LOC Meeting Minutes
Spring 2011
Tuesday, April 6 12-1 p.m.
BI-15

LOC Chair Status Report

- **Written communication CLWO committee update** – Julie Moore provided an update on the written communication committee activities to-date. The committee administered a faculty survey in Winter quarter that they used to query instructors and gather student work to assess competencies 1.3 and 1.5 of the outcome. They are refining a rubric this quarter to use for assessing the work and are on target to finish by the end of the spring quarter.

- **PA&I language related to projects** – As discussed previously in committee, Brenda contacted Mark Millbauer as UF president to get feedback from them about reorganizing the PA&I language to better emphasize that faculty can and should do program level projects during the PA&I review. Haven’t heard back yet from the UF. Today the LOC members present discussed the option of revising our project funding to include program level projects as well as campus-wide outcome projects. This matter will be presented for further discussion when more of the committee members are present.

- **Student Work retention policy** – Brenda has made inquiries to other Assessment Teaching & Learning liaisons around the state as to what their policies are for retaining and disposing of student work used in assessment projects and making inquiries on campus as to existing policies. The issue will be on the agenda for an upcoming meeting once more data is available.

- **Teaching Professor Distribution follow up** – Members who were at the meeting indicated that their respective divisions were accepting of eliminating the printed copies of the Teaching Professor since it is currently being distributed in electronic format to all faculty. Some members are choosing to print a few copies independently to put into faculty lounges and work areas. Effective immediately, Teaching Professor newsletters will not be printed and distributed by the LOC.

- **Establishing a permanent day and time for LOC meetings** – Members present indicated that their divisions were in support of having a set day of the week and time, namely Tuesdays at noon, for all future LOC meetings. Divisions can choose representatives based on their availability at that time.

- **Assessment, Teaching & Learning Conference reminder** – The LOC had 10 requests for funding to the 2010 ATL conference in Spokane. Brenda asked members to remind faculty in their divisions to get all paperwork completed and submitted if they are planning to attend the conference, since it is full and faculty will want to ensure their space.

**In-Service Day**
The committee discussed the upcoming sessions that will be provided by the LOC on the April 19 In-Service day. Currently, the In-service day committee has scheduled training...
sessions from 8:30 -9:45 a.m. and 10:00 – 11:15 a.m. and open lab time during the afternoon between 1:15 and 2:30. Since the attendees at the meeting were few, we need feedback from the remainder of the committee as to the accommodations and amount of time they anticipate needing on in-service day and whether the currently planned sessions are appropriate. Brenda will send an e-mail request for feedback to the LOC reps.

**Other**
Pat Carter raised the issue of the LOC section of the accreditation report that will be due in July and the necessity of getting that item on our agenda soon to discuss the writing of the report.

Next meeting will be scheduled for Tuesday, April 26 at noon in BI-15.

Respectfully submitted by
Brenda Bindschatel, LOC chairperson
4/5/2011