

COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL
TUESDAY, MAY 15, 2007
WOLFSON CAMPUS – ROOM 2106 - 1:30 P.M.
MINUTES

CHAIR: Acting Chair, Ken Boos

MEMBERS PRESENT:

Santiago Aranegui	Andrea Bermudez
Loretta Blanchette	Ana Maria Bradley-Hess
Ian Cobham	Michael Cuellar
Ramona Edwards	Loorna DeDuluc
Armando Ferrer	Robert Foran
Catherine Hanus-Zank	Malou Harrison
Sheri Goldstein	Euphemia Jackson
Miriam Lorenzo	Sean Madison
Pamela Menke	Ana Maria Morris
Victor Okafor	Lourdes Oroza
Lourdes Perez	Yuly Pomares
Carol Petrozella	Herbert Robinson
Steve Roitstein	Rebecca Sanchez
Richard Schinoff	Dwight Smith
Carol Tulikangas	Maria Valenzuela
Maria Vargas-O'Neel	Fred Wolven
Pam Zelmer	

MEMBERS ABSENT:

Andrew Fancher	On Leave
Laurie Hime	Sent Notification
Mayte Insua-Auais	Sent Notification
Sylvia Klein	Substitute Rebecca Sanchez
Joseph McNair, Chair	Ken Boos, Acting Chair
Madeline Pumariega	Substitute Ramona Edwards
Alfredo Perez-Triff	
Lenore Rodicio	Substitute Pam Zelmer
Deborah Smith	

GUEST: Irene Lipof
Walter Mackey

PRESENTER: Pamela Menke
Norma Martin Goonen
Lourdes Oroza
Silvio Rodriguez
Richard White

RESOURCE: Christopher Charles
Julian Chiu
Gina Cortes-Suarez
Mollie DeHart
Gina Victoria

RECORDER: Carol McAlister

1. **Call to Order**

The CASSC Chair, Joseph McNair, notified the Coordinating Committee that he might be unable to attend the May 15th meeting. In his absence, Ken Boos the faculty representative on the CASSC Coordinating Committee, served as the Acting Chair and called the meeting to order.

2. **Approval of the April 10, 2007 CASSC Minutes**

The minutes of the April 10, 2007 CASSC meeting were approved with the following correction: Page 4, Item 6 –

Justification: (second bullet) Current and expected employment opportunities as reported ~~y~~ by the State of Florida were very limited.

3. **Presentations**

Dr. Goonen recognized and thanked the outgoing CASSC members who were unable to attend the April 10th meeting.

Presentations were made to the following outgoing members:

- Ian Cobham (2005-2007) Mathematic Homestead Campus
Ian is completing his second term of service on CASSC and previously served as CASSC Chair.
- Fred Wolven (2006-2007) English Homestead Campus
Fred was a founding faculty member of Homestead Campus and is retiring June, 2007.
- Deborah Smith (2005-2007) Allied Health Medical Center Campus
Deborah was unable to attend today.

4. **Introductions**

Dr. Goonen introduced Dr. Irene Lipof and Dr. Walter Mackey.

Dr. Lipof, Wolfson Campus, Social Science, was elected to serve her second term on CASSC beginning in September (2007-2009), and was a founding member of CASSC.

Dr. Mackey is the new Academic Dean at Medical Center Campus as of yesterday, May 14, 2007.

5. **Dr. Goonen's Updates**

Bachelor of Science in Nursing (BSN)

The BSN, which was approved by the State legislature, received approval for State funding. The BSN Implementation Committee is chaired by Dr. Mollie DeHart who is organizing the BSN subcommittees. Dr. Mackey, Medical Center Campus Academic Dean, along with faculty, staff and administrators will be involved in the details of the college-wide initiative in order to meet the spring, 2008 implementation schedule.

Assessment of General Education Outcomes

We are delighted that some faculty have expressed that they would like to be involved in the assessment of the General Education Outcomes as this is a faculty lead process. We would like faculty involvement in both the creation of the assessments, and the assessment process. An Assessment Committee application will be forthcoming with information on applying to serve on the committee. The applications will be reviewed by the Assessment Committee. There will also be information sessions during the summer to answer questions concerning the committee such as how much work is involved, the task points for faculty and other information. Notification will be sent out with the dates and locations of the information sessions.

