

CASSC Research and Testing Committee

MINUTES

Meeting: Wednesday, May 27, 2009

Wolfson Campus, Room 5620

Present: Ian Cobham, Christine Dundas, Sheri Goldstein, David Heredia, Rulx Jean-Bart, David Kaiser (Co-Chairperson), Susan Manaskie, Juan Carlos Meza, Mayte Pino (for North Campus Testing Department), Adam Porro, Silvio Rodriguez (Co-Chairperson), Cynthia Schuemann, and Leighton Spence

Not Present: Sahyli Galera, Rene García, Ivonne Lamazares, Dora Mejia-Montoya, Tom Meyer, Victor Nwankwo, Ivo Rokovich, and Wendy Stinger, Sofia Villalobos Tavarez

I. Review of Minutes

Minutes of the meeting of March 25, 2009 were approved. Note: There was no April meeting.

II. Standing Item(s)

A. Research

David Kaiser informed the Committee of his recommendations to change the representation on this Committee by removing the Computer Applications representative, having only one campus Testing Director, and adding additional faculty from the Social Science and Natural Science areas. The Committee agreed to the recommendations and will be presented to College CASSC on July 14, 2009.

B. Placement Criteria Document 2009-2010 review process

Silvio Rodriguez distributed Draft #3 - (03/25/2009r2) of the 2009-2010 Placement Criteria Document, which included minor editorial changes. He then informed the Committee that the review process went through Campus CASSC's on April 20 and April 21, that College CASSC supported the document on May 12, 2009. He also reminded the discipline/area representatives of their role in the annual review process. Note: The College Provost approved the 2009-2010 document on June 3 and it is available via the Placement Criteria website at https://www.mdc.edu/ir/CPT_CLAST/placement.asp.

III. New Business

A. Anouchka Rachelson's Research Proposal, The Role of Community College Faculty in Teaching and Learning for Sustainable Development was presented by Ms. Rachelson and she answered questions from committee members. The Committee then discussed the proposal and approved it 12 to 1.

B. CLAST – New Legislation

Silvio Rodriguez reported on the CLAST provisions of [Senate Bill 1676](#), which includes the requirement to pass CLAST in order to be awarded an Associate in Arts degree has been repealed by the Florida Legislature, but the current CLAST exemptions as degree requirements were maintained. The effective date is July 1, 2009. He also informed the Committee on the MDC strategies that were implemented to communicate this change to staff and students. CLAS (CLAST without the 'T') information at MDC is available via http://www.mdc.edu/testing_information/CLAS.asp.

IV. Follow-up Items

A. I.R.B. (Internal Review Board)

David Kaiser reported that the new proposed IRB needs to go through the review process so it can be in place for the 2009-2010 academic year. After a lively discussion on this subject, the Committee supported David Kaiser's recommendations and he will present them to the academic and student deans next.

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B. Revised Meeting Calendar 2008-2009

David Kaiser informed the Committee that the July and August meetings will be scheduled 'if needed' mainly for reviewing research requests. This was followed by a lively discussion regarding committee members who will be on leave during July and that the last Wednesday in August will be during the first day of classes for the Fall Term, which is traditionally a peak period for all staff.

V. Information Items

A. SB1908 (CPT pre-12th grade testing and high school college preparatory courses)

Silvio Rodriguez informed the Committee that MDC's 2nd formal meeting with the school district was Tuesday, May 5th and that the MDC and M-DCPS working groups are moving along well with their discipline based assignments. He also reminded the Committee that the following site is an excellent resource <http://www.fldoe.org/Schools/CommonPlacementTesting.asp> then informed the Committee that the next formal meeting is Tuesday, June 9th.

B. CPT and no more PASS? (CPT retest procedure)

Silvio Rodriguez distributed a 05-11-2009 draft version of the ACCUPLACER (CPT) retesting procedure that was supported by the student deans during a 5/11/2009 conference call meeting to address concerns related to the testing of high school students and students testing for admission into the School of Advanced studies. He then informed the Committee that the ALC would be reviewing the document again at their 6/4/2009 to discuss the high school related testing changes in the document. **Note: The attached draft version was supported by the student and academic deans and it was presented to the Campus CASSC's on June 15 and June 16th.**

C. Test Security Incident Reports

Silvio Rodriguez reported on State Rule 6A-10.042 Maintenance of Test Security and distributed the attached document that should be used by all areas responsible for implementing State required tests and for maintaining the test administration in a secure manner such that the integrity of the tests shall be preserved. He then informed the committee that any security violation related to a State required tests must be reported to the State.

D. Council for Adult and Experiential Learning (CAEL) study of the impact of prior learning assessment (PLA) on adult student outcomes

Silvio Rodriguez informed the Committee that MDC will be one of approximately 46 institutions participating in this study, which has been designed to examine the relationship between individual student outcomes (such as degree-earning, time to degree and persistence) and PLA credit-earning. The CAEL – PLA study will be looking at all undergraduate adult students (age 25 or older) who matriculated for the first time at the participating institution during the school year 2001-2002. They will then follow this group of students through the end of calendar year 2008. Institutions will provide for each student: basic demographic data, annual credit earning, PLA credit-earning details, and academic data such as degrees earned, test scores (where available), and GPA. MDC will be receiving \$3500.00 to participate in this study.

