

CASSC Research and Testing Committee

MINUTES

Meeting: Wednesday, September 21, 2005

Wolfson Campus, Room 5507

Present: Barbara Bonallo, Ian Cobham, Sheri Goldstein, Caroline Izquierdo (for Georgette Perez, Rulx Jean-Bart, David Kaiser, Sean Madison, Juan Carlos Meza, Silvio Rodriguez, Cynthia Schuemann, Deborah Smith, John Vassiliou.

Not Present: Eurie Davis, Rene Garcia, Mayte Insua-Auais, Bert Lorenzo, Cathy Morris (Chair), Ivo Rokovich, Jose Tavaréz, Nancy Yi.

Recorder: R. M. Zaragoza

I. Review of Minutes

Minutes of the meeting of April 20, 2005 were approved as written.

II. New Members

A. Research & Testing Committee Members and Function

Silvio Rodriguez introduced the new members (Bert Lorenzo, Nancy Yi, & Cynthia Shuemann) to the Committee, explained the purpose of the Committee for the benefit of the new members, and asked each member to introduce themselves to the Committee. He also distributed two documents which included the list of members and the Committee's function (copies attached).

III. Reports

A. Testing Directors

John Vassiliou reported on the following:

- Testing Directors proposed a Walk-in schedule for Virtual College students, similar to the schedules of the rest of the tests, in order to better accommodate the needs of the VC students.
- Testing Departments will be administering the Administrative Services Survey during the month of October.
- Power Point presentation about Testing Departments services college-wide, prepared and presented to the Testing Directors group by John Vassiliou for final approval.
- Testing Directors will look into the option for administering the Student Feedback surveys via the web, similar to the SFB survey for Virtual College faculty, or via a software available via NCS Pearson. John Vassiliou has offered to pilot such an administration at the InterAmerican Campus.
- October 12, 2005, College Board/MDC presentation at InterAmerican Campus, topic "The Value of Assessment".
- November 17, 2005, College Board event at North Campus, topic "College Readiness"

B. Applications Development

David Kaiser reported as follows:

Application Development [for Harold Harper]

1. No report

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Web Services Current Projects [for David M. Kaiser]

1. Catalog Printing
2. HLP Contact List
3. Student Feedback collection for Virtual College and display for Students, Administrators and Faculty.
4. Update ZipMap
5. Update EIS
6. Program Review

C. IR Activities

Silvio Rodriguez reported that Cathy Morris was out of town and that Institutional Research is working on the following:

Highlights of recent Institutional Research activity include:

- Student Data Base closing 2004-3 summer and opening 2005-1 fall files.
- New Admissions Data Base for Baccalaureate students. Closing 2004-3 summer for first time.
- Baccalaureate evaluation reports for School of Education in progress.
- Excess Credits Report in progress, NRS Adult Education Report, and cohort study of Nursing graduates.
- High School Draw Report just published.
- National Clearinghouse data for Honors College and NWSA.
- State tracking for placement of vocational graduates.

D. Enrollment Management

Sheri Goldstein reported for Rene Garcia as follows:

1. Recruitment & Retention Plans – are being revised as part of the annual process.
2. Career Services Website – up and running very soon. A demo will be available at the next meeting.
3. High School Draw
 - we are at 40%
 - 8 percentage points above State average
 - more H.S. grads with standard diplomas – we drew disproportionately less of these
4. Open House Dates College-wide
Wednesday, January 25 and Saturday June 10
Prospective students and pre-select students are invited.

E. Area Report for R & T Representatives: Deans, College Prep, ESL, English, Math, Occupational/Vocational.

Deans – Sean Madison gave a report for the Academic Deans.

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Mathematics – Ian Cobham reported as follows:

The QEP has been implemented. The Math Discipline is heavily involved with the QEP. The College has appointed a QEP Oversight Committee whose job is to oversee the QEP. Dr. Patrick Bibby is the Chair, and I am a member of this Committee. The Committee meets regularly. The Committee has many sub-committees, one of which is the Research sub-committee which I chair.

ESL - Cynthia Schuemann reported as follows:

In the ESL area it was noted that the Florida Community College EAP Consortium will be meeting on November 4th hosted by the Wolfson Campus. A faculty team representing all of the campuses is organizing the event. The consortium meets three times annually to address issues of statewide commonality for EAP programs. At present, two primary goals are to define EAP as a separate category within DOE document 6A-10 and to develop and agree on statewide competencies for EAP 1500 and 1600 level courses. The group is seeking state support and funding for a subcommittee to work specifically in these areas via a request to Dr. David Armstrong, Chancellor for Academic Affairs and Student Success, Division of Community Colleges and Workforce Education. The request has been supported through channels by Patricia Windham, Director of Educational Effectiveness and Research and Dr. Bilsky, Vice Chancellor. As work on these tasks evolves, the consortium anticipates addressing the issue of when the CPT should be taken by EAP students due to the fact that current practices are not consistent. Some Florida institutions require the CPT at the point of entry, others after the EAP x400 series, and others (such as MDC) at the end of the EAP 1600 series. This inconsistency has resulted from varied interpretations of DOE document 6A-10. In other news, the EAP subcommittee on placement testing will meet this fall to discuss campus by campus practices regarding writing samples and the need for all campuses to report writing scores in Odyssey. It was also shared that an EAP retreat had been announced for October 7th; however, this has since been tentatively rescheduled for January 27th now.

