

# CASSC Research and Testing Committee

## MINUTES

Meeting: Wednesday, October 16, 2002 Wolfson Campus, Room 5507

Present: I. Cobham, R. Edwards, R. Garcia, S. Goldstein, R. Jean-Bart, J. C. Meza, C. Morris (Chair), S. Rodriguez, N. Agras for C. Spano, J. Tavarez, John Vassiliou.

Guest: Leslie Biaggi

Not Present: K. Alderfer, J. Bashford, C. Bermudez, A. Paulet, E. Davis, B. Fortuna, D. Kaiser, A. Legget, D. Sloan,

Recorder: R. M. Zaragoza

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

Minutes of the September 18, 2002 meeting were approved as written.

### **II. Reports**

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

S. Rodriguez reported on the following items:

- The new CLEP fee has been implemented.
- Testing departments and Institutional Research are coordinating the administration of three surveys: the Enrolled Student Survey, the Administrative Services Survey, and the Adult Education Student Survey.
- Testing departments are beginning to receive and process student feedback surveys for classes that follow a schedule other than the regular term calendar. The regular feedback administration for 2002-1 begins October 24<sup>th</sup>.

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

Cathy Morris reported the following for David Kaiser:

- The excess credits State report was completed & submitted.
- A supplemental data file for the State Accountability data was also prepared and submitted. This file corrected GPA information.
- The longitudinal data file is in its final testing stages and near completion.

#### **C. IR Activities**

Cathy Morris reported on the following:

- Data and responses to the proposed State K-20 Accountability Measures were prepared and presented to two State Board members and the Secretary of Education. A copy of the PowerPoint presentation is available to committee members on request.
- J. Bashford has been working with the Service Excellence steering committee, and the three Service Excellence facilitators will meet with the Testing Directors immediately after the Research & Testing Committee meeting.
- J. Bashford is overseeing the Enrolled Student Survey, the Administrative Services Survey, and the Adult Education Student Survey which are now in progress
- New Capsules on EAP progression and High Risk Courses were published.

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### **D. Enrollment Management**

Rene Garcia reported that write-ups from the focus group activity were nearly completed. These will be shared first with campus personnel and then posted to the Enrollment Management website at <http://www.mdcc.edu/eppa/pages/enroll/enrollment.htm>. This website currently features several presentations that can be viewed by committee members.

Rene also noted that information on the Innovations in Student Services initiative can be found on the Student Services web page at <http://www.mdcc.edu/eppa/pages/serv/services.htm>. He noted that Student Services areas were responding enthusiastically to this initiative.

### **E. Odyssey Issues**

S. Rodriguez reported on the following:

- Programming was just completed that fixed CLAST alternative problems.
- The testing analysis section on the A.A./A.S. Degree Audit is not reporting the math placement area correctly. This should be fixed soon.
- The new edit for stopping First Time In College Degree-Seeking Students without a full set of valid placement test scores was recently implemented with a minor revision that would not stop EAP students registering for EAP courses and SLS 1502.
- Rulx Jean Bart suggested an additional revision to remove the same edit for EAP students registering for EAP courses and a mathematics course, since another edit would stop these students from registering without the required test scores and they are not the students that we are attempting to stop with the new edit, since they are being referred for CPT math only testing. S. Rodriguez informed the group that the approximate number of these students in the fall term 2002-1 college-wide was less than 100. A lively discussion followed regarding and it was decided that Rulx would share his suggestion with the Registrar's at the next CARP meeting and communicate their opinion to S. Rodriguez.

## **III. Follow-up Items**

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

Leslie Biaggi, chair of the ESL Placement Test Sub-committee, reported that ACT made a presentation on results of the Miami-Dade Community College ACT/ESL pilot study that took place in January 2002. Attending this presentation were the sub-committee members, the ESL & Foreign Languages department chairs, and the testing directors from each campus. Leslie shared materials with the committee and indicated that the ESL Placement Test Subcommittee would meet again prior to the November 20th R & T meeting to complete the evaluation process and to decide whether or not to recommend using the ACT/ESL test. She will bring the recommendation to our next meeting.

### **B. Student Feedback Faculty Option to Administer Survey**

Ian Cobham reported that he spoke with the Vice President of the Union who confirmed that when the contract was negotiated it was understood that continuing contract faculty would participate in the Student Feedback Administration during the Fall Term, and would be allowed to participate during the Spring Term only if they were on approved leave during the Fall Term.

