

# CASSC Research and Testing Committee

## MINUTES

Meeting: Wednesday, March 20, 2002 - Wolfson Campus, Room 5507

Present: K. Alderfer, W. Anders, J. Bashford, C. Benz, I. Cobham, R. Edwards, B. Fortuna, R. Jean-Bart, I. Joseph, D. Kaiser, A. Legget, J. C. Meza, C. Morris (Chair), E. Praschnik (for C. Bermudez), S. Rodriguez, D. Sloan, C. Spano, J. Tavarez

Not Present: E. Davis, R. Garcia, S. Goldstein, A. Paulet,

Recorder: R. M. Zaragoza

### **I. Review of Minutes**

Minutes of the February 20, 2002 meeting were approved as written.

### **II. Reports**

#### **A. Testing Directors**

Juan Carlos Meza reported on the following items that were discussed during the Testing Directors meeting on March 20, 2002:

- Comments entered on any Odyssey testing screen are now shown in all other testing screens. This information helps staff become more aware of the student's testing file.
- Kendall Campus has been administering the PASS exam at high schools via the Internet successfully. This method will most likely be followed by other campuses and should facilitate the recruitment process.
- The TABE waiver process is campus based and the campus Academic Dean makes final approval.
- Effective March 1, 2002, M-DCC changed its CLEP Test Center status from OPEN to LIMITED. A limited CLEP Test Center may only test admitted or enrolled students at the institution. The Testing Directors have agreed that students who have paid the college admission fee and obtained a student number are considered M-DCC students. Bright Future Scholars planning to attend M-DCC must follow specific advisement procedures before they can take a CLEP exam in our facilities.
- In the next few weeks, each campus will be offering a Bright Futures Training Session that will be coordinated by the New Student Center Directors.
- The Supervisors Feedback Program will be administered from April 5<sup>th</sup> to April 24<sup>th</sup>, 2002. Employees will evaluate their primary supervisor and their supervisor's supervisor. Employees who have an alternate supervisor will also be able to evaluate their alternate supervisor.

#### **B. Computer Applications Development**

David Kaiser reported that he is working on the following:

##### **Work in Progress:**

- Making changes to IRS179 the Longitudinal Cohort file.
- Developing the Enrollment and Retention analysis web pages:  
<http://pc285338/dwll/EAR33w01.jsp?seldtype=6>

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- Headcount. Looking for that 1 millionth student.
- Prospects. Victor is working on the PASS/CPT prospect pages. Had preliminary meeting to discuss development of prospect management system.
- Financial Aid will start using SAS to create ad-hoc reports of financial Aid data in the SAFE system.
- Student Feedback for Virtual College. Failed once again to get Student Feedback to work for Virtual College.
- Collecting Enrollment Projections for 2002-2003.

### ***New Projects:***

IPEDS Financial Aid. This project provides data for an annual federal survey and is due 4/12/2002.

### **C. IR Activities**

J. Bashford reported that she has been working on:

- **Class size & success report** – Institutional Research is analyzing the effect of class size on success and withdrawal rates of students in college prep reading and writing. As no real relationship was emerging the committee offered suggestions on controlling for instructor or campus.
- **Graduating Student Survey** – Survey is currently being prepared. When ready, it will be reviewed by Academic and Student Deans.
- **Climate Surveys** – Institutional Research is researching climate surveys used by other institutions.
- **Graduation Marathon** – Institutional Research is working with Applications Development to provide lists of potential graduates who have not yet applied for graduation to be used in the next graduation marathon.

Cathy Morris reported that the Fall Profile and Graduate Profile will no longer be distributed because the information will be available on the Institutional Research web site. She also noted that most Institutional Research reports will be posted to the web page under an employee portal for viewing by M-DCC employees only using their network password to log in. She also reported that the Board of Trustees just approved the Strategic Plan update and it will be put on the web as the March 2002 Status Report.

### **D. Enrollment Management**

J. Bashford reported that Rene Garcia has been working on:

- An enrollment management presentation for the Board of Trustees made on 3/19/02.
- Reviewing potential systems for tracking prospects.
- Focus Groups with EAP students were conducted recently, focus groups with college prep reading and writing students will be held in the next two weeks.

### **E. Odyssey Issues**

J. Bashford reported that changes are being made to post CLAST alternatives at the time the student became eligible for them, rather than the date that they were triggered. She also said that the SAT and ACT download program is not working properly and is being reviewed.

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Ian Cobham stated that he had heard rumors that there is an ongoing move to get rid of the CLAST. C. Morris stated that she recently attended a meeting in Tallahassee of the new K-20 Accountability Advisory Council. She described the changes being proposed and suggested that members visit the website and browse through the materials posted there. Website information [www.flboe.org](http://www.flboe.org)

### III. Follow-up Items

#### A. Report from ESL Placement Test Subcommittee

C. Benz reported that the ESL Placement Test Committee is waiting for ACT to tabulate the results of the pilot. Cheryl Benz just returned from the League for Innovations Conference and looked at some other possible placement instruments.

#### B. Placement Criteria

S. Rodriguez presented draft #3 of the 2002-2003 Placement Criteria Document and reported that the Academic and Student Deans were currently reviewing the document. The draft included the rewording of some of the additions and revisions that were suggested at the February 20, 2002 meeting and subsequently were approved by an email poll.

#### C. Credit-by-Exam Equivalents

S. Rodriguez presented a draft of the Credit-by-Exam Equivalents Comparison Chart for CLEP exams and explained the process that the College is using to update the procedures for alternative ways of earning credit at M-DCC. The new procedures **must follow the ACC Guidelines** and Equivalents Charts, which are available on the Academic Reference Resources link at <http://www.facts.org>. Depending on the exam, the course equivalents may change if the score level is at a 'B' level or 'C' level and institutions may not use other courses if they were identified on the ACC Equivalents Charts.

#### D. Computer Competency Test Transcribing

S. Rodriguez reported that the Academic and Student Deans approved the recommendation to post a statement on the transcript upon the student's successful passing of the CCT and that Karen Hays will soon advise him if this item needs to be reviewed by the Campus CASSC and College-wide CASSC.

#### E. Entry-level Testing Missing Scores

The Testing Directors reported on the status of their recent findings and Cathy Morris requested that they prepare a results chart and submit it to S. Rodriguez in a timely manner so he can prepare a college-wide chart that will detail the problem areas that are related to the missing test scores. The college-wide chart will be presented at the next R&T meeting and will be reviewed by the committee and it will be used as a basis for recommending the new placement holds for first-time-in-college degree seeking students that will only be able to be overridden by the Registrars, Testing and Advisement Directors.

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### IV. New Business

#### A. CLAST Retest Registrations

J. C. Meza reported that the Academic Deans are currently reviewing a recommendation, approved by the Student Deans and the Testing Directors, which will change the CLAST registration process. *Students who have taken at least one CLAST subtest will be registered as a CLAST retake candidate.* This procedure is already followed at five other community colleges and the State uses the same format for reporting CLAST retake statistics. Since retake examinees are allowed to have double time, our CLAST retake pass rate should improve.

#### Next Meeting:

The next meeting of the Research & Testing Committee is Wednesday, April 17, 2001, 1:30 p.m., Bonnie McCabe hall, Room 5507, Wolfson Campus.

#### Distribution:

Research & Testing Committee  
Allen McPhee, Chair CASSC  
Dr. Karen Hays