

CASSC Research and Testing Committee

MINUTES

Meeting: Wednesday, September 18, 2002 Wolfson Campus, Room 7166, Bldg. 7

Present: K. Alderfer, I. Cobham, E. Davis, R. Edwards, R. Garcia, S. Goldstein, R. Jean-Bart, D. Kaiser, J. C. Meza, C. Morris (Chair), S. Rodriguez, N. Agras (for C. Spano), J. Tavaréz, John Vassiliou.

Not Present: J. Bashford, B. Fortuna, A Legget, A. Paulet, C. Bermudez, D. Sloan.

Recorder: R. M. Zaragoza

I. Review of Minutes

Minutes of the April 17, 2002 meeting were approved as written.

II. Reports

A. Testing Directors

Sheri Goldstein reported on the following items that were discussed during the Testing Directors meeting on September 18, 2002.

Dual Enrollment Program

The Chairperson of the Dual Enrollment task force met with the Testing Directors regarding the providing of testing services to high school students that are interested in the M-DCC Dual Enrollment Program. A lively discussion followed that included the following topics: What is the Testing Department's role in promoting Dual Enrollment? Who are the campus Dual Enrollment contacts? Who is on the task force? What type of testing services (on campus, or internet version, or paper & pencil version at the high school) should be provided by the campus Testing Directors? The Testing Directors will continue to provide testing services on campus as requested by the high school or campus dual enrollment representatives. The R&T committee members strongly suggested to the Testing Directors that they need to be invited to the task force meetings and they should send at least one Testing Director to each meeting. They also mentioned that they should all attend when the topic of testing is discussed. S. Rodriguez will share this formation with Ailien Racines and also request a list of the task force members and all future meeting dates that he will forward to the testing directors upon receipt.

Student Feedback

Changes to the faculty contract were discussed. The Non Classroom Survey will now be called the Faculty Librarian Student Feedback Survey and continuing contract faculty will only participate in the Fall Term, unless they were on approved leave. At this point in the report, Ian Cobham indicated that he thought that according to the contract, faculty may participate at any time. S. Rodriguez felt that continuing contract faculty had to participate during the Fall Term only, and would only be allowed to participate during the Spring Term if they were on approved leave during the Fall term. I. Cobham will check with the Academic Deans and clarify this issue at the next meeting.

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B. Computer Applications Development

David M. Kaiser (Web Services) reported work on the following current projects:

- Transcript Analysis - Excess Credits
- Fixes to IRS139 (Student Term File)
- Fixes to IRS179 (Longitudinal Student File)
- EIS - moving to its new location <http://eis.mdcc.edu>
- EIS - creating new reports for Hialeah and EEC
- EIS - moving OTA and OST courses
- Automate Student Feedback Collection for Virtual College
- Create Enrollment Management version of SDB
- Add Narratives to Student Catalog

C. IR Activities

C. Morris reported that Institutional Research was working on the following:

- Closing of Summer and Opening of Fall data files for submission to the State
- IPEDS web-based student data
- Capital Outlay Projections for submission to the State
- Strategic Plan report to the District Board of Trustees
- CLAST report

She reported that J. Bashford has been working on the following:

- Surveys: Enrolled Student Survey; Climate Survey; Adult Education Survey
- Honors College support activities
- Enrollment Management with Rene Garcia
- Service Excellence

D. Enrollment Management

R. Garcia reported the following:

- Proposals for the Innovations in Student Services, a program that seeks to promote innovative pilot projects in Student Services, are due November 1, 2002.
- A telephone survey to identify why students transfer before graduating is near completion.
- The Campus Recruitment and Retention Plans have been approved by the College President.

E. Odyssey Issues

S. Rodriguez reported that the ACT/SAT Download program, which operates on a daily basis, was fixed and re-implemented on August 5, 2002. The program was not in production since December of 2001. He also reported that the new Odyssey Port 7.1 (scheduled implementation date is now 9/30/2002) would fix the selection logic problem of valid test scores not being selected for placement purposes.

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III. Follow-up Items

A. Report from ESL Placement Test Subcommittee

S. Rodriguez reported that Cheryl Benz, Co-chair of this committee has left the College and is now a chairperson in an Atlanta area community college and that Leslie Biaggi will now serve as the chair of this committee. He also reported that ACT-ESL representatives would be presenting the results of the Spring 2002 M-DCC ACT-ESL Pilot on Wednesday, October 16th, 2002 at 10:30 a.m. at the E.E.C to members of the committee. In addition to the committee, EAP Chairs, Testing Directors and one academic dean are also scheduled to attend this presentation. Following the meeting Leslie Biaggi is planning to report to R&T.