College-Level English – Barbara Bonallo reported as follows:

One of the discipline goals established by the English Discipline Committee was to pilot ACCUPLACER's WritePlacer program in 2005-1 in 3-5 classes on the major campuses and 1 or 2 classes on the smaller campuses. The purpose of this pilot is to determine what the scores mean in terms of our own MDC students and whether the "electronic" score is consistent with the score a student would receive from his/her instructor. The papers that are scored by the WritePlacer program will also be holistically scored by English instructors (not their own) so that the English discipline can determine what the scores actually mean. If the program shows promise, then the discipline will have to address how it might be used in terms of placement, learning outcomes, etc.

Occupational/Vocational – Deborah Smith reported as follows for Medical Campus:

- The new Director of the Vocational Department is Mr. James Evans.
- Vocational Programs are no longer separate from other Academic Programs.
- All programs-Vocational and Academic programs, and their respective advisors are housed in the New Student Center on the first floor of Medical campus
- The goals; increase retention, create a more efficient process of educating students about required tests, documents, and general information about various program
- Scheduled to meet with Mr. Evans about tests and goals for the year. Will report next month

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IV. Follow-up Items

No follow-up items were discussed.

V. New Business

A. Meeting Calendar 2005-2006

Silvio Rodriguez distributed the 2005-2006 Meeting Schedule calendar (copy attached).

B. Overview of the Placement Criteria Review Process

Silvio Rodriguez distributed the [Overview of the Placement Criteria Review Process](#) document, discussed the timeline, answered a few questions about last year's review process, and reminded the discipline/area representatives of their role in the annual review process.

C. Grade 14 Assessment Update

Silvio Rodriguez informed the committee that Pat Windham, Associate Vice-Chancellor for Evaluation, Division of Community Colleges and Workforce Education was a guest speaker. at the 9/9/2005 CLAST ITA Annual Meeting, distributed two handouts (copies attached) and reported on the following.

Pat Windham briefed the attendees of the ITA meeting on the Grade 14 Assessment (G14) "new way to assess learning gains and a possible alternative to CLAST", distributed two handouts (copies attached)rd copy that will be left in your in-box), and then answered numerous questions regarding the G14. Most of the ITA's were not aware of the G14, but they were aware that the State was considering replacing the CLAST with a new type of examination.

Handout #1: General Education Assessment Proposal for a Request for Information (RFI) Draft as of July 11, 2005. Note: Action Plan for RFI begins October 1, 2005.

Handout #2: Proposed Grade 14 Assessment Options General Education Section.

Note: Assessment options include CAAP for students who took ACT for placement and an unknown proposed College Board Assessment for students who took SAT or CPT for placement. Students who failed the G14 would have to take a supplemental skills course or required lab hours.

He also reported that the G14 is still at the earliest stages of development and that the College is monitoring state level discussions and progress on the test and will convene a task force if or when necessary. A lively conversation regarding the G14 followed his report.

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VI. Information Items(s)

A. Test Preparation Website

Silvio Rodriguez briefly discussed the test preparation website and informed the Committee that the Campus Testing Directors are the contact representatives for the campus based resources pages.

Next Meeting:

The next meeting of the Research & Testing Committee is Wednesday, October 19, 2005 at 1:30 p.m., Bonnie McCabe Hall, Room 5620, Wolfson Campus.

Distribution:

CASSC Research & Testing Committee
CASSC Chair
Campus President responsible for Testing
Associate Provost of Institutional Effectiveness
Associate Provost for Academics
Associate Provost for Student Support