VI. Reports

A. Testing Directors

Juan Carlos Meza reported on the following:

CPT and No More PASS:

A final official decision has not yet been made regarding the PASS. The Academic Leadership Council has this subject on their 6/4/2009 agenda. A PASS i3 site will be created to ensure that this test is available after June 30, 2009.

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Migration to ACCUPLACER i3:

The campus Testing Departments have started the migration to the new ACCUPLACER i3 system. Technical procedures and issues related to the migration are being addressed daily with MDC staff and the vendor. The migration will be completed by the July 1 deadline date.

New CASAS Series:

The new 83 Reading and Listening Life and Work CASAS booklets will be used for pre-testing ELCATE students on or about June 1, 2009. The new post-testing chart has been updated to reflect the new program requirements per level.

No More CLAST:

The June 6, 2009 paper & pencil CLAST administration will be the final regular administration. MDC will continue to register students who need to take the Essay portion of the exam through June 5 and use the June 9 alternate administration day for this purposes as well. Students who need to take the other sections- Reading, English Language Skills, and/or Mathematics are being advised to take the test via the CAT-CLAST. In addition, for Tuesday's, June 9th Alternate CLAST Administration, we will be accepting walk-ins on that day. More books have been ordered for each campus to help accommodate these students. Finally, the State has rejected MDC's request to have a Special CLAST Administration at the end of the month. If a student does not take the essay by June 9, 2009, they will not have the opportunity to take it later in the month.

Official ID's:

The new Passport Card will be accepted as a valid ID in the Testing Departments. The following website will be updated to reflect the new card: http://www.mdc.edu/testing_information/CPT_CLAST/05-420.pdf.

TABE Online:

The next upgrade to TABE online should be available on July 1, 2009. The problems the test centers have encountered with the system freezing and generating reports are addressed in the upgrade. We have made new recommendations to the vendor relative to making calculators available within the testing program, similar to ACCUPLACER (CPT).

B. IR Activities

David Kaiser reported on the following (submitted by Margaret Mannchen):

Institutional Research Activity for April – May 2009

Required State and Federal reporting completed:

- Closing Spring Student Database and Admissions Database submissions

The following reports were completed and are available on the IR website:

- First-time-in-college Profile, Fall 2008
- Virtual College Profile, Fall 2007 and Fall 2008
- I.C. No. 2009-03C, Fall-to-Fall Retention
- Campus Briefing Packages updates

Other projects:

- Data support for Adult Education grant RFP
- Data support for STEM grants: NSF Tools for Success annual report, STEM First Year Experience application, NSF Broadening Participation in Computing application,
- QEP analyses (in progress)
- Peterson's Guide Annual Survey

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- Update High School Draw (in progress)
- Update ENC, REA, MAT course progression (in progress)
- Fall-to-Spring Retention (in progress)
- School of Education – Intern Supervisor Survey
- School of Education – Employer Survey
- QEP – Interim Progress Report System –Faculty Survey
- QEP – New Success Skills & Learning Styles Modules in MyMathlab –Student Survey
- School of Education – Graduate Survey (in progress)
- MDC Communications Survey (in progress)

C. Enrollment Management

Sheri Goldstein informed the Committee that enrollment was up 7%.

D. Area Report for CASSC Research and Testing Representatives

Student Services:

Sheri Goldstein reported as below.

The student Services area leads will be preparing the Service Area Reports to the Deans and Provost on Tuesday, June 2, 2009.

The Call Center has been contacting students who may be affected by the new CLAST legislation.

Over 1,200 students have been called and emailed from the first of two files provided by Institutional Research. The 1st file includes students who were registered at MDC from 2007-1 through 2008-2 and have met all AA degree requirements, except for CLAST. The 2nd file includes students who were registered at MDC from 2007-1 through 2008-2 and have were at or above the 50% benchmark and less than the 100% benchmark and have not yet satisfied their CLAST requirement.

Today more than 4,000 students were emailed from the 2nd file. Calls to these students will be gin to-day. The message is for them to take the appropriate CLAST subtest by June 30.

Advisement Directors are holding information sessions next week for the contacted and affected students.

English:

Silvio Rodriguez reported on the following (submitted by Ivonne Lamazares): at the end of April, the English discipline voted NO to a proposal to give students more literature options to ENC 1102. For the coming academic year, the English curriculum and course offerings remain the same as now.

Next Meeting:

The next meeting of the Research & Testing Committee will be July 29, 2009 at 2:00pm in Bonnie McCabe Hall, Wolfson Campus Room 5620.

Distribution:

CASSC Research & Testing Committee
Martha Cavalaris, 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

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

Draft as of 06-12-2009



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 a total of three times prior to the eleventh (11th) grade and a total of three times after the 10th grade. Students seeking an additional attempt must be referred by an authorized high school employee.

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).