Summer Preparations

During the summer, the College will gear-up and prepare for the forthcoming academic year. As part of this, on August 27, 2007 at Kendall Campus, we will host a workshop at which Dr. Padron will address the faculty, administrators, and deans. This will be a timely workshop as the tasks before us are important. Discord has been noted between the U.S. Department of Education and the accrediting associations. The U.S. Department of Education would like to impose certain outcomes and minimum standards for colleges and universities. The accreditation agencies have voiced a strong opinion that the colleges and universities develop their own minimum standards and curriculum embedded student assessments. The College will strongly support the accreditation agencies.

6. **Curriculum - Reinstatement of Courses to 24-Hour Elective Block**

Lourdes Oroza presented the following curriculum proposals for reinstatement to the 24-hour elective block:

REINSTATEMENT OF COURSES TO 24-HOUR ELECTIVE BLOCK
SCHOOL OF BUSINESS
CHANGE FROM OCCUPATIONAL COURSES TO ADVANCED AND
PROFESSIONAL COURSES

ACG 2001	FIN 2100
ACG 2001L	GEB 2350
ACG 2011	OST 2335
ACG 2011L	PUR 2003
ACG 2021	HFT 1000
ACG 2021L	HFT 1210
ACG 2071	HFT 1300
ACG 2071L	HFT 1454
ACG 2450	HFT 2410
ACG 2031	HFT 2421
ACG 2170	HFT 2500
ACG 2630	HFT 2800
ACG 2360	HFT 1220
ECO 2013	HFT 2223
ECO 2023	HFT 2501
QMB 2100	HFT 2750
QMB 2100L	

REINSTATEMENT OF COURSES TO 24-HOUR ELECTIVE BLOCK
SCHOOL OF COMPUTER AND ENGINEERING TECHNOLOGIES
CHANGE FROM OCCUPATIONAL COURSES TO ADVANCED AND
PROFESSIONAL COURSES

CGS 1060	Introduction to Microcomputer Usage
CGS 2405	Advanced C++ Programming
CGS 2423	C for Engineers
CGS 2092	Professional Ethics and Social Issues in Computer Science
COP 1170	Introduction to Visual Basic
COP 1220	Introduction to C++ Programming
COP 2171	Advanced Visual BASIC Programming
COP 2800	Java Programming
COP 2805	Advanced Java Programming
EGS 2311	Engineering Mechanics- Static's

REINSTATEMENT OF COURSES TO 24-HOUR ELECTIVE BLOCK

Sign Language Courses

(English/Communications and Foreign Languages)

CHANGE FROM OCCUPATIONAL COURSES TO ADVANCED AND PROFESSIONAL COURSES

SPA 1612C American Sign Language I
SPA 1613C American Sign Language II
SPA 2614C American Sign Language III
SPA 2615C American Sign Language IV

REINSTATEMENT OF COURSE TO 24-HOUR ELECTIVE BLOCK

FUNCTIONAL HUMAN ANATOMY

(ANATOMY AND PHYSIOLOGY COURSE FOR FUNERAL SERVICE EDUCATION)

CHANGE FROM OCCUPATIONAL COURSES TO ADVANCED AND PROFESSIONAL COURSES

BSC 1084 Functional Human Anatomy

REINSTATEMENT OF COURSES TO 24-HOUR ELECTIVE BLOCK

SCHOOL FOR ENTERTAINMENT AND DESIGN TECHNOLOGY

CHANGE FROM OCCUPATIONAL COURSES TO ADVANCED AND PROFESSIONAL COURSES

FIL 1055 American Independent Cinema
FIL 1100 Film Writing
FIL 2611 Film Business, Marketing, Distribution and Exhibition
RTV 1100 Writing for Electronic Media
MUM 2704 Music Business 4-Computer Applications

REINSTATEMENT OF COURSES TO 24-HOUR ELECTIVE BLOCK

LEGAL ASSISTANT PROGRAM

CHANGE FROM OCCUPATIONAL COURSES TO ADVANCED AND PROFESSIONAL COURSES

PLA 2763 Law Office Management

**UNANIMOUS
APPROVAL**

7. **SCHOOL OF COMPUTER AND ENGINEERING TECHNOLOGIES**
 Lourdes Oroza introduced Richard white who presented the School of Computer and Engineering Technologies curriculum.

NEW COURSES

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
CTS 1111	Linux +	4	1,2,3,5,6,7	2007-1

Course Description: This course is designed to help students prepare for the CompTIA LINUX+ Certification exam and to teach the skills needed to administer GNU/Linux-based work-stations and servers. Students learn how to plan, install, maintain, document, and troubleshoot GNU/Linux operating system services.

Prerequisite: CGS 1060 or computer experience is required.

