

# CASSC Research and Testing Committee

## MINUTES

Meeting: Wednesday, February 25, 2009

Wolfson Campus, Room 5620

**Present:** Ian Cobham, Christine Dundas, Sahyli Galera, Sarah Garman (for Leighton Spence) David Heredia, Rulx Jean-Bart, Ivonne Lamazares, Susan Manaskie, Dora Mejia-Montoya, Juan Carlos Meza, Tom Meyer, Victor Nwankwo, Mayte Pino (for Cecilia Puccini-Martinez), Adam Porro, Frank Quebbemann (for Cynthia Schuemann), Silvio Rodriguez (Co-Chairperson), Jeffery Thomas (for Sheri Goldstein) and Sofia Villalobos Tavarez

**Not Present:** Rene García, David Kaiser (Co-Chairperson), Ivo Rokovich, and Wendy Stinger

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

Minutes of the meeting of January 28, 2009 were approved. The Committee then agreed that the draft minutes are ok to post at [https://www.mdc.edu/cassc/committees\\_rt.asp](https://www.mdc.edu/cassc/committees_rt.asp) prior to their approval.

### **II. Standing Item(s)**

#### **A. Research**

Silvio Rodriguez reminded the Committee members that one of the charges of this Committee is to provide advice regarding research priorities for the College and that the Committee needed to submit their highest ranking research proposal to David Kaiser at today's meeting. This was followed by a lively discussion and a decision to submit question #1 from the **attached list** as their highest ranking research proposal that should be done by Institutional Research. The Committee also recommended *that factors that predict students who do perform as well as most students should also be researched.*

*Which students are not doing as well? Identify factors such as demographic information, test scores, length of time out of school, etc. that predict students who do not perform as well as most students.*

#### **B. Placement Criteria document 2009-2010 review process**

Silvio Rodriguez distributed Draft #3 - (02/25/2009) of the 2009-2010 Placement Criteria Document and discussed the suggested changes with the Committee. In addition, he informed the Committee that the next step in the review process would be by the Deans. He also reminded the discipline/area representatives of their role in the annual review process. The most recent version of the draft document is available via the Placement Criteria website at [https://www.mdc.edu/ir/CPT\\_CLAST/placement.asp](https://www.mdc.edu/ir/CPT_CLAST/placement.asp). It includes the changes that were supported by Committee members at the meeting and by the Deans during their review process.

### **III. New Business**

#### **A. Ending of expired placement scores for students with any course grade**

This item was discussed during the presentation of the Placement Criteria document, Section 1,

**Required To Test**, item #6. The supported procedure is as follows:

Placement scores would not expire as long as there was any letter grade associated with the placement decision.

#### **B. Use of CPT as an option for exiting college preparatory students**

This item was discussed during the presentation of the CPT retest procedure.

Silvio Rodriguez informed the Committee that he discussed this subject with Julie Alexander from the FLDOE. The MDC option is ok as long as the CPT is not used instead of the State's Exit Test and the option is clearly communicated (**see attached**) in the CPT retest procedure.

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### IV. Follow-up Items

#### A. **CPT and no more PASS? (CPT retest procedure)**

Silvio Rodriguez distributed a 02-25-2009 draft version of the ACCUPLACER (CPT) retesting procedure and informed the Committee members that eliminating the use of PASS at MDC is widely supported at the College. This was followed by a lively discussion on this subject and a recommendation to support the changes in the CPT retest procedure with minor changes in the document. This item ended with an agreement that Frank Quebbemann and Adam Porro will work together to develop a process that is acceptable to the EAP group and the Testing Directors to allow the entering of CPT scores in Odyssey for EAP referred students, but have those scores not used for registration purposes unless they met pre-determined conditions. The **attached** version includes the changes that were recommended by the Committee and supported by the Deans during their review process subsequent to this meeting.

#### B. **H.S. ESOL COMPASS/ESL Test Requirement**

Frank Quebbemann informed the Committee that the EAP group recommends that "eleventh grade ESOL" not be stricken from MDC's Placement Criteria document. Although a high school student may have had "regular" English in 12th grade after ESOL in 11th, he/she probably still has limited English proficiency and would benefit from the COMPASS/ESL evaluation of his/her language skills.

#### C. **Proposed Partnership with English Language Programs and TOEFL waiver?**

##### - **COMPASS/ESL Test Waiver for Select International Students**

Frank Quebbemann informed the Committee that although EAP is supportive of facilitating admissions for international students, these students may also still have limited English proficiency and would benefit from the COMPASS/ESL evaluation of their language skills rather than taking the ACCUPLACER first. Silvio Rodriguez informed Frank Quebbemann to please work with Paula Epstein, Lead International Student Services Director and Adam Porro, Lead Testing Director on a process that would handle selected international students on a case-by-case basis.

