

To: Faculty Professional Development Center, Kent State University

Re: Faculty Learning Community Activity meetings for Improving Technical Report Writing

Date of Meeting: 3/12/08

Time: 2:03 to 3:02 PM

Meeting location: SHS 123 K, The University of Akron

LC members present: Sue Ramlo, Mike Johanyak, John Nicholas, Kelly Webb, Tom Lukach, Roland Arter

Please describe the topics covered at the meeting or a summary of the event:

Data collection activities: We reviewed the additional sections for each activity. We reviewed the revised mini-carrot activity that now includes these sections. ***We agreed that the other activity authors will add these sections to their activities no later than our next meeting (2 weeks from today at 2 PM).***

Additional data collection activity ideas: Jeff talked with Mary Myers and some other faculty about writing some additional data collection activities for TRW. Surveying students about issues on campus. Drive-thru food is also a good topic where a lot of the information is available online (cholesterol, Calories, etc.). The drive-thru / fast food be added to one of our alternative activities. Current events could lead to good activities – e.g. e-coli levels in Lake Erie, increase in oil prices, foreclosure rates, etc.

➔ Perhaps some folks who haven't written an activity can take on one or more of these topics.

Critical Thinking activities: we will come back to these at our next meeting and discuss further. HLCAA is developing core competencies for what is an educated person graduating from The University of Akron and critical thinking skill is currently one of these competencies.

Other types of authentic activities: Jeff developed a capital request activity (perhaps he can send it out to our FLC) and Sue sent out a real company capital request form.

FOLLOW UP:

- (1) ***We agreed that the other activity authors will add these sections to their activities no later than our next meeting (2 weeks from today at 2 PM).***
- (2) ➔ Perhaps some folks who haven't written an activity can take on one or more of these topics.