New Special Fee: \$40. A.S. degree only. (3 hr. lecture; 2 hr. lab)

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
EGS 2321	Engineering Mechanics – Dynamics	4	1,2,3,5,6,7	2007-1

Course Description: This course provides students with the skills they need to analyze and solve problems involving bodies in motion through the application of vector mechanics and Newton's laws. Students will learn kinematics, kinetics, energy of particles, rigid bodies in 2-D and 3-D motion, and vibrations.

Prerequisite: EGS 2311

New Special Fee: \$35.
 (3 hr. lecture, 2 hr. lab)

CHANGES TO EXISTING COURSES

Title Changes and New Course Descriptions

<u>Course No.</u>	<u>Course Title</u>	<u>Eff. Term</u>
CET 1171	Micro-Computer Service & Maintenance	2007-1

TO:

Introduction to Computer Service and Maintenance

Course Description: This course is designed as an introduction for students new to IT. Students will learn about the history, design, construction, and maintenance of microcomputers, including the proper handling and use of computer components and tools; how to assemble and disassemble computers; how to perform preventive maintenance; how to identify and upgrade components; how to interpret error messages, and how to perform basic troubleshooting.

Laboratory fee.

A.S. degree credit only (3 hr Lecture).

<u>Course No.</u>	<u>Course Title</u>	<u>Term</u>
CET 1172C	Micro-Computer Service & Maintenance 2	2007-1

TO:

A+ Computer Hardware Service

Course Description: This is an intermediate level course that prepares students for A+ hardware certification. Students will learn how to: install, configure, and upgrade components; diagnose and troubleshoot computer systems; identify, test, and troubleshoot motherboards, processors, memory, and printers; and how to connect network equipment.

Laboratory fee.

A.S. degree credit only.

(3 hr. lecture)

<u>Course No.</u>	<u>Course Title</u>	<u>Eff.</u> <u>Term</u>
CET 1173C	Micro-Computer Networking & Maintenance 1	2007-1

TO:

Network +

Course Description: This is an intermediate level course designed for students preparing for the hardware component of the Network + certification. Students will learn how to install, configure, manage, troubleshoot and upgrade network devices including network interface cards, switches, hubs, wireless access points, routers, and patch panels. They will also learn about the construction, installation, testing and repair of the physical layer of the network, including wired cables, fiber optic media, wireless transmitters and antennas. Demonstrated knowledge of microcomputer fundamentals and system components is required.

Laboratory fee.

A.S. degree credit only.

(2 hr. lecture, 2 hr. lab)

<u>Course No.</u>	<u>Course Title</u>	<u>Eff.</u> <u>Term</u>
CET 2176C	Micro-Computer Service & Maintenance 3	2007-1

TO:

Service + Service and Maintenance

Course Description: This is an advanced course designed for students preparing for the hardware component of the Server + certification. Students will learn how to install, configure, and upgrade workstations and servers; configure and test network and peripheral equipment; and diagnose and troubleshoot advanced computer systems.

Laboratory fee.

Prerequisite: CET 1172C or A+ certification.

A.S. degree credit only.

(3 hr. lecture)

CHANGE EXISTING COURSE DESCRIPTION
LAB FEE REQUEST

FROM: \$0 **TO:** \$35

<u>Course No.</u>	<u>Course Title</u>	<u>Eff.</u> <u>Term</u>
EGS 2311	Engineering Mechanics-Static's (With Vectors)	2007-1

Course Description: This is a foundation course in engineering mechanics. Students learn the basic principles of static's covering resultants, equilibrium, trusses, frames, friction, centroids and moments of inertia with vector notation and calculus. The content prepares students for further study in engineering dynamics.

Laboratory fee.

Prerequisites: MAC 2311, PHY 2048 or equivalent.

CHANGE EXISTING COURSE DESCRIPTION

<u>Course No.</u>	<u>Course Title</u>	<u>Eff.</u> <u>Term</u>
CGS 1560	Microcomputer Operating Systems	2007-1

Course Description: This is a comprehensive course in the use of operating systems for microcomputers suitable for students seeking preparation for A+ operating system certification. Students will learn how to install, configure, use, manage, and troubleshoot the Disk Operating System (DOS), Microsoft Windows, and other microcomputer operating systems.

Prerequisite: CGS 1060 or computer experience is required.

Laboratory Fee.

A.S. Degree only. (3 hr. lecture; 2 hr lab)

**UNANIMOUS
APPROVAL**

Curriculum

8. **ESL/FOREIGN LANGUAGES**

Pam Menke presented the ESL/Foreign Languages proposal to delete courses.