### V. Information Items

#### A. **SB1908 (CPT pre-12<sup>th</sup> grade testing and high school college preparatory courses)**

Silvio Rodriguez reminded the Committee that the following site is an excellent resource <http://www.fldoe.org/Schools/CommonPlacementTesting.asp> then informed the Committee that the first formal meeting with MDC and the school district was Tuesday, February 24<sup>th</sup> and the next one is scheduled for Tuesday, May 5<sup>th</sup>. He also informed the Committee that the meeting went well, working groups were established for each of the disciplines, and that the MDC representatives were informed by the school district representatives that the PASS should no longer be administered to their high school students and that the CPT should be given in its place.

#### B. **IELTS exam in addition to TOEFL for English Proficiency**

Silvio Rodriguez informed the Committee that College CASSC approved the use of IELTS at MDC at their February 10<sup>th</sup> meeting and it was effective immediately.

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### VI. Reports

#### A. Testing Directors

Cecilia Puccini-Martinez reported on the following:

- **SB1908:**

Each campus testing department is responsible for arranging CPT testing with their feeder high schools. HS Student Prospective Forms are to be completed for each examinee so that scores may be entered into Odyssey. The New Student Centers establishes Odyssey Prospect ID#'s for each examinee. Each proctor must select the High School CPT Branching Profile (from ACCUPLACER's dropdown menu) for all High School students when administering the test.
- **Feedback Programs:**

Supervisors feedback last day to scan is Friday, February 27 and no problems were reported. Student feedback has not received authorization to scan yet. There are programming changes and updates taking place to identify any issues with stacked classes or any other type of irregularity.
- **Florida Association of College Test Administrators (FACTA):**

MDC Testing Directors are encouraged to participate and invite other testing staff to serve on various FACTA Committees. This State-wide testing association is very beneficial to MDC and other Florida institutions. With the help and support of the MDC Testing Directors Silvio Rodriguez took the lead in creating this organization and we need to keep the positive momentum moving forward by including directors and testing staff on the different committees. He will e-mail testing personnel the list of FACTA committees to recruit staff in this initiative. The next meeting is tentatively scheduled at IRSC (5/20/2009; 11:00am – 4:00pm). More information will be available soon and participation for those not able to attend will be available via the internet.
- **CSP validation testing at MDC:**

MDC students may earn \$40 if they wish to participate in an upcoming CSP validation study. Students can participate only if: they have **Not** have previously satisfied the MDC computer competency requirement by course or exam and they must **take** the CSP exam three (3) times (versions 1.0, 1.1a, and 1.1b).
- **Testing Fees Collected and Received at MDC:**

Sue Manaskie is updating a chart which includes all the fees testing collects. We will soon be making recommendations on what testing fees should be increased and new fees that need to be established.
- **CAT-CLAST:**

The CAT-CLAST is now available at the Medical Center Campus.
- **Official ID issued by the State of Florida or Federal Government:**

Juan Carlos Meza agreed to take the lead to modify the acceptable forms of ID document so it includes a signature and a validation period. Information on current ID requirements is available via [http://www.mdc.edu/testing\\_information/CPT\\_CLAST/05-420.pdf](http://www.mdc.edu/testing_information/CPT_CLAST/05-420.pdf).

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### **B. Computer Services**

Victor Nwankwo reported on the following:

#### **Closed Programming Requests include the following:**

- Made changes to Room Utilization Report which will improve room utilization and enhance class scheduling.
- E-mailing registration statistics by session code to Campus Registrars.
- Made changes to Excess Credits Report which is already submitted to the State. This is a State required report for allocation of Perkins funding and for other purposes.
- Made modifications to not allow 2 AS degrees in the same CIP family to comply with State law. This currently seems to be a problem in Music Business programs.

#### **Programming Requests under review include the following:**

- Bachelor of Science in Nursing, graduation degree Audit to correct problems in special areas where certain credits should not be required. This is important since our first graduating class for the BSN will be May, 2009 and for accreditation purposes it will be nice to get right to show auditors.
- "RH" Hold on Dual Enrollees - to correct high school premature hold. Students in dual enrollment should not encounter "RH" while still taking dual enrollment courses.
- Mask student SSN on STU-VIEW screens – only select user groups should have access to the entire SSN of a student. This is to comply with SSN security from the Federal and State levels.
- Automating Certificate awards based on credits – to improve our performance based budgeting incentives. For MDC to get credit for student completion of a certificate program.