COLLEGE COMMITTEE REPORTING TO
THE COLLEGE ACADEMIC AND STUDENT SUPPORT COUNCIL - CASSC

Research and Testing Committee

TERM: 2 YEARS

POSITION	NAME	CAMPUS	DEPARTMENT	PHONE	FAX
District Director of Institutional Research	Cathy Morris - Chair	D/Wolfson	Institutional Research	7-7468	7-7496
Academic Dean or Representative	Sean Madison	Homestead	Academic/Student Services	7-5101	7-6140
Student Dean or Representative	Sheri Goldstein	Medical	New Student Center	7-4477	7-4441
Testing Directors					
	Cecilia Puccini-Martinez	North	Testing Department	7-1018	7-1889
	Eurie Davis	Wolfson	Testing Department	7-3523	7-7622
	Ivo Rokovich	Homestead	Testing Department	7-5198	7-5213
	Juan Carlos Meza	Kendall	Testing Department	7-2748	7-0679
	John Vassiliou	IAC	Testing Department	7-6175	7-6207
	Jose Tavarez	Medical	Testing Department	7-4233	7-4347
Director of Test Adm. and Program Evaluation	Silvio Rodriguez	D/Wolfson	Institutional Research	7-7492	7-7496
Campus Registrar	Rulx Jean-Bart	Wolfson	Admissions & Registrations	7-3576	7-7025
Computer Applications Representative	David Kaiser	Kendall	Appl. Development	7-2336	7-2827
Faculty	Bert Lorenzo	North	College Prep.-Writing	7-8146	7-8029
	Nancy Yi	Kendall	College Prep. Reading	7-2260	7-0536
	Barbara Bonallo	Wolfson	College-Level English	7-3283	7-3819
	Deborah Smith	Medical	Occupational	7-4259	7-4278
	Cynthia Schuemann	IAC	ESL/Foreign Languages	7-6561	7-6135
	Ian Cobham	Homestead	Math	7-5004	7-5066
College CASSC Representative	Mayte Insua-Auais	North	Psychology	7-1694	7-1833
Support Staff/Testing	Caroline Izquierdo	North	Testing Department	7-1079	7-1889
Resource Member	Rene Garcia	D/Wolfson	District Office of Education	7-3012	7-7622
Student	VACANT		Student		

c: Joanne Bashford

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**MEETING SCHEDULE
JANUARY-DECEMBER, 2005**

**Bonnie McCabe Hall
Wednesday, 1:30 p.m.**

JANUARY 19, 2005	-	Room 5620
FEBRUARY 16, 2005	-	Room 5620
MARCH 16, 2005	-	Room 5507
APRIL 20, 2005	-	Room 5507
MAY 18, 2005	-	Room 5507
JUNE 15, 2005	-	Room 5507
JULY 20, 2005	-	Room 5507
AUGUST – NO MEETING SCHEDULED		
SEPTEMBER 21, 2005	-	Room 5507
OCTOBER 19, 2005	-	Room 5507
NOVEMBER 16, 2005	-	Room 5507
DECEMBER 7, 2005	-	Room 5507

**General Education Assessment
Proposal for a Request for Information
DRAFT as of July 11, 2005**

Purpose: The general education assessment test will be a means of displaying the learning gains achieved in the areas of English, mathematics and critical thinking as part of the general education component of the associate degree.

Characteristics: The test itself will be computer based and will be available to students via an institutional testing center and upon request within the hours established by the center.

The reports generated from the test will include diagnostic information at the student, the department and the institutional level.

The test should be tied to a previous assessment instrument such as the CPT, ACT and/or SAT.

The results of the test will be low to medium stakes for the student and medium to high for the institution. There will be incentives and/or consequences to the students for failing to achieve a minimum level, but the minimum level will not have to be achieved by retaking the test; the results will be included in an institution's accountability measures.

Action Plan:

<i>Action</i>	<i>Timeframe</i>	<i>Accountable Office/Person</i>
Request for Information	(RFI written and internally reviewed prior to October 1) October 1 (issuance date) – November 30, 2005 (works if RFP in field for only 4 weeks; however, Thanksgiving dates may cause delay)	ARM – Jay Pfeiffer
RFI Information Compiled and a Report Prepared for use in Preparation of the RFP	December 2005 (Holidays may cause delay)	Jay Pfeiffer
Request for Proposal Written and reviewed internally	January – June 2006	ARM – Cornelia Orr
Request for Proposal Reviewed by General Counsel and Purchasing and Issued	July 2006	ARM – Cornelia Orr
Bidders Conference, Vendor Proposal Submission, and Protest Period	August 2006 – January/February 2007	ARM – Cornelia Orr
Contract Executed	March/April 2007	ARM – Cornelia Orr

Test Development (if necessary)	April/May 2007 – December 1, 2007	ARM – Cornelia Orr
Pilot Testing (if necessary)	January 2008 – August 2008	ARM – Cornelia Orr
Implementation	Fall 2008 – may be earlier depending upon vendor selected and product availability.	ARM – Cornelia Orr
CLASP replaced	Upon end of current contract or availability of new test	ARM/Legislative Affairs – Cornelia Orr/Paula, Shea

Proposed Grade 14 Assessment Options General Education Section