DELETE EXSITING COURSES

		<u>Eff.</u> <u>Term</u>
SPT 2811	Oral Inter-presentation Skills	2006-3
SPT 2821	Computer Assisted Translation 2	
SPT 2822	Practice in Computer-Assisted Translation	

Justification: SPT prefixes are no longer used; FOT the new prefix for the Spanish Translation Courses.

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9. **Placement Criteria Document**

Silvio Rodriguez presented the Draft Placement Criteria Document. The document was approved with minor modifications, and will be presented to the Executive Committee on June 12, 2007. The MDC Placement Criteria for Academic Year 2007-2008 document will be implemented following approval by the Executive Committee.

**UNANIMOUS
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(See CASSC approved document **Attachment 1** Draft Placement Criteria Document)

10. **Announcements**

Registration

Armando Ferrer said to alert our students to register now for Summer B term.

Purge Notice

Norma Goonen requested that we remind our colleagues of the importance of submitting the purge notice by the purge date. If it is not submitted by the purge date, it ultimately reflects on the school budget.

The meeting was adjourned at 2:30 p.m.

Schedule of CASSC Meetings
2006-2007

June 12, 2007	Wolfson Campus	Room 2106
July 10, 2007	Wolfson Campus	Room 2106

**NO MEETING IN AUGUST
(ATTACHMENT I)**

DRAFT Placement Criteria Document DRAFT

The State of Florida requires entry-level testing for students seeking Associate in Arts and Associate in Science degrees. Students whose native language is not English may be required to take another test to measure their English proficiency before entry-level testing is permitted. The State also requires institutions offering Postsecondary Career Certificate (VCC) and Adult Education Programs to test students pursuing these programs. Miami Dade College (MDC) may accept official test scores from certified academic institutions and approved regional workforce boards. Parameters for testing will be established between coordinating agencies. This year's Placement Criteria Document is divided into five sections: I. Placement Criteria for Degree and College Credit Certificate Programs; II. Criteria for Degree and College Credit Certificate Seeking-Students with Limited English Proficiency; III. Procedures for Testing and Placement Criteria for Postsecondary Career Certificate Education (VCC) Programs; IV. Procedures for Testing and Placement Criteria for Adult General Education Programs; and V. Procedures for Testing and Placement Criteria for Dual Enrollment Students.

I. PLACEMENT CRITERIA FOR DEGREE AND COLLEGE CREDIT CERTIFICATE PROGRAMS

The State of Florida requires each public college and university to have scores on one of the following test batteries for degree-seeking students prior to registration: Scholastic Assessment Test (SAT), American College Testing (ACT), or the Florida College Entry-Level Placement Test. The Florida College Entry-Level Placement Test consists of the Computerized Placement Test (CPT) and a paper-and-pencil version of the CPT. The term CPT will be used in this document to designate both forms of this test. Note: Beginning with the 2007-1 registration period, MDC will be participating in a Florida Comprehensive Assessment Test (FCAT)/CPT Pilot Project and will exempt incoming community college students from taking a placement test if they achieve the appropriate score on the FCAT.

The State sets minimum scores below which college preparatory work is required in reading, writing, and algebra. MDC requires additional testing in mathematics depending on the score received on the algebra section of the CPT. Placement **scores are valid for two years**. A registration hold is in place to prevent student registration until scores are presented. **Further assessment may be conducted in courses**. Students may retest once on each subtest of the CPT for initial placement. Retesting in any subtest area must occur prior to enrollment in that area or by the 100% refund date.

REQUIRED TO TEST:

1. All degree-seeking first-time-in-college students and all college credit certificate-seeking students in programs with more than 12 credits. Such students may not register for any credit course at MDC until they have a set of complete scores on file. This includes students who hold only a career certificate (VCC).
2. All students who register for any English, or mathematics course, or any course that requires College-level Reading and/or Writing placement.
3. All students who register beyond 12 cumulative credits.
4. All students seeking dual enrollment. Note: Refer to page 8, Section V for placement guidelines.
5. All students who took a placement examination more than **two** years ago, and whose scores have not been used for placement decisions.
6. All students who took a placement examination more than two years ago, whose scores were used for placement, but who have not yet passed a course in the corresponding subject area. Note: Students who placed into the lowest levels (REA 0001, ENC 0002, or MAT 0002) need not retest in the corresponding subject area.

