

*Final*

**ASSESSMENT AND TESTING COMMITTEE  
MINUTES  
October 27, 2005**

**Members Present:**

Nancy Rice, Co-Chair, Math Faculty  
Vicki Atkinson, STU DEV Faculty Orientation Coordinator  
Vickie Gukenberger, ACA AFF Administrator  
Hazel Rilki, IT Administrator  
Michele' Robinson, Faculty-at-Large  
Karen Froelich, Transfer Program Faculty  
Matt McLaughlin, Admissions Administrator  
Lin Cui, ESL Program Faculty  
Daniel Corr, AVPAA  
Jean-Louise Gustafson, Reading Faculty  
Tanya Bergman, Assessment/Testing Coordinator

**Members Absent:**

Maria Moten, Co-Chair, Registrar's Office  
Kurt Neumann, English Faculty  
Eric Rosenthal, STU DEV Administrator  
Dawn McKinley, Career Program Faculty

*Members are encouraged this year to send representatives in their absence, as we are projecting some significant changes in policy that might affect all areas.*

**NOTE: Two (2) absences will result in a request for a department replacement for the absent committee member.**

**Meeting was called to order at: 3:14 pm**

**Agenda:**

**I. REPORT FROM CHAIRS**

- A. Shared Governance Meeting
  - 1. Report from Nancy Rice
  - 2. Shared governance has asked us to present a report by November 15<sup>th</sup> indicating what we've done so far this year.

**II. SUB-COMMITTEE REPORT**

- A. A document will be presented to our A&T group on November 10, 2005. This document will explain what the sub committee has done so far.
- B. The sub-committee report and the ESL Policy & Procedure update are the two huge issues for year end.

**III. NEW BUSINESS**

- A. Degree Audit Update – Hazel
  - 1. DAR (Degree Audit System)

2. Oracle does not have its own degree audit system.
3. Issue is that we don't have a stop out policy that could guide us on how far to go back in the system.
4. Matt did some research of the other schools and it seems that most other school have a time frame (i.e. 10 years to earn the degree, or what is more common is that students need continuous enrollment, but if you do stop out you come back in with the current catalogue). On average the stop out times vary from 1 semester to as much as 5 years.
5. What we are looking at is does there need to be a stop out policy? If yes, how far back? So how many catalogs back do we need to bring over to DAR?
6. Understand that if we do this, due to shared governance – we will need to share with various other groups/committees on campus (for example- Career Coordinators are getting an update/debriefing at their 11-10-05 meeting.
7. The bulk of the final recommendations will go to Academic Standards committee- this discussion mostly FYI to this (the A&T) committee.
8. **Question:** Will the fact that say math competency levels change year to year have an impact on this issue? **Response:** It is believed not necessarily.
9. **Question:** If they were on the '02 catalog do they go with that score or what? **Response:** The system can do exceptions, etc. on a student by student basis.

B. Assessment & Testing Policy Item #5 – Tanya

1. Re-testing procedures (***Any student who has not successfully completed a class (i.e. those receiving grades of D, F, or W) with expired scores may choose to begin the testing process, or repeat the class.***)
2. This policy has created the situation of “course repeaters” endlessly.
3. Sometimes students use this policy to stop out of a class, say for one year, then re-test and place into a higher level course.
4. Often times the reason they got a D, F or W is due to non-attendance/lack of participation in class.
5. Common practice, for example in Math, and perhaps in Reading tended to be “once you start the sequence, you cannot retest”—but this policy does not say that.
6. Not as big of an issue with Reading as with Math, because Reading scores take 5 years to expire and Math scores only take 1 year.
7. End result- it is perceived that this statement is unfair to the student who is successful in the class.
8. So, it is being proposed that perhaps the committee should eliminate this statement.
9. It is possible that this statement was written to deal with a registration procedural problems.
10. **Discussion** on the topic
  - a. Eliminating it may not be fair. Example: What about the person who, let's say, needs to meet a math requirement for a particular program placement? The person did

have prior class work in this course. What if he takes say a 6 week tutoring program and re-tests and places into a higher level course, then A&T policy #5 can help that person.

- b. Question: Doesn't the review of pre-reqs address this issue?
  - c. Maintaining a rule that affects a small portion of students is not logical. The institution should expect coordinators and chairs to intelligently handle these things.
  - d. If we eliminate #5, it will affect admissions as a lot of our students have prior history with coursework here at Harper.
  - e. Maybe this issue is a placement or competency testing issue.
  - f. Why can't authority be given to the testing center to handle any exceptions?
  - g. Perhaps the length of time for scores to expire is the issue.
  - h. *Per the registrars:* If enrolled in MTH 60, then try to re-enroll with a grade of "W" the fact that the scores expired does not stop them, but a grade of "W" does entitle them to re-enroll.
  - i. On the other hand, if a person took a course, got a grade, but the original test scores did not place them in the course; they cannot then re-enroll in the course. It is this discrepancy that makes item #5 on the A&T policy questionable
11. It was decided that we would collect some data and re-visit this issue
- a. Hazel will test this out with web registration vs. in person registration.
  - b. This should help us to better examine the question of whether or not to eliminate item #5 from the A&T policy

C. *ESL Policy & Procedures* – discussion is scheduled for **December 8, 2005** meeting

#### IV. MISC.

- A. Resume discussion of item #5 on A&T policy
- B. Sub committee report update
- C. Read and approve minutes from Sept 22, 2005 meeting and minutes from October 27, 2005 meeting

**Meeting was adjourned at: 4:37 pm**

- V. **Meeting Schedule** – will be 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month at  
**3:00 pm – Room: X250b**

*November 10, 2005*

*December 8, 2005*

Respectfully submitted,  
Michele' Robinson, Secretary