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### **IV. New Business**

#### **A. Web-based information and assistance for CPT & CLAST preparation**

Rulx Jean-Bart agendized this item because he would like to see a website developed that would give students assistance in preparing for CPT and CLAST examinations. A discussion arose regarding this issue and C. Morris noted that others had raised this same issue. Committee members agreed that there is a need for this type of website. C. Morris noted that Norma Agras brought to her attention an initiative that was begun several years ago. At that time, practice test items were developed by the disciplines. She also stated that J. Zelman expressed support of the project and indicated that Victor Nwankwo would be happy to participate on the subcommittee.

Ian Cobham will chair the subcommittee and develop membership that includes Victor Nwankwo from the computer area, representatives from the disciplines, from the Learning Resources area, academic advisement, and from the academic deans. Juan Carlos Meza agreed to represent the Testing Directors. Rulx-Jean Bart will represent the registrars. The subcommittee should survey existing resources, plan to put practice items on line, and enable branching to skills-building software where available. Other suggestions included contacting CLAST facilitators on the campuses, anyone conducting workshops in CLAST preparation, and Geof Gathercole in the School of Continuing Education (several members noted that CLAST prep courses were offered under continuing education) to see what resources are already available.

At this point Karen Hays joined the meeting and mentioned that there may be projects from the Math Roundtables that would fit with the work of the subcommittee. Budget monies are available to fund projects for improving student success in mathematics, and some of these projects include skills building for CLAST success. She suggested that I. Cobham contact Pat Bibby who was interested in updating a video for math preparation. Karen also mentioned that there is an initiative to work with CLAST preparation for Education majors. The Committee agreed that the subcommittee should make sure its work coordinates with the other initiatives. C. Morris will keep in contact with Karen on the status of the other initiatives.

I. Cobham will begin forming the subcommittee and will report back at the next meeting.

#### **B. Placement Criteria Process**

Silvio Rodriguez reported that work on reviewing the placement criteria begins in November (see attached). Norma Agras asked if data could be made available on student performance in college prep courses based on the current cut scores. She felt that discipline members would be better able to review the current cut scores with this information. The committee agreed, and Silvio will prepare the data to send to the disciplines soon after the request for any changes in the placement criteria has been distributed college-wide.

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### **C. Student Feedback Request for Additional Report**

Norma Agras requested that, if possible, an additional report summarizing the results per faculty member would be very helpful. S. Rodriguez said that he has received other requests from chairs for summary type reports but that nothing official has been requested through the academic deans. He recommended that she meet with the Chairs and academic deans to agree on what is needed and submit an official request through the deans.

### **Next Meeting:**

The next meeting of the Research & Testing Committee is Wednesday, November 20, 2002, 1:30 p.m., Bonnie McCabe Hall, Room 5507, Wolfson Campus

### **Distribution:**

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

# OVERVIEW OF THE PLACEMENT CRITERIA PROCESS

Revised 11/14/01

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.

## Timeline

### **Notification of Placement Criteria process (November)**

*ITA sends memo to Deans, Chairs, and Directors in the academic and program areas requesting the process to begin.*

### **Begin Review of Placement Document (January)**

*ITA sends reminder memo to Deans, Chairs, and Directors in the academic and program areas requesting recommendations for changes, additions, or deletions.*

### **Suggestions Returned to ITA (February)**

*Prior to submitting recommended changes several steps in the approval process should be completed. The proposed changes must be approved by the discipline committee, academic deans, and the campus CASSC before inclusion into the document for Research and Testing to review.*

### **Approval Process and Programming Revisions (March – May)**

*The order for reviewing and approving the revised version of the Placement Document is the following: 1) Discipline Committee, 2) Academic Deans Group, 3) Campus CASSC, 4) Research and Testing Committee, 5) CASSC, 6) Executive Committee.*

*Immediately upon approval, programming or other changes required in Odyssey are submitted to Applications Development or completed by Institutional Research as appropriate prior to July 1.*

### **Distribution of Revised Placement Document (June)**

*The revised Placement Document is distributed via the IR website to all full-time employees. The ITA sends memo to selected individuals in the academic and program areas that alerts these individuals of any substantive changes that were made in the document and requests their assistance in sharing the information with their faculty and/or staff.*

### **Institutional Research and Testing Website is Updated (July)**

*New Placement Testing Information is posted on IR website – <http://www.mdcc.edu/ir>.*