EXEMPTED FROM TESTING:

1. Students who have earned an associate degree or higher from an institution recognized by MDC. Official documentation is required.
2. Students who have earned the required course grade based upon the chart below. Any course grade presented, which is below that needed for exemption, will require the student to be tested on the appropriate CPT subtest(s). Note: Exemption for courses not on the chart must be approved by the appropriate department chairperson. Official documentation is required.

<i>Skill Area</i>	<i>Course</i>	<i>Grade</i>
<i>Writing</i>	ENC 0021	A, B, C, S
	Any ENC 1000 or 2000 Level	A, B, C, S
	Any LIT 2000 Level	A, B, C, S
	SPC 1026	A, B, C, S
<i>Reading</i>	REA 0003*	A, B, C, S
	REA 1105 or REA 1125	A, B, C, S
	ENC 1101	A, B
	ENC 1102	A, B, C, S
<i>Mathematics</i>	MAT 0020 or 0024	A, B, C, S
	MAT 1033**	A, B, C, S
	QMB 2100	A, B, C, S
	Any (MAC, MAD, MAP, MAS, MGF, STA)	A, B, C, S
*Course number change from REA 0010 effective June 6, 2003.		
**MAT 1033 is a bridge course and does not count toward graduation.		

3. Students who attend another college or university, provide appropriate documentation, and are enrolling for courses to transfer to their primary institution (and who are not seeking a degree at MDC) are exempt from basic skills testing.
4. Students who present FCAT, SAT, or ACT scores meeting State requirements (see table below). If multiple test results are on record, the highest subtest scores are used. Any score presented, which is below that needed for exemption, will require the student to be tested on the appropriate CPT subtest(s). For students presenting passing mathematics scores in specific score ranges* (ACT Mathematics = 19-20 and SAT Mathematics = 440-490), the College-Level Mathematics subtest of the CPT may be used to determine placement into advanced mathematics courses (e.g., MAC 1105, MGF 1106, MGF 1107, etc.).

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Skill Area	Recommended Placement	FCAT	ACT^o	SAT
		Subtest Score	Subtest Score	Subtest Score
Reading	EXEMPT	Reading ≥ 355 or Level 4	Reading ≥ 18	Critical Reading ^o ≥ 440
Writing [^]	ENC 1101	Reading ≥ 355 or Level 4	English ≥ 17	Critical Reading ^o ≥ 440
Mathematics*	MAT 1033	N/A	19 - 20	440 - 490
	MAC 1105, MGF 1106, or MGF 1107	Math ≥ 375 or Level 5	≥ 21	≥ 500

Prior to March 2005, the Critical Reading section was known as the Verbal section. Scores from these two sections are comparable. New SAT writing, essay, and grammar usage scores are not used. New ACT English-essay combined and essay scores are not used.

*If recommended placement is MAT 1033, refer to CPT College-Level Mathematics subtest. MAT 1033 is a bridge course and does not count toward graduation. If recommended placement is MAC 1105, MGF 1106, or MGF1107 refer to Mathematics Department advisor for placement into other advanced mathematics courses.

[^]Faculty may recommend supplemental services based on a required writing sample.

Notes:
 Students who have already registered in a mathematics course (and are past the 100% refund deadline) are not eligible to take the College-Level Mathematics subtest without permission from the chairperson of the Mathematics Department.
If combined SAT score is 1200 or more in Critical Reading and Mathematics, or composite ACT score is 26 or more, student may be eligible for Honors College.

2007-2008 COURSE PLACEMENT GUIDE

Reading*		Writing*	
20 - 50	REA 0001 ⁽¹⁾	20 - 50	ENC 0002
51 - 70	REA 0002	51 - 70	ENC 0020
71 - 82	REA 0003 ⁽²⁾	71 - 82	ENC 0021
83 - 120	EXEMPT	83 - 120	ENC 1101 [▲]

¹Students scoring at this level must see an advisor prior to registering.

²Course number change from REA 0010 effective June 6, 2003.

*Students who have not satisfied college preparatory reading requirements may not enroll in college-level English even if their writing test score is 83 or higher. Students who have not satisfied college preparatory reading and writing requirements may not enroll in any Gordon Rule course, except mathematics. Students may select from a list of courses maintained by the Academic Advisement office and approved by the pertinent academic department, for co-enrollment with college prep courses.

▲Faculty may recommend supplemental services based on a required writing sample.

Mathematics

Placement may be based on a combination of tests. Arithmetic scores are required for students scoring below the noted score on the Algebra subtest.

