

ASSESSMENT AND TESTING COMMITTEE

Minutes

Thursday, October 12, 2006

3:00PM

X250

Members in Attendance:

Nancy Rice, Maria Moten Joshua Sunderbruch, Jean-Louise Gustafson, Michele' Robinson, Karen Froelich, Lynn Altfeld, Eric Rosenthal, Vickie Gukenberger, Tasnim Kazi, Matt McLaughlin, Tanya Bergman, and Daniel Corr

Members Absent:

Vicki Atkinson and Dawn McKinley

I. Meeting began at 3:08pm with 10 members present at the time

II. Minutes from last meeting were reviewed and accepted (with revisions)

- A. Suggested that we spell out what was meant by CAR; PAR: and RAP on the minutes
- B. Issue of A&T policy exceptions was added to today's agenda (10-12-06)

III. Meeting update

Nancy met with Marge Skold to clarify the usage of the PAR (Proposal Recommendation Form), the CAR (Committee Action Report), and the RAP (Recommended Action to the President). Per the meeting it was indicated that our committee does need to use these forms (follow this protocol) for all decisions that we make. This includes any perceived "housekeeping" issues. The protocol involves sending out the form with the proper rationale and long term strategic goal indicated. Discussion took place and it was determined that whoever makes a proposal should write a rationale (Josh will update the A&T Committee Checklist to reflect this change). It was also noted that the committee could "lift" the language for long term strategic planning from the master document. Nancy also informed the committee that we have to be aware of the various reports we are responsible for: PAR (for any decisions made); CAR (due at the beginning of each semester); RAP (if there is a "huge" policy issue that would need the President's approval); Harper Committee Profile for Inside Harper. Data sheet. Nancy also reviewed the Harper Committee Profile document with the group and all were in agreement with its contents.

IV. Old Business

- A. Josh will "tweak" the A&T Committee Checklist to include the following changes: He will move the section titled "rationale" up, he will expand the section for "impact" to give room for resources. He will change the language at the top of the form to read "must be notified" as opposed to "should be consulted". A motion was made by Vickie Gukenberger to adopt the modified version of this form. Seconded by Lynn Altfeld. Motion passed. Josh will send correct form to Maria Moten for disbursement to the entire committee. Discussion took place with regard to this committee getting this document on line as well as possibly meeting minutes and agendas, etc. Josh agreed to talk to a contact he has on the Curriculum committee to find out how this can be accomplished.

- B. The AP request from the history department was approved and the department has been notified.
- C. A&T subcommittee update—No report at this time, however the subcommittee agreed to meet again to review their work and will report back to the A & T committee at a later time. Maria will set up this meeting.

V. New Business

- A. Retesting Procedure: Currently the A&T policy has a line that reads *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.* Discussion took place surrounding the recommendation that this statement should be removed/deleted from the A&T policy. The key issue is that this statement defeats the college's philosophy of letting students take courses when they have not proved that they have the appropriate *skill set* to be successful. It was noted that as the policy currently reads, the following scenario could occur:

The student who gets an A in MTH 060 must take MTH 080 but if he gets a D in MTH 060 he can actually re-test and skip MTH 080. There is no equity.

Discussion took place asking if this was just a "math" issue. The consensus was "no, it is a policy issue and we need to remember that policy is to be made for the rule, not the exception. Discussion also took place that this is not a "black and white" issue so numbers cannot be easily assigned here to understand if this is a true problem or if it is a perception.

Recommendation was made to delete testing statement from A&T policy. It was decided that Tanya would complete the A&T Committee Checklist form and Nancy would complete a PAR (Proposal Recommendation Form) for this item. Motion was made by Jean-Louise to eliminate item #5 from the A&T policy Procedure Fact Sheet which states: *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.* Motion was seconded by Michele'. Motion passed.

- B. A&T policy exception: The issue was raised with regard to counselors having the ability to override/place students into courses based on ACT scores. Tanya did research by looking at the last 3 years of this practice and the results indicate that this override/placement procedure is not successful. It turns out that students who get the counselors override based on ACT scores are only successful in the course placement 50% of the time.

The committee agreed to table this item until the next meeting when Vicki Atkinson could be present to help facilitate the discussion.

Meeting adjourned: 4:38pm

Future meeting dates for fall 2006:

Draft

- **October 26, 2006**
- **November 9, 2006**
- **November 30, 2006**

Respectfully submitted: Michele' Robinson (secretary)