodically updated. As a result, the LOTS database is slowly becoming obsolete. The committee discussed options to keep this from happening. We’ll need to follow up with further discussion to decide on a plan of action.
  - **PA&I:** Ask that it be re-negotiated to add the LOTS update process to PA&I.
  - **CAR Database Merge:** Revise the levels, so they better coordinate with the CAR. Then recommend to the I.C. that the LOTS and CAR databases be merged, so the data from LOTS would be added to the CAR database, thus synching the information rather than having it in two places.
    - Example of Level Revision: (Level 1 = Needed?) Level 2 = Proof that this competency is imbedded in the class as listed in the “Demonstrated By” section of the CAR. Level 3 = Proof that this competency is imbedded in the class as listed in the “Outcomes” section of the CAR.
  - **LOC Members:** Have LOC members lead their divisions in the process of updating the LOTS database each year or every other year.
  - **Other?**

- **Making Assessment Matter to Faculty:** We discussed how the LOC has mainly focused on accreditation issues lately and it has lost its connection to the classroom and activities/discussions around teaching and learning. The latter is what excites faculty, so it would be good if the LOC could focus more energy on this. The following are two ideas for how to do so.
  - **Workshops:** We could ask faculty who have experience with an area of teaching and learning to put together a workshop for other faculty. The LOC can pay these people stipends for their presentation. *Each LOC members: Please forward the name of someone in your division or who teaches here who you know has experience with a topic that you think could be made into a useful presentation on teaching and learning. Julie can then follow up with this person to see if he/she would be interested in presenting on In-Service Day, Opening Week, etc. in the future.*
  - **Round table discussions:** We could facilitate round table discussions about an issue regarding teaching and learning. These would in essence be best practices discussions where faculty could share what they do and help each other problem solve. *LOC members: Please forward to Julie a topic that you would like to have addressed in a round table discussion. Also let her know if you’d be willing to facilitate or co-facilitate one of these at this year’s In-Service Day.*

**Next Meeting:** Tuesday, Nov. 18th from 12-1 in RLC 179

**Agenda Items:**
• Follow up on Classroom Assessment Research position
• Follow up on Student Responsibility Competency Revision
• Follow up on LOTS database (if time)