

July 29, 1985

TO; Patrick

FR: Jean

FLC PROJECT UPDATE

For our records here's a review of the stages of assembling the FLC material:

- I. Assemble as complete a list as possible of all 1983-86 material, classified according to category.
- II. Integrate with pre-1983 list.
- III. Selectively annotate, esp. published materials.
- IV. Annotate everything else, time available.

I have consumed 45-50% of the time allotted (i.e. 40-50 hours).....much of it has been in the PRE-stage I phase, i.e. rounding up all the materials, then developing a coherent way to work with them, and finally beginning on what new material has been sent to us this summer. My next steps will be to finish the "called in" material, and to go through all of your files on the replicate institutions, to see what new to add--there will be some overlap to be sure. In another 2 days' work, I will be able to complete Phase I.

On the next page is the outline I am working with. The categories correspond to Joanie Esperrian's, with the correction of the "Evaluation" section which I think must have been goofed up by our typist last autumn.

At this point, I am listing all materials by institution, just to see what we have. You will note that at the end of each citation there is a (letter) signifying which category that item will go to, in the Phase II draft, and, there are one or two asterisks. (*) The asterisks indicate material worth annotating, at least in my view....(major proposals or reports, published articles, or major speeches, descriptive material which presents a comprehensive overview of the program, or material unique to the FLC effort -- for example, the QUANTA program at Daytona Beach has printed extensive student handbooks).

For the Phase II work, if I do the cut-and-paste, I hope that Dorothy can do the typing to fold the two bibliographies together....and I can go ahead to Phase III.

In passing in the halls, you mentioned a PHASE V. idea that I

would like to clarify with you. I suspect it should take precedence over Phase IV. That would be to select materials from each program for future notebooks, like the one we handed out to participants last fall...or for your report?

My working copy is on disk, so if you have suggested changes about format, they'll be relatively easy to make.

CATEGORY OUTLINE

I. Published materials and major conference presentations.

II. Unpublished, 'in-house' materials.

- (5) A. Recruitment, Orientation materials
(including newsletters clearly of the recruitment, or orientation type).
- (2) B. Descriptions of Program Components
- (4) C. Visibility: brochures, news releases, print media items.
- (1) D. Reports, Manuscripts and Speeches
- (3) E. Evaluations
 - 1. Program
 - a. General
 - b. Federated Courses
 - c. Seminar
 - d. Core Course
 - 2. Students
 - 3. Faculty
 - 4. Evaluation Designs and Questionnaires
- (6) F. Lectures, Syllabi
- (7) G. History/ Miscellaneous
(Including misc. memos, grant applications, posters, newsletters of the community variety...)

General Progress -- in terms of institutions' materials

Institution	Requested material	PJH file
A. SUNY Stony Brook	due here Aug. 4	
B. U. Maryland	X	
C. La Guardia CC	X	
D. Galluadet College	X	
E.. U. Tennessee	X	
F. Daytona Beach CC	X	
G. Lesley	X	
H. Centralia College	here;minimal	
I. Tacoma CC BRIDGE	X	
J. Seattle Central	due here July 29.	
K. Evergreen	request made to Tafoya	
L. Dennison	Grant says he won't be able to assemble anything til late summer, early fall.	

X = complete file entered on disc.