I. Review of Minutes

Minutes of the meeting of May 16, 2007 were approved as written.

II. New Members

Research & Testing Committee Members and Function

Silvio Rodriguez welcomed the new and returning members 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 a document that included the current list of committee members. The attached copy is the most recent version of the list of committee members.

The new members are as follows:
- Chris Kinnaird, CASSC Representative
- Ivonne Lamazares, English faculty
- Susan Manaskie, Medical Center Campus, Testing Director
- Sofia Villalobos Tavarez, InterAmerican Campus, Testing Director

III. Reports

A. Testing Directors

Cecilia Puccini-Martinez reported on the following:

- Susan Manaskie, the new Testing Director from Medical Campus, was introduced.
- The Testing Departments will be conducting an e-Write pilot College-wide in cooperation with the EAP Departments. The pilot is set to begin in November 2007 with a target of 300 students, level three or above, tested. Institutional Research will compile the results at the conclusion of the e-Write pilot for CASSC R&T and discipline follow-up.
- The Testing Departments will serve as a conduit for the Learning Outcomes Assessment Program by administering the CSP to randomly selected classes and will also be the designated drop-site for Learning Outcomes Assessments conducted by the academic departments.
- The implementation of the Florida ACT/WorkKeys will begin at the Medical Campus.
- A Student Feedback Administration ‘Best Practices’ Workshop is scheduled for Wednesday, October 24, 2007 at the Wolfson Campus. The workshop is planned for the benefit of the new Testing Directors and testing staff who are involved in the feedback process.
CASSC Research and Testing Committee

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• TABE Online has been used on a trial basis by the Kendall Campus and should be implemented College-wide by January, 2008. The Kendall Campus Testing Department will be conducting a training session on Friday, October 26, 2007.

• The Kendall Campus may be conducting a CASAS e-Test pilot (computer version). Pending State approval for use of CASAS e-Test in lieu of paper and pencil.

• Odyssey will be updated to reflect that CLAST is “met” for students who already have a Bachelors degree from another institution.

• The first Testing Road Show Workshop is scheduled for Friday, October 19, 2007 at Wolfson Campus. These workshops will provide a brief overview of the Testing Department’s college-wide policies and procedures and an introduction to online resources.

• The Testing Departments successfully migrated to new ACCUPLACER Online Platform on September 7, 2007.

B. Applications Development

For the Web Services Area, David Kaiser reported on the following:

• Rene Ramos has taken on a new role as College Archivist.
• David Kaiser has taken on the role of Director of Web Development.
• Andrew Seaga has taken on the role of College Web Master.
• The College has been working toward a redesign of the College web pages for some time.
• A demonstration of the new site was presented to the Committee.

For the Student Area (Reported by Silvio Rodriguez, submitted by Maria Morantes)

• Completed programming of new ‘F’ value for AA or higher degree indicator in the AA-OR-HIGHER-AWARD field of the Post-secondary External Credentials screen (SR TR EX PS) along with a new weekly ‘F’ value report for monitoring CLAST status. Also, added ‘Met By Bachelors Degree’ statement in several places in Odyssey for CLAST satisfaction.

• Finished Pilot project for Dr. Moore of North Campus in order to send students e-mails to get support for their chairs and additional information from the Campus. A total of 9,091 e-mails were sent.

• Corrected several problems on the Student Objectives file where students were having more than one program objective, or they were in more than one AA degree program at the same time, or they had an AA degree program objective when they already graduated from an AA or higher degree.

• The FCAT pilot project programming was finished and ready for production in early July.

• Completed programming for the new FASTER version that is now in production.

• Supported student data base and Excess Hours programming for State reporting purposes.

• Working on several emergency problems/enhancements reported by the student areas.

• Worked on several reports and file requirements for users on several areas.

• Working on several pending program requests for student testing and placement.

• Preparing the system for record type 15 which is going to substitute record type 03 with ‘EPI’ special designator. It will be tested and implemented next year. The change includes more than 120 modules.
• Preparing for a second archiving to be performed on the 26th of October. We are including fixes in order to avoid problems that came out during the first one.
• Met with Dulce Beltran every Wednesday to keep both areas, the Odyssey users and the Information technology, informed of changes and new requirements or priorities.

