

Summary
Title III Team Visit to
Owensboro Community and Technical College

Roger Angevine, Brenda Saunders, Kim Toby, and Mandy Davis left Somerset Community College at 7:00 a.m. on 09/10/04 to visit Owensboro Community and Technical College and meet with the staff of the Teaching and Learning Center (TLC) there.

Upon our arrival the TLC staff introduced themselves, took us on a tour of the center, and showed a promotional video of the TLC and its operation. We were then joined by two faculty members from Jefferson Community College. Director, Judy Coomes, provided a breakdown of the operations of the TLC. These included COMPASS assessment and remediation, tutoring and academic resources to be used by the students, electronic resources including Skill Tutor and Critical Thinking for Nurses, and the TLC website which provides a variety of learning resources.

Judy Coomes and her staff distributed material relevant to the operation of the Owensboro Teaching and Learning Center. Each staff member gave an overview of their respective area of responsibility within the TLC.

Judy Coomes, the director of the TLC, outlined the general operation of the TLC.

- COMPASS scheduling and testing
- Remediation for students that assess below developmental placement
- Mandatory tutoring for students who wish to retake COMPASS
- Tutoring-peer tutoring, individual tutoring with the instructional specialist and/or faculty members, electronic tutoring, and tutor training.
- Learning Style Assessment
- Learning Resources
- Handouts
- Generating reports and data for IE
- Technology assisted learning

- Electronic Resources, i.e. TLC web site
- Class visitation
- Make-up Exams

Staff shares some responsibilities, while others are divided among the four staff members. Judy Coomes, in addition to being director, serves as the Instructional Specialist for English and is the sole instructor for the remedial students referred to her through COMPASS. Jelaine McCamish serves as the Instructional Specialist concerned with study skills and information technology, the web mistress for the TLC website, maintains the technical aspects of COMPASS and its databases, and generates the reports for IE. Sherry Lee's duties include tutoring as the Instructional Specialist for mathematics and information technology. David Powers functions as the assessment coordinator and his responsibilities include, scheduling, proctoring, and scoring analysis of COMPASS exam, maintaining a phone log of test inquiries, and following up on contacts when test time approaches.

Materials distributed included

- Tutor/Student Worker Training Manual
- Forms relevant to the operation of the TLC
- Tutoring Information sheet
- Evaluation of Tutoring form
- COMPASS generated summary sheet, including sample recommendations
- Class presentation script
- Make-up exam policy
- COMPASS retesting
- GE 100 scavenger hunt
- COMPASS information package for students
- SkillsTutor information card
- Handouts on COMPASS, tutor sessions for writing, study skills, and critical thinking
- Sample reports for IE
- Tutoring Guidelines
- SUNRISE brochure

After the morning presentations by Judy Coomes and Jelaine McCamish, we ate lunch with the TLC staff, the president of OCTC, the

academic dean of OCTC, Title III personnel, and retention personnel. After the afternoon presentations by Sherry Lee, we had an opportunity to access and explore the TLC web site and SkillsTutor. David Powers presented the procedure for student scheduling to take the COMPASS exam. He is responsible for scheduling, keeping the records, verifying students' previous test score and checking student Ids. The students that want to retest must spend a week remediation for a minimum of three hours in Mathematics or Writing, or two hours for Reading, not to exceed one hour of remediation per day.

We returned to Somerset Community College at 7:00 p.m.