LOC Meeting Minutes
Winter 2010
Tuesday, February 9, 12-1 p.m.
RLC 119

In attendance: Brenda Bindschatel, Vivette Beuster, Pat Carter, Joyce Hammer, Shelley Leavens, Julie Moore

• **LOC Chair Status Report**
  Brenda and Julie attended the Assessment, Teaching & Learning Retreat at Rainbow Lodge in North Bend February 4 & 5. No other matters to report.

• **Update on Merging the LOTS & CAR databases**
  Brenda and Julie met with Anthony White about the merging of the databases on January 27. They outlined for Anthony what the committee had discussed at the last meeting received input about what would be practical to accomplish in the merge. Anthony gave a tentative completion time of Fall 2011 due to other projects pending on his schedule. The committee members all agreed that this was a long time to wait and Joyce volunteered to contact Camella Morgan and April Jensen to see if that schedule could be adjusted based on the need for this implementation in coordination with our upcoming accreditation visits.

• **Purchase Request for Library Book**
  Julie presented a request for funding of a copy of Student Engagement Techniques: A Handbook for College Faculty by Elizabeth Barkley to be placed in the library reference section. The cost of the book is approximately $34 and committee members present approved the purchase with LOC funds.

• **W-designation for courses that include intensive writing**
  The members present gave division feedback concerning the proposed W-designation for writing intensive courses. The report from the math division was they are concerned about the effect on advising and transferring, the consistency between major universities as to how such a course would be considered for transfer, and whether or not all sections of a course would need to have the designation or if it would be instructor specific. Shelley reported that they would like to know what other community colleges are doing regarding this issue. Pat gave business division feedback that the greatest concern is the connection between a W-designation and class capacities. Committee members as a whole had more questions about the topic and preferred to have further discussion at the next meeting when the Social Science division rep could be present to clarify.

• **Small Group Instructional Diagnostics (SGID’s) – Julie Moore**
  Sessions have been presented to teach faculty how to complete SGID and Julie proposed that the LOC consider funding SGID activity in the future. SGID’s are completed at the request of an instructor that has concerns about class dynamics. The trained faculty goes in to the requesting instructor’s class for one period and
discusses the class with students to provide feedback to the instructor about any issues. Julie suggested a stipend of $50 per SGID for some designated number per year that the LOC could set aside budget funds for. The committee will discuss this further when more members are in attendance.

- **Accreditation Steering Committee update – Lori Vail**
  Lori was unable to attend the meeting, so this item was deferred to a later date.

- **Critical Thinking In-Service Day Proposal**
  Julie and Brenda met to discuss the agenda for the proposed sessions based on LOC member input at the previous meeting. They outlined 2 proposed sessions and presented the outline at the committee meeting. The call for proposal has not yet been given, but Brenda will submit the proposal for the sessions once it is.

- **2010 Assessment, Teaching & Learning Conference**
  Committee members were reminded of the conference and encouraged to put the word out in their divisions to faculty about the LOC funding available. Members were also encouraged to consider presenting at the conference.

- **Web Site Photo Update**
  Due to the small number of members in attendance at the meeting, the photo op will be postponed until spring.

Prepared and submitted by: Brenda Bindschatel 2/9/2010