

*Final*

**ASSESSMENT AND TESTING COMMITTEE  
MINUTES  
January 26, 2006**

**Members Present:**

Maria Moten, Co-Chair, Registrar's Office  
Nancy Rice, Co-Chair, Math Faculty  
Vicki Atkinson, STU DEV Faculty Orientation Coordinator  
Michele' Robinson, Faculty-at-Large  
Karen Froelich, Transfer Program Faculty  
Lin Cui, ESL Program Faculty  
Jean-Louise Gustafson, Reading Faculty  
Tanya Bergman, Assessment/Testing Coordinator  
Eric Rosenthal, STU DEV Administrator  
Keiko Kimura, Assoc. AE/L Assoc. Dean

**Members Absent:**

Kurt Neumann, English Faculty  
Dawn McKinley, Career Program Faculty  
Daniel Corr, AVPAA  
Vickie Gukenberger, ACA AFF Administrator  
Hazel Rilki, IT Administrator  
Matt McLaughlin, Admissions Administrator

*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: 3:18 pm**

*Introductions were made as Keiko Kimura (Assoc. Dean AE/LS) was at the meeting as a "substitute" in the absence of Daniel Corr, AVPAA*

**Agenda:**

**I. REVIEW OF MINUTES**

- A. Minutes from 12-8-05 meeting were reviewed and approved with minor grammatical updates noted.
- B. It was noted that the secretary needs to not only send a copy of committee meeting minutes to the Oversight Committee, but to the Library Archivist as well. *Michele' Robinson, Secretary, will ensure this is done.*

## II. OVERSIGHT COMMITTEE UPDATE

- A. Message for English department replacement on this committee seems to have gotten lost in translation. As a result of that, Nancy Rice (co-chair) will make a request so that Jim Edstrom can send out a campus wide committee replacement notice.
- B. There was a good discussion at the last oversight committee meeting on how to implement better communication strategies. Much of the discussion focused on ways to coordinate efforts among committees. There was also discussion on safety and fire exit issues as well.

## III. ESL POLICY & PROCEDURES

- A. ESL Policy & Procedure document was the topic for 1-26-06 meeting. *The policy had been reviewed by the committee members and lots of "Open Discussion" followed*
- B. QUESTION: "What do you mean in #1 by "all new ESL students?"  
SUGGESTION: "Why don't you say "first time enrollees in ESL..." *This change was agreed upon and noted on the ESL Policy & Procedure document.*
- C. QUESTION: "How do we do this systematically? How do we implement the steps that you have outlined in this document in the system?" RESPONSE: "Currently it is done by 'human hand', but if this becomes official we would need to do that in the system." *Lin Cui (ESL Program Faculty) agreed to take this back to her group for clarification.*
- D. Discussion followed explaining the current "flow" for students in determining if they are placed in ESL programs or not. A diagram was drawn indicating the following: Student comes into college and one of two things will happen.
  - 1. **If a student self identifies**, then that will yield placement in the ESL track.
  - 2. **If a student does not self-identify, then Compass Writing and Reading assessments are taken with possible referral to ESL.**
- E. COMMENT: The end goal is to be sure that the assessment procedure is institutionalized for every student regardless of being ESL or not.
- F. Institutionalizing this is still not practical because the current screening process allows for human contact that a system cannot provide for.
- G. Further discussion led to changing item #2 under Enrollment in ESL classes to read: "Full time....to take an ESL reading course."
- H. It was suggested that the ESL pre-reqs should be built into the system if you really want to get away from a manual process.
- I. CONCLUSION: This committee thinks we can help by simplifying or putting systems in place to help ESL with the process. So we really need to work with ESL to get the items, or at least portions of them, into the system.
- J. It was noted that we should definitely keep this document as it may be utilized via the HLC process as an additional means of support for our basic policies.
- K. QUESTION: (from Lin Cui) "What will happen to this document as is?"  
RESPONSE: "That is uncertain, but we should pursue how to get this in the system. We only have 6-7 months to get the system live."
- L. NOTE: Currently, ESL students will not be able to do the self service right away.
- M. Seems the current document will be a huge help once we develop the systemized steps for Oracle implementation and future Oracle self service opportunities.

N. A motion was made to have the ESL policy & procedure fact sheet added as an appendix to the A&T policy sheet. *(This document would serve primarily as a supplement for counselors, ESL department members, etc.)* Motion was seconded and passed via a “show of hands” vote.

#### IV. MISC.

- A. NOTE: Elgin Community College changed their assessment policy so that it has reading, writing, and math pre reqs for every course with IAI requirements in them. *It is food for thought for this committee as we have been discussing this issue for some time.*
- B. Maria did do “number crunching” based on research we requested of her for the A&T sub committee report. It turns out that the raw/baseline number for the number of students who were part time in the fall of 2005, but now full time in the spring 2006 is 644. Figures were given to Tanya, and this discussion will take place at a future 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**

*February 9, 2006*  
*February 23, 2006*  
*March 9, 2006*  
*March 23, 2006*  
*April 13, 2006*  
*April 27, 2006*  
*May 11, 2006*

Respectfully submitted,  
Michele’ Robinson, Secretary