

To: Faculty Professional Development Center, Kent State University

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

Date of Meeting: 4/23/08

Time: 2:03 to 2:52 PM

Meeting location: Schrank Hall South 128, The University of Akron

LC members present: Sue Ramlo, Mike Johanyak, Kelly Webb, John Nicholas, Lori Kraft

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

Mike brought a draft of one of the Power Point presentations that his TRW students are creating for the Mini Carrot Activity. We watched the PP show which includes audio built in. The student's presentation is about 11-13 minutes long. We talked about how this seemed like a very long presentation. We discussed making the presentation shorter (3-5 minutes) or possibly requiring students to write up the activity more formally and then giving a possibly optional PP presentation on the report.

We also discussed the critical thinking exercises Sue has been using in her Heat & Light physics class, formerly part of the NSF grant via David McConnell. Sue had examples of students' work to share.

We briefly talked about the OLN conference that is coming up. Mike will be driving separately. Kelly is teaching and unable to come. Lori, Sue, and John are planning on carpooling down together. We will need to finalize who else is going and how we will all be getting there.

Rock Mendenhall, a graduate of our EET program and on the EET advisory board (all of which met earlier today), was also shown the PP. He thought the idea and presentation were very good but also commented on its length (e.g. too long; 3-5 minutes would be better to help students focus on what the most important aspects are).

FOLLOW UP: We still need TRW activity authors to add sections to their activities no later than our next meeting.