

ASSESSMENT AND TESTING COMMITTEE

Minutes

Thursday, December 13, 2007

3:00PM

F253

Members in Attendance:

Joshua Sunderbruch, Karen Froelich, Lynn Altfeld, Sheryl Otto, Jean-Louise Gustafson, John Smith; Tasnim Kazi, Michele' Robinson, Maria Moten, Sue Bajt, Pat Widder, Dave McShane, Tanya Bergman, Sally Griffith

Members Absent: Vicki Atkinson, Matt McLaughlin

Chairperson: Joshua Sunderbruch

I. Meeting began at 3:08 pm

II. Review of the Minutes

Minutes from the meeting on October 11, 2007 were reviewed and accepted as read with minor grammatical errors.

Minutes from the meeting on October 25, 2007 were reviewed and accepted with amendments.

III. Old Business

A. **ERP:** This topic will continue to be on the agenda on an ongoing basis. Today there are no updates.

IV. New Business

A. **Developmental Education Taskforce – John Smith:**

1. This taskforce was established in fall 2007.
2. Purpose is to establish procedure for monitoring and assisting our development education students.
3. Taskforce welcomes input and participation from this committee.
4. Question: There was rumor there would be a developmental education department and perhaps developmental math might be moved from the math dept. Response: Not planning any separation or re-organization of any kind. Goal of the taskforce is to find ways to address the needs of developmental students.
5. Question: Do safeguards exist? Response: We have some safeguards in current policy. (For example in development reading – cap at 13 hours. If student drops developmental reading they must also drop development English).
6. Question: What is the plan for addressing repeaters? Response: Jean-Louise reported that per Laura Crane the number of repeaters is low. So addressing repeaters in a different way may not be the answer.
7. Question: Is there a developmental course exit interview or focus group? Response: No, but we could investigate this option.

8. John promised to continue to give this committee future updates on the work of this taskforce.

B. ESL Procedures Fact List – Lynn Altfeld

1. Lynn handed out the ESL procedures fact sheet
2. Suggestions were made, however Lynn will revise and distribute updated FACT sheet.
3. The committee was reminded that we have to be sure we can build these steps into the Banner system.
4. Lynn agreed to be sure this information is shared with IT to ensure they know the changes regarding ENG 101 on the fact sheet.
5. Question: Do students have the option to opt out of ESL courses?
Response: Yes—but note: ESL students get blocks; this only allows taking ESL classes until the block is cleared.

C. Assessment & Testing Committee Checklist

1. ESL is asking that IELTS tests be used in addition to TOFEL scores
2. Committee agreed to put together a CAR and send to the chair

Meeting adjourned at 4:25 pm

Future Meeting Dates:

Feb. 14, 2008
Feb., 28, 2008
March 13, 2008
April 10, 2008
April 24, 2008
May 8, 2008

All meetings to be held on F253 (William Rainey Harper Room)

Respectfully submitted: Michele' Robinson, Secretary