B. Entry-Level Testing Missing Scores

S. Rodriguez presented the attached College-wide chart and reported that the numbers from the 2002-1 Opening Student Data Base were lower, compared to 2000-1. He also reported that the new edit (1189 PLACEMENT TEST SCORES REQUIRED, FIRST TIME DEGREE SEEKING STUDENT) would be implemented with the new port (scheduled implementation date is now 9/30/2002), which should contribute to having this problem eliminated by next term. The Testing Directors also received a list of the students from their campuses with missing scores. They will work with the Advisement Directors in obtaining the required scores for the students in the system by the end of this term.

IV. New Business

A. NSAL Proposal

C. Morris led a discussion on the NSAL research proposal. The committee asked questions and gave their comments and finally voted to accept the proposal.

B. Discussion/Approval of Revised Procedure on Testing

S, Rodriguez presented the attached revised procedure, which is a merger of two very old procedures. After input from the members for suggested changes, the revised procedure was approved and submitted to Gabriela Buitron who will forward to appropriate administrators for final review and approval.

Next Meeting:

The next meeting of the Research & Testing Committee is Wednesday, October 16, 2002, 1:30 p.m., Bonnie McCabe Hall, Room 5507, Wolfson Campus

Distribution:

Research & Testing Committee
David Brubeck, Chair CASSC
Dr. Karen Hays

Students Without Any Entry-Level Tests		
Opening Student Data Base		
Campus	Term (as of 9/9/2002)	
	2001-1	2002-1
North	51	44
Kendall	152	87
Wolfson	86	53
Medical	22	11
Homestead	12	14
InterAmerican	69	9
College-Wide	392	218

Students With Incomplete Set of Entry-Level Tests		
Opening Student Data Base		
Campus	Term (as of 9/9/2002)	
	2001-1	2002-1
North	64	20
Kendall	101	68
Wolfson	86	33
Medical	0	4
Homestead	6	3
InterAmerican	41	23
College-Wide	298	151

Prepared by: Silvio Rodriguez, Institutional Research
Presented at Research & Testing 9/18/02

DRAFT

PROCEDURE MERGER 8303/8040
TESTING OF STUDENTS(8303) /PLACEMENT CRITERIA(8040)
(New title: Placement Testing of Students)

1. Purpose: To provide Miami-Dade Community College (M-DCC) students with the most appropriate placement into courses and programs based on standardized test score results and to ensure that reliable, valid and objective test information is available for use by students, faculty, advisors, and the institution in making significant educational decisions. M-DCC has established a policy of requiring students to take a State approved basic skills assessment.

2. Procedure:
 - A. Students entering M-DCC will be tested and placed into courses and programs commensurate with their skill levels as detailed in the Placement Criteria Document. Since January 1985, the State of Florida has required entry-level testing for students seeking Associate in Arts and Associate in Science degrees. M-DCC administers the reading, writing, and algebra subtests of the Florida College Entry Level Placement Test, known as the CPT, as required by State Rule. In addition the arithmetic subtest is administered to students scoring below the algebra cutoff score for placement in college preparatory mathematics courses, and the college-level mathematics subtest of the CPT may be administered to students scoring at or above the cutoff score for placement into higher level mathematics courses.

The State has also required agencies offering Postsecondary Vocational Certificate Education to administer an approved examination to assess student mastery of basic skills. In addition, the State also requires each institution offering Adult General Education programs to administer an approved examination to place students into the appropriate course(s) for their literacy level in the areas of mathematics, reading, and writing. Finally, the Associate in Science nursing programs at M-DCC also require placement testing for admission into their credit programs. M-DCC administers the Test of Adult Basic Education (TABE) for these purposes.

 - B. The District Institutional Test Administrator (ITA) updates the Placement Criteria Document annually with input from the college community. The document is reviewed and approved by the Research and Testing Committee, the College Academic and Student Support Council and the Executive Committee prior to becoming effective on July 1 of each year.

- C. The Directors of Testing are responsible for the administration of approved college-wide testing on each campus.
- D. The Campus Testing Departments will provide sufficient opportunity for all students to be tested in a timely manner. Whenever possible, the tests will be available on computer with a paper-pencil version available as needed. Special test materials and reasonable accommodations are available for students with documented disabilities. Test scores will be posted and available for display in the Odyssey Student Information System. Students will be given a copy of their score reports and both a hard copy and electronic file will be maintained in the Testing Department for at least two years.
- E. Research using test data from institutional data files may be conducted and reported as appropriate by the ITA and the District Office of Institutional Research. Testing information and data will be provided in aggregate form whenever possible and may be released only to qualified persons for use in accordance with accepted ethical standards with consideration of the confidential nature of the test results. The college-wide Research and Testing Committee will monitor and approve requests for such use.
- F. Additional testing may be conducted by the Campus Testing Department for special student populations or by request.
- G. Students whose English language proficiency is insufficient to be tested on the CPT or TABE will be given an alternative for placement into appropriate English language courses. Upon completion of the English instructional curriculum, students will take the required CPT or TABE for further course placement.