Proctoring the State Exit Exam

Proctor Responsibility and Exam Booklet Count Verification

Proctor Responsibility Checklist

Proctor's name: _____ (please print)

I reviewed Statute 6A-10.042 entitled Maintenance of Test Security (initial) _____

(Provide signature, date, and time on the back of this sheet)

I verified booklet count and test number range **PRIOR TO** exam distribution:

Signature _____ Date _____ Time _____

Provide initials for verifying counts and ranges, Initial checklist as tasks are completed.

Booklet count _____ Number range _____ (initials) _____

Booklet count _____ Number range _____ (initials) _____

Booklet count _____ Number range _____ (initials) _____

Booklet count _____ Number range _____ (initials) _____

____ I verified student count and booklets distributed count for each class and in total.

____ I collected all exam booklets, answer sheets, and borrowed pencils distributed.

____ I put test booklets in numerical order as they were returned.

____ I verified that all booklets were accounted for on the date and time indicated by signing.

____ I monitored the total exam booklet count on a continual basis.

I verified the booklet count and test number range **AFTER** exam distribution and return.

Signature _____ Date _____ Time _____

Provide initials for verifying counts and ranges, Initial checklist as tasks are completed.

Booklet count _____ Number range _____ (initials) _____

Booklet count _____ Number range _____ (initials) _____

Booklet count _____ Number range _____ (initials) _____

Booklet count _____ Number range _____ (initials) _____

____ I checked that the necessary information was filled in on all Scantron sheets used.

____ I wrote the number of Scantron sheets collected in the upper right corner of the roster.

____ I put the roster and the completed Scantron sheets in the test envelope.

____ I removed blank score sheets from from the test envelope

____ I wrote the number of score sheets to be scanned on the label of the test envelope.

____ I separated score sheets with different reference numbers.

____ I returned all test materials to Room 6319—Cubicle 13.

6A-10.042 Maintenance of Test Security.

(1) Tests implemented in accordance with the requirements of Sections 1004.93, 1008.22, 1008.29, 1008.30, 1012.55, and 1012.56, Florida Statutes, shall be maintained and administered in a secure manner such that the integrity of the tests shall be preserved.

(a) Test questions shall be preserved in a secure manner by individuals who are developing and validating the tests. Such individuals shall not reveal in any manner, verbally or in writing, the test questions under development.

(b) Tests or individual test questions shall not be revealed, copied, or otherwise reproduced by persons who are involved in the administration, proctoring, or scoring of any test.

(c) Examinees shall not be assisted in answering test questions by any means by persons administering or proctoring the administration of any test.

(d) Examinees' answers to questions shall not be interfered with in any way by persons administering, proctoring, or scoring the examinations.

(e) Examinees shall not be given answer keys by any person.

(f) Persons who are involved in administering or proctoring the tests or persons who teach or otherwise prepare examinees for the tests shall not participate in, direct, aid, counsel, assist in, or encourage any activity which could result in the inaccurate measurement or reporting of the examinees' achievement.

(g) Each person who has access to tests or test questions during the development, printing, administration, or scoring of the tests shall be informed of specifications for maintaining test security, the provisions in statute and rule governing test security, and a description of the penalties for breaches of test security.

(h) During each test administration, school district and institutional test administration coordinators and contractors employing test administrators and proctors shall ensure that required testing procedures are being followed at all test administration sites. Officials from the Department are authorized to conduct unannounced observations of test administration procedures at any test administration site to ensure that testing procedures are being correctly followed.

(2) Test materials, including all test booklets and other materials containing secure test questions, answer keys, and student responses, shall be kept secure and precisely accounted for in accordance with the procedures specified in the examination program administration manuals and other communications provided by the Department. Such procedures shall include but are not limited to the following:

(a) All test materials shall be kept in secure, locked storage prior to and after administration of any test.

(b) All test materials shall be precisely accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.

(c) Any discrepancies noted in the number or serial numbers of testing materials received from contractors shall be reported to the Department by designated institutional or school district personnel prior to the administration of the test.

(d) In the event that test materials are determined to be missing while in the possession of an institution or school district, designated institutional or school district personnel shall investigate the cause of the discrepancy and provide the Department with a report of the investigation within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witness to the occurrence. Officials from the Department are authorized to conduct additional investigations.

(e) In those cases where the responsibility for secure destruction of certain test materials is assigned by the Department to designated institutional or school district personnel, the responsible institutional or school district representative shall certify in writing that such destruction was accomplished in a secure manner.

(f) In those cases where test materials are permitted by the Department to be maintained in an institution or school district, the test materials shall be maintained in a secure manner as specified in the instructions provided by the Department. Access to the materials shall be limited to the individuals and purposes specified by the Department.

(3) In those situations where an employee of the educational institution, school district, or contractor, or an employee of the Department suspects a student of cheating on a test or suspects other violations of the provisions of this rule, a report shall be made to the department or test support contractor, as specified in the test administration procedures, within ten (10) calendar days. The report shall include a description of the incident, the names of the persons involved in or witness to the incident, and other information as appropriate. Officials from the Department are authorized to conduct additional investigations.

(4) Violations of test security provisions shall be subject to penalties provided in statute and State Board Rules.

Signature _____ Date _____ Time _____