#### **Projects we are currently working on include the following:**

- Creating new term 20083 in EIS, expected to be up next week.
- Preparing the system for NWSA student Feedback data input.

### **C. IR Activities**

Silvio Rodriguez reported on the following (submitted by Margaret Mannchen):

#### **Institutional Research Activity for February 2009**

##### Required State and Federal reporting completed:

- Anticipated AA Graduates List
- FTE-2 Enrollment Projections

##### The following information capsules/profiles were completed and are available on the IR website:

- Virtual College Profile 2007-1 and 2008-1

##### Other projects:

- Data support for USDOE site visit for Adult Education/NRS Monitoring
- Data support for International Students annual report
- Program Performance: placement outcomes for 2005-06 vocational graduates
- The following surveys are in progress or recently completed:
  - Enrolled Student Survey
  - Baccalaureate Programs - Enrolled Student Survey
  - EPI – Enrolled Student Survey (Online)
  - BSN – Enrolled Student Survey (Online)

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QEP – Mathematics Attitude Survey  
Video Contest Survey 2008-1  
MDC Employer Survey  
Technology Tools Used in Classrooms

### Required State and Federal reporting completed:

- Closing Fall and Opening Spring SDB and ADB submissions
- Certify State Accountability Measures data
- Title V Annual Performance Report Institutional Profiles (for campuses)
- Title V 2009 Eligibility Application data (for campuses and college-wide)
- IPEDS Graduation Rate Exclusions (deceased students) data file

### The following information capsules/profiles were completed and are available on the IR website:

- Fall Profile 2008-1
- Research Note RN2008-01 Analysis of Excess Credits State Report -- 2007-08
- IC2009-01C Student Success in Intensive (8-week) Courses Compared to the Regular (16-week) Format
- Research Note RN2008-02 Campus Results for College Preparatory Success Measure Fall 2004 Cohort

### Other projects:

- SACS Institutional Profile Survey
- College Board Annual Survey
- Peterson's Guide data verification
- CUPA Survey data (for Human Resources)
- Data support for School of Architecture & Interior Design Baccalaureate feasibility study
- Data support (STEM program declares) for NSF PRISM Grant applications (Wolfson, North, Hi-leah campuses)
- Jack Kent Cook Scholarship Foundation Community College Profile data
- Tracking adult education students into college credit enrollment, and ESOL students into ABE/GED enrollment
- Perkins performance analysis

### The following surveys are in progress or recently completed:

- Enrolled Student Survey
- Baccalaureate Programs - Enrolled Student Survey
- EPI – Enrolled Student Survey (Online)
- BSN – Enrolled Student Survey (Online)
- QEP – Mathematics Attitude Survey
- Video Contest Survey 2008-1
- MDC Employer Survey
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## **D. Enrollment Management – No report given**

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### **E. Area Report for CASSC Research and Testing Representatives**

#### **Deans:**

Tom Meyer reported that training for chairpersons preparing discipline reports will soon be available and alerted the Committee members to HB751, which if passed would require acceptance of courses from non-accredited institutions to be included in articulation agreements.

#### **College Preparatory:**

David Heredia reported that the discipline discussed a testing fee for CPT.

#### **EAP:**

Frank Quebbemann reported on the following (submitted by Cynthia Schuemann):

- 1) The EAP Discipline met at West Campus on Friday, Jan. 30<sup>th</sup>. The focus of the meeting was on assessment and laying some of the groundwork toward the development of college-wide EAP exit exams with authentic content.
- 2) The FL-CC EAP Consortium met at Polk Community College in Lakeland. Stephen Johnson represented MDC. Topics included CIA response to Consortium's proposal for statewide EAP 1600 series exit exam. According to Stephen, "**CIA Concern: Credit courses from other subject areas (e.g. Math, Composition, Science) do not have an exit exam. FLEAP Consortium recommended using the word "final exam" to describe a quality check exam.**" The Consortium established a sub-committee to pursue this issue.
- 3) The Title V Project ACE group from IAC met with Gina Cortes-Suarez and Joanne Bashford on Monday this week, initiating a request for approval to begin collecting materials, survey, and interview data at IAC to inform curriculum development for the project.

#### **Next Meeting:**

The next meeting of the Research & Testing Committee will be Wednesday, March 25, 2009 at 2:00pm in Bonnie McCabe Hall, Wolfson Campus Room 5620.

