

Final

**ASSESSMENT AND TESTING COMMITTEE
MINUTES
September 22, 2005**

Members Present:

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

Members Absent:

Kurt Neumann, English Faculty
Nancy Rice, Co-Chair, Math Faculty
Eric Rosenthal, STU DEV Administrator

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

Furthermore, we have agreed, as a committee, that 2 absences will result in a request for a department replacement for the absent committee member.

Meeting was called to order at: 3:08 pm

Minutes: *from the April 28, 2005 meeting were read and approved with one change to section III; item A. Changes were made. Final copy of the minutes forward to all committee members, and a copy sent to Lori Miller requesting she forward it on to the Oversight Committee.*

Agenda:

I. REPORT FROM CHAIRS

- A. Introductions were covered and the group reviewed the A&T committee listing.
1. Hazel Rilki will replace Terence Felton as the IT Administrator Constituency.
 2. All changes requested as permanent positions were approved.

- B. Data Sheet was reviewed
 - 1. Purpose of the committee was explained.
 - 2. Major objective last year = Reviewing the policies (i.e. ESL)
 - 3. Note: ESL flow chart/policy statement has been done for review/approval by A& T. We will table until the next meeting.
 - 4. Clarification: Vickie G (AAF Admin) is a new position to the committee.
- C. 2004/05 Annual Report
 - 1. Previously sent via e-mail.
 - 2. Adjustments were added as needed per adjustment via e-mail.
 - 3. Reviewed as a group today at the meeting.
 - 4. Discussion: Issue of # of times (bullet #6) can be addressed as a sub group.
 - 5. Discussion: This issue was more about developmental and not typically progressing students – Sally Griffith & others are looking at developing – so maybe we can “hook up” there.

II. SUB-COMMITTEE REPORT

- A. Sub committee meeting over the summer. The question came up: ‘As an institution, is our philosophy that students are given the right to succeed or the right to fail? (currently we work under the premise that students are to be given the right to succeed). Based on this philosophy this will drive us in terms of part time/full time policies with regard to the enforcement of pre req issues, Assessment & Testing, etc. This committee will continue to discuss this.
- B. **Discussion:** How is oracle going to be able to handle waivers or pre req overrides, etc.? **Response:** This is being looked at. The discussion surrounds around whether or not the coordinator vs. oracle should have the authority to waive pre requisites. This is an institutional decision, but yet, Oracle has the capacity to do it.
- C. We don’t know how the system will perform based on current policy, so now we have yet to see what happens going forward with ERP.
- D. We are not trying to give up on assessment, but if we test, when do we do that? At what point is it done?
- E. ERP training (the student side) will take place next week. Additional training end of October/early November. Spring 2007= registration under the new system. We go live November ’06.
- F. Question: With new system, can ESL students register on line? Undecided but there are ways to identify as ESL and do approvals on line.
- G. Surprise existed that on line registration allows students to by pass some override/pre req requirements.
- H. ERP will have “conditional” registrations built in to deal with some of these issues.
- I. In part with English, math, and reading, but concern is how do we deal with pre-reqs across the rest of campus?
- J. Perhaps currently college is hyper focused on full time student at the expense of the part time student and the current student population. ERP is flexible; it can do many things, but note: it takes time. A&T is just one small part of the piece and we have only 1 year to get it done.
- K. **Question:** Have we looked at tracking PT/FT testing results. Yes, it was done, and it was about the same.

- L. Sub committee will keep A&T up to date on changes. A&T will probably be at the front of this (so like calendars, pre-reqs, assessments, etc.)
- M. Sub committee members: Nancy, Hazel, Vicki, Matt, Tanya, Reading person (Jean-Louise added at today's meeting).

III. OLD BUSINESS

- A. Per Shared governance it is okay for a committee to have a statement such as the following: "We are making an effort to make committee members more accountable with regard to attending meetings. After 2 missed meetings, a member can be removed from a committee." This committee agreed to include in our minutes a statement that indicated, 'after two absences we would request a department replacement'.
- B. Minutes from the April 28th meeting were reviewed and approved- with changes as noted in item (D) below. Fact Sheet was also circulated.
- C. On the Fact Sheet, updates will be made to Item #7 (per 4-28-05 minutes). Tanya will update fact sheet.
- D. It was noted that 4-28-05 minutes needed to be updated to show item IIIA to include the word "developmental" following the word "sequenced"
- E. Discussion occurred and the group agreed that issue the developmental group is reviewing will certainly intersect with this group. It may be appropriate for the development group (has not yet met this year) to take this issue on of presenting a rationale for the repeater issue.
- F. Group agreed to table this idea for future meetings as needed.

IV. NEW BUSINESS

- A. RDG 090 or 099 requirement
 1. See data sheet: it reads "place in RDG 99 if in top 1/3 of class they could..." But RDG 090 was put in via a typo so we need to remove option to opt out of 090 with class rank from this document.
 2. Note: Policy allows you to opt out of FT/PT assessment rule, but not for placement purposes.
 3. Committee agrees.
- B. Members received copies of the "Assessment Procedures Fact Sheet-Multilingual Students". Members were asked to review and the next meeting would be dedicated to the ESL fact sheet.

Meeting was adjourned at: 4:29 pm

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

October 13, 2005 (location TBA)—NO GROUP MEETING - SUB-COMMITTEE MET

October 27, 2005

November 10, 2005

December 8, 2005

Respectfully submitted,
Michele' Robinson, Secretary