LOC Minutes

Tuesday, Nov 27th, Salish Hall 1st Floor Conference Room

In Attendance: Joyce Hammer, M.J. Lockemy, Chris Johnson, Mike Kenyon, Anne Dolan, Jenny Rogoff, Michelle Marshman, Kirsten Higgins, Janet Ash,

- Informational Items:
  o Written Communication Campus-wide Outcome revision to information literacy competency: Julie reported that the IC approved our revision suggestion and this will be included in the new catalog.
  o Assessment, Teaching, and Learning Retreat Highlights: Common Core Standards and Prior Learning Experience: Julie gave a brief summary of each of these things and sent a full Power Point to each LOC member with details on each of these things that they can share with their divisions.

- Teaching Professor Conference: The LOC approved the following process and timeline for soliciting applications from faculty who want to attend this conference.
  o Wednesday, Nov. 28: Julie sends out an announcement to the faculty and ask them to submit an application to the LOC for funding for one person to attend the Teaching Professor Conference.
  o Due by Wednesday, Dec. 5: Applicants need to answer the following questions on their application:
    ▪ Describe why you want to attend this conference – what is the professional value to you of this conference? Be specific, citing examples from the conference website if possible and connecting them to your work at GRCC.
    ▪ Explain how you plan to use what you learn at the conference upon your return to GRCC – how will this impact your work here at GRCC?
    ▪ Summarize a plan for sharing what you learn at the conference with other faculty through a TLC session. (What format of session would you put together? When would you like to offer this? What might be the general agenda of this presentation?)
  o Done by Study Day: LOC reviews applications and notifies applicant of award. (review will happen online with LOC members voting online)

- CAR Database audit
  o Report from Julie on next steps – Julie reported about meetings she had with Anthony about the data in the CAR database. Anthony shared that the CAR database has gone through some huge changes in the past few years with common course numbering, etc. In the process, it became unstable at moments and information input may not have been consistently backed up at certain points in the process of updating the database with new information. This is not an ongoing problem with the database but rather one caused by the amount of changes
produced by initiatives like common course numbering.

Anthony is going to work with the LOC members to try and recover and/or find information on Campus-wide Outcomes that might not be visible at present. This will be the process: When LOC members send their CAR audit sheets to Julie with information on all courses from their division, she will then forward these to Anthony. He will try and recover or find the information in the CAR backup files. If he can find this, he will publish that to the current CAR. If not, he will let Julie know who will then report that back to the LOC rep, so the division can make these revisions/additions to CAR. LOC reps need to have all audit sheets to Julie by the end of November, so that Anthony has this time to try and locate the information potentially lost.

- **Job Description for new IR hire**
  - The LOC members asked Chris Johnson questions about the current draft of the job description for the new IR person to be hired soon. Some of the questions we discussed were around the need for the position. Is this another example of administration growing unnecessarily? We also looked at the language of the job description carefully to assess how well it established this new IR position as support to faculty rather than oversight of faculty. Chris fielded questions and made notes for another revision of the job description. He will send that out to the LOC later this week for a final round of feedback before moving to the next stage of opening the position and hiring.

**Next LOC Meeting:** The next LOC meeting will be Tuesday, January 8th from 12-1 in SH 120-30. The current agenda will be to hear from the Campus-wide Assessment Teams studying QSR and Critical Thinking. This will be a mid-point check in where they can share what they are doing and field questions the LOC may have about their project and/or findings.