#### **Distribution:**

CASSC Research & Testing Committee  
Emily Sendin, CASSC Chairperson  
Jose Vicente, Campus President responsible for Testing  
Joanne Bashford, Associate Provost of Institutional Effectiveness  
Pamela Menke, Associate Provost for Academics  
Malou Harrison, North Campus Dean of Student Services

# Research Priorities

1. Which students are not doing as well? Identify factors such as demographic information, test scores, length of time out of school, etc. that predict students who do not perform as well as most students.
2. Which students do we lose? Identify factors such as demographic information, test scores, length of time out of school, etc. that predict students who drop out of college after or during the first semester or first year.
3. Which students get tested but never attend? Identify factors that identify students who are likely to get tested but never actually attend a class. Perhaps address other questions on the CPT such as parent education, etc. that could lead to early interventions.
4. Which students are going to the SAIL Lab? Do they benefit? How well does this prepare students?
5. How does Class Time/Class Size affect pass rate, success rate, retention rate?
6. Room/Space Utilization Report
7. # of Students completing lots of credits but not completing MAT
8. At what point in their progression do students take CGS1060? When do they take the CSP? When do they meet their college competencies?

# RETEST PROCEDURE FOR FLORIDA COLLEGE ENTRY- LEVEL PLACEMENT TEST [ACCUPLACER (CPT)] AND PASS

Draft as of 03-09-2009



## CPT

Students may retest once take the CPT a total of four attempts (one initial attempt and three retests) on each subtest of the ACCUPLACER (CPT) for initial placement prior to enrollment in any course within that subject area. Enrollment will be determined at the 100% refund date.

Students who started have already begun any level of college preparatory instruction in a subject area may only be referred for retesting on a case-by-case basis by faculty through their department College Preparatory Chairs. After the two-year period, since scores are no longer valid for placement, students who have not yet started a subject area are free to retake the test two additional times as long as the score(s) have not been used for placement. Note: Pursuant to Section 1008.30 F.S., the Florida College Basic Skills Exit Test (Exit Test) is to be used upon completion of college preparatory coursework. This does not allow for the use of the ACCUPLACER (CPT) as an Exit Test or for the purpose of earning a passing grade in the highest level of college preparatory courses. However, the ACCUPLACER (CPT) may be used for retesting on a case-by-case basis by faculty through their department College Preparatory Chairs for students who failed the Exit Test and/or one or more of the highest level college preparatory courses to adjust placement. This would occur if the authorized student achieves the State required placement score for entry into college-level coursework.

The decision to allow re-testing should be made on an individual basis and have the best interest of the student in mind. In addition to the ACCUPLACER (CPT), information from other sources may be used to adjust placement or exempt students from courses (e.g. further assessment in the classroom such as diagnostic tests and writing samples, CLEP or credit by exam, or transcripts of coursework taken elsewhere).

High School students may take the CPT twice in the eleventh (11<sup>th</sup>) grade and twice in the twelfth (12<sup>th</sup>) grade. Any student completing four CPT attempts is not eligible for further testing.

## 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.

**Ability-to-Benefit** students may retest once at any time after the initial testing date. For any subsequent attempts, the student must wait at least three months between administrations. Remediation is advised between administrations.

## PASS

~~PASS is a practice version of the CPT. It has the same format and content as the CPT although scores from the PASS cannot be used for course placement. The PASS can help familiarize examinees with the computer format of the CPT to ease anxiety surrounding the testing process. In addition, the PASS can identify skill area deficiencies prior to taking the CPT.~~

~~In keeping with student flow recommendations addressing better orientation to placement tests, high school students are encouraged to take the PASS and use the results to make decisions about which classes to take while in high school. Miami Dade College (MDC) students are also encouraged to take the PASS and remediate if they choose to do so through non-credit workshops, labs or other means prior to CPT testing and placement in courses.~~

## Guidelines:

- ~~• MDC students may retest once on each subtest of the PASS within one calendar year. Subsequent attempts on the same subtest within one calendar year must be authorized by the campus Testing Director. The Testing Department will enter all PASS scores in Odyssey.~~

- ~~High school students may retake the PASS as needed. The Testing Department will enter the scores and high school grade level status in Odyssey for each PASS testing session after the New Student Center has completed entering the required information in the Odyssey PROSPECT screen.~~
- ~~The Campus Testing Department reserves the right to restrict PASS testing during peak registration periods.~~

#### Points to remember:

- All referrals for CPT retesting students who started college preparatory instruction in a subject area within two calendar years must be approved by the department chairs or their designee. This includes students returning from suspension, students that who fall under the three time, or four time repeat rule and students that who have completed Adult Basic Education, Adult Secondary, or private, or any MDC based provider instruction as an alternative to traditional college preparatory instruction.
- ~~All information requested on the college wide CPT Retake Authorization form must be completed. Retesting authorizations must may also~~ be processed by entering a comment in the Odyssey testing screen of the student (SR, TS, TS, TP).