<u>Algebra</u> Score	<u>Arithmetic</u> Score	<u>College-Level</u> Mathematics Score	<u>Required Placement</u>
20 – 71	20 - 29	Not Required	MAT 0002
20 – 71	30 - 64	Not Required	MAT 0020
20 – 71	65 - 120	Not Required	MAT 0024
Recommended Placement			
72 – 86	Not Required	Not Required ⁽¹⁾	MAT 1033 ⁽²⁾
87 – 120 ⁽³⁾	Not Required	20 – 39	MAT 1033 ⁽²⁾
87 – 120	Not Required	40 – 62	MAC 1105, or MGF 1106, or MGF 1107
87 – 120	Not Required	63 – 120	Refer to Mathematics Department

¹ College-Level Mathematics subtest available upon request. Students who have already registered in a mathematics course (and are past the 100% refund deadline) are not eligible to take the College-Level Mathematics subtest without permission from the chairperson of the Mathematics Department.

² MAT 1033 is a bridge course and does not count toward graduation.

³ An algebra score in this range without a college-level mathematics subtest score of 40 or higher places a student in MAT 1033.

COURSE PLACEMENT GUIDE NOTES:

Further assessment may be conducted in courses.

If scores on one or more of the subtests require college preparatory placement, students must enroll in at least one college preparatory course during their first term.

Students placing into college preparatory course work in one skill area are required to enroll concurrently in SLS 1505; students placing in two or more skill areas are required to enroll concurrently in SLS 1510 (formerly SLS 1535).

If CPT scores are college-level in all skill areas, students may be eligible for Honors College.

II. CRITERIA FOR DEGREE AND COLLEGE CREDIT CERTIFICATE-SEEKING STUDENTS WITH LIMITED ENGLISH PROFICIENCY

Students without sufficient English proficiency to take the CPT are required to take an MDC approved English proficiency placement test (EPT or ACT-ESL) and be placed in the designated English as a Second Language (English for Academic Purposes (EAP)) course. This includes students with foreign degrees that were earned from an accredited institution where the official language of instruction is not English. CPT testing is required following EPT or ACT-ESL testing and/or completion of EAP courses. The table below indicates the Test of English as a Foreign Language (TOEFL) scores used to exempt students from English proficiency placement testing.

<i>TOEFL Exam</i>	<i>Total Score</i>
Paper-and-pencil	550 or higher
Computer-based	213 or higher
Internet-based*	79 or higher
*Effective 9/24/2005 Note: Institutional TOEFL scores are not used for exemption purposes.	

REQUIRED TO TAKE AN ENGLISH PROFICIENCY PLACEMENT TEST:

1. All students who graduated from a non-English speaking high school.
2. All students who took ESOL during their eleventh or twelfth grade at any English speaking high school.
3. All students who earned a GED in Spanish.
4. All students who took an MDC approved English proficiency placement test more than one year ago and whose scores were not used for placement decisions.
5. Students transitioning from EDU 070, EDU 058, or EDU 064 to degree or college credit certificate programs are required to take an MDC approved English proficiency placement test in order to determine eligibility.

The following placement scores are in use for EPT and ACT-ESL (page 5):

<i>Course Placement Guide – EPT</i>	
EPT Raw Score	EAP Course Placement
0 – 30	Level 1
31 – 44	Level 2
45 – 58	Level 3
59 – 72	Level 4
73 – 86	Level 5
87 – 95	Level 6
96 – 100	Exempt from EAP
Campus department may recommend an adjustment to initial placement based on a writing sample and/or oral interview. Further testing may be done in classrooms.	

<i>Course Placement Guide – EAP Writing</i>	
EAP Writing Sample Score	EAP Course Placement
0.1	Pre-Level 1
1	Level 1 – EAP 1141
2	Level 2 – EAP 1241
3	Level 3 – EAP 1341
4	Level 4 – EAP 1441
5	Level 5 – EAP 1540
6	Level 6 – EAP 1640
7	Exempt from EAP

Course Placement Guide – ACT - ESL							
Composite		Grammar Subtest		Reading Subtest		Listening Subtest	
25–45	Level 1						
46–58	Level 2						
59–69	Level 3						
70–78	Level 4	70-80	Level 4	79-86	Level 4	72-82	Level 4
79–92	use subtest scores	81-88	Level 5	87-92	Level 5	83-91	Level 5
93–99	Exempt if writing sample passes	89-97	Level 6	93-97	Level 6	92-97	Level 6
		98-99	See Chair	98-99	See Chair	98-99	See Chair

Campus department may recommend an adjustment to initial placement based on a writing sample and/or oral interview. Further testing may be done in classrooms.

III. PROCEDURES FOR TESTING AND PLACEMENT CRITERIA FOR POSTSECONDARY CAREER CERTIFICATE EDUCATION (VCC) PROGRAMS

Depending on the career certificate program, MDC administers the TABE Complete Battery or Survey, Level A, Forms 9 and 10. Level D may be used if the completion level of the program is at the 9th grade level or less. Completion of a prescribed remediation program is suggested prior to retesting with a minimum 30-day period between retests.

Minimum basic skills levels as grade equivalents in mathematics, language, and reading are defined in each career certificate program description adopted under Rule 6A-6.0571, and published annually by the Commissioner of Education in the document entitled, "Career Education Program Courses Standards." Refer to this document for minimum required basic skills grade levels to earn a certificate by program.

Agencies sponsoring career certificate (VCC) seeking students may set higher requirements and exemptions for testing.

Students without sufficient English proficiency are referred to the Adult English for Speakers of Other Languages (ESOL) program. Refer to Section IV-C (page 7).

REQUIRED TO TEST:

1. All first-time-in-program students who designate themselves as certificate-seeking in a career education (VCC) program of 450 hours or more. Such students must complete an entry-level examination within the first six weeks of admission into the program.
2. All students whose TABE (or other approved examination) scores are more than two years old and have not been used for placement.
3. All students whose TABE (or other approved examination) scores are more than two years old and who have had a break in their enrollment of more than one year.

EXEMPTED FROM TESTING:

1. Students who have earned an associate degree or higher from an institution recognized by MDC. Except in specific situations such as certain programs sponsored by external funding agencies.) Official documentation is required.
2. Students who present SAT, ACT, or CPT scores which exempt them from college preparatory placement as outlined in Section I, Exemptions From Testing, Item #4 are exempt from testing for career certificate (VCC) programs. The student must have passing scores in all three subject areas.

3. Students who have completed the College-Level Academic Skills Test (CLAST) requirement pursuant to Section 1008.29 F.S. are exempt from testing for career certificate (VCC) programs.
4. Students who present official scores on any of the state-approved examinations (including the CPT), which demonstrate the skill level required by the specific program. The scores must have been obtained within the past two years.
5. Students seeking entrance into the MDC School of Criminal Justice Corrections and Law Enforcement programs pursuant to Section 943.17(6) F.S. are exempt from entry-level basic skills testing. This exemption does not apply to the Florida Basic Abilities Test (F-BAT) requirement for entry into basic recruit training programs.

EXEMPTED FROM EXIT TESTING ONLY:

Students who have earned a license from an approved national, state, or industry agency are exempt from the TABE exit testing requirement. The license has to be specific to the career and must be necessary in order to work in that field. Official license and documentation are required. (Initial testing is required.)

IV. PROCEDURES FOR TESTING AND PLACEMENT CRITERIA FOR ADULT GENERAL EDUCATION PROGRAMS

MDC administers the TABE Survey, Forms 9 and 10 with locator. The TABE retesting guidelines in Section III are also followed for Adult Basic Education (ABE) and General Education Development (GED) programs.

Students without sufficient English proficiency are referred to the Adult English for Speakers of Other Languages (ESOL) program. Refer to Section IV-C (page 7).

A. Placement Guide for Adult Basic Education (ABE):

The following placement scores are required for placement in the ABE programs:

<i>ABE and PRE-GED Placement Guide</i>	
TABE Grade Equivalent *	Required Placement
<i>Reading</i>	
6.0 – 8.9	EDU 090, and EDU 063 [▲] , and EDU 089 [▲]
<i>Language</i>	
5.0 – 5.9	EDU 083
6.0 – 8.9	EDU 080
<i>Math</i>	
4.0 – 5.9	EDU 073
6.0 – 8.9	EDU 076

*Students whose TABE scores are below the minimum required levels are referred to other adult basic education programs or to other remediation programs offered by MDC. Information about these options will be provided to the student during the placement interview.

▲TABE Reading score is used for placement into EDU 063 – Pre-GED Social Studies and EDU 089 – Pre-GED Science.

B. Placement Guide for General Education Development (GED) Preparatory Courses:

GED students should obtain a minimum 9.0 grade level equivalent on the TABE for each subject area in order to gain the most benefit from the GED preparatory courses. If a student scores a 9.0 grade equivalent or higher in reading and less than 9.0 in mathematics and/or language, the student can be enrolled in both GED and ABE programs of study.

Students are registered in EDU 075 – GED Preparatory – Comprehensive (Literacy Completion Point A-E) if they lack a State of Florida recognized high school diploma and meet one of the following criteria:

1. Have never taken the GED test.
2. Have taken the GED test, but have not passed any of the subtests.
3. Passed all of the subtests of the GED test without obtaining an overall passing score of 2250.

A student who has taken the GED test and was below the minimum required score on at least one, but not all of the subtests, is enrolled in one or more of the following courses:

GED Prep Courses Placement Guide	
EDU 085 GED Preparatory –	LCP - A
EDU 078 GED Preparatory – Social	LCP - B
EDU 079 GED Preparatory – Science	LCP - C
EDU 095 GED Preparatory –	LCP - D
EDU 077 GED Preparatory –	LCP - E

LCP = Literacy Completion Point

C. PLACEMENT GUIDE FOR ADULT ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) AND ENGLISH LITERACY FOR CAREER AND TECHNICAL EDUCATION (ELCATE)

MDC administers the Comprehensive Adult Student Assessment System (CASAS) – Life Skills (reading forms 27, 28, 33, and 34 and listening forms 53 and 54) for initial placement. The writing sample is used to determine literacy in the student’s native language. Students are placed in ESOL or ELCATE courses based on the lower of the Reading and Listening scores. An appropriate form of the CASAS is used for post-testing students transitioning to their next level of courses and for completion of Low Advanced ESL (EDU 058), High Advanced ESL (EDU 064), or Advanced ELCATE (EDU 070). Students transitioning from EDU 058, EDU 064, or EDU 070 to career certificate (VCC) programs are tested on the TABE following the testing guidelines in Section III in order to determine program eligibility. Students who enrolled in ESOL/ELCATE courses must follow the approved post-testing procedures.

Students who are not literate in their native language will be administered a Native Language Literacy Screening Device to determine their initial placement level.

Eligible students who do not meet the following minimum placement criteria will be referred to other programs offered by the College (Refugee/Entrant Vocational Education Services Training (REVEST), non-credit Intensive English, etc.) or to programs offered by Miami-Dade County Public Schools.

ELCATE Placement Guide	
CASAS Score	Course Placement Level
201 – 210	EDU 068 – ELCATE Beginning
211 – 220	EDU 069 – ELCATE Intermediate
221 – 235	EDU 070 – ELCATE Advanced

*Students must be literate in their native language.

ESOL Placement Guide	
CASAS Score	Course Placement Level
<181*	EDU 057 – Foundations
181 – 190	EDU 059 – Low Beginning ESL
191 – 200	EDU 060 – High Beginning ESL
201 – 210	EDU 061 – Low Intermediate ESL
211 – 220	EDU 062 – High Intermediate ESL
221 – 235	EDU 058 – Low Advanced ESL
236+	EDU 064** – High Advanced ESL

*Students must be literate in their native language.

**New optional course effective 2005-3.

V. PROCEDURES FOR TESTING AND PLACEMENT CRITERIA FOR DUAL ENROLLMENT

Florida Statute, Section 1007.271 describes the dual enrollment program as the matriculation of an eligible secondary student or home education student in post secondary courses that can be applied toward a career and technical certificate, or an associate or baccalaureate degree. The credits that students earn must be used toward both high school graduation and be acceptable toward the technical certificate, associate, or baccalaureate degree.

Dual enrollment students must pass the appropriate sections of the CPT, ACT, or SAT, to enroll in college credit courses. Students in an approved technical preparatory program who plan on enrolling in career certificate (VCC) courses must pass the TABE and meet the minimum basic skills grade levels in mathematics, language, and reading as defined by the career/technical program.

REQUIRED FOR DUAL ENROLLMENT COLLEGE CREDIT STUDENTS:

1. Students must pass the English and reading sections of the CPT, ACT, or SAT prior to registering for courses not related to mathematics, performing arts, and visual arts.
2. Students must pass the reading and college-level mathematics section of the CPT, or meet MDC's required ACT/SAT scores prior to registering for MAC 1105 or higher, or any course that requires mathematics as a pre-requisite.
3. Students must pass the reading and elementary algebra section of the CPT, or pass the required reading and mathematics section of the ACT or SAT prior to registering for accounting courses.
4. Students must pass **all** sections of the CPT, ACT, or SAT for science (biology, chemistry, physics, earth science) and engineering courses.