C. IR Activities, May – Sept. 2007
Silvio Rodriguez reported on the following Institutional Research activities (submitted by Margarett Mannchen):
• iPod Study involving selected courses on Kendall Campus
• Service Learning study on North Campus
• Survey/research support for baccalaureate programs (existing and new).
• Required State reporting:
  o Capital Outlay/6-Year Enrollment Plan, projecting FTE 2007-08 through 2012-13
  o Closing Spring, Summer, and Opening Fall Student Database and Admissions Database
• The following information capsules/profiles were completed and are available on the IR website:
  o IC2007-01C Fall-to-Spring Retention (Folsom – June 2007)
  o IC2007-04C Performance Based Funding 2007-2008 (Mannchen – August 2007)
  o IC2007-05C Basic Skills Assessment Results Fall Term Terms 2002 Through 2006 (Rodriguez – August 2007)
  o IC2007-06C CCSSE 2007 Benchmark Results (Bashford/Rodriguez – August 2007)
  o Honors College profile (pending final review)
In progress:
  o NRS Report of Adult Education
  o Excess Credits Report
  o FTE Projections for 2007-08
  o Annual & Graduate Profiles
  o Placement & Follow-up (AA-2 Report)

D. Enrollment Management
Rene Garcia reported as follows:
Enrollment for the Fall Term is up about 8% in the credit program and the average credits load was up slightly.

E. Area Report for R & T Representatives: Deans, College Prep, EAP, English, Mathematics, Occupational/Vocational, Campus Registrars, Advisement, Students

Student Deans: Sheri Goldstein reported as follows:
Student Services personnel (advisors and directors) will participate in an all day workshop on Thursday, 9/27/2007 to discuss Learning Outcomes and how they can be measured in Student
EAP: Cynthia Schuemann reported as follows:

- The EAP discipline area is now under the direction of Dr. Cindy Miles at Hialeah Campus. Maria Jofre (Hialeah Chair) and Stephen Johnson (IAC) are the new co-conveners for the discipline. Dr. Miles has called for a discipline meeting to take place on Friday, October 26th at Hialeah Campus.
- Two testing and research issues for EAP in 2007-2008 include a pilot of “e-Write” for new students wanting to begin classes in January, and working with the state on a proposed numbering change for EAP levels 1-4. “e-Write” is an electronic writing evaluation tool that is part of the ACT/Compass system. It is to be administered to new students whose composite score the ESL Compass placement test is at level 3 or above. Pilot testing of the instrument will take place from November to December to determine its appropriateness for our student population.
- Regarding the proposed numbering system for EAP levels 1-4, Dean Lourdes Oroza has facilitated discussion of implications for MDC with input from registration, financial aid, research and testing, our MDC SCNS contact, and EAP chairs and faculty reps. We will most likely support the change, and levels 1-4 will then begin with “0” rather than “1” as they do now. Levels 5 and 6 will remain as 1500 and 1600. When this takes place, our numbering will be consistent with the other Florida community colleges that offer EAP.

Mathematics: Ian Cobham reported as follows:

There was a fear by the Quality Enhancement Plan (QEP) Oversight Committee that the College would not carry out or address what they said they were going to do in the QEP plan. Since it is extremely important that we complete the plan as it was stated and not have any problems with Southern Association of Colleges and Schools (SACS), the QEP Research Oversight Committee recommended that a QEP director be appointed. A QEP Director has been appointed as of August, 2007. Her name is Jakeisha Thompson. She is a full-time Instructor at the Kendall Campus who has been granted full release time to coordinate the activities of the QEP and to ensure compliance of the plan.

Campus Registrars: Rulx Jean-Bart reported as follows:

- Dulce Beltran is the new College Registrar and she was replaced by Nora Cooper as the Kendall Registrar.
- At the last CARP meeting it was decided that the Registrar’s Office will no longer accept registration for classes once the system is available for faculty to enter final grades.

Advisement: Silvio Rodriguez reported as follows:

- Sandra Martinez is the new Advisement Director at the North Campus.
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IV. Follow-up Items

CSP new computer competency test update

Silvio Rodriguez informed the Committee that the data analysis review process from the CSP pilots should be completed soon and an IR report would be distributed sometime next month. He also reported on the new CSP preparation materials that are available via http://csplacement.com/mdc.

V. New Business

A. Meeting Calendar 2007-2008 and Committee Responsibilities

Silvio Rodriguez distributed the new CASSC Research & Testing Committee Meeting Calendar, which also included the committee’s responsibilities for the academic year (copy attached). He also discussed the new meeting date, which is now the last Wednesday of each month and reviewed the committee responsibilities with the group.

B. Overview of the Placement Criteria Review Process

Silvio Rodriguez displayed the Overview of the Placement Criteria Review Process document via http://www.mdc.edu/ir/CPT_CLAST/placement.asp, 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. Review of e-Write Testing Software and EAP Fall Term Pilot

Please refer to Cynthia Schuemann’s EAP report (item #2) in Section III-E, page 4 and the attached memorandum that was distributed by Silvio Rodriguez.

D. Recommendations from the CPT and College Credit Certificate Task Force

Silvio Rodriguez distributed the attached recommendations and reminded the Committee that they supported the no testing requirement for College Credit Certificate students in their approved 2nd draft of the 2007-2008 Placement Criteria Document. This was followed by a lively discussion on this subject and a request to send the group last year’s approved 2nd draft version and any other information that is related to this topic and this Committee. The Committee also requested that any action on supporting the task force recommendations be deferred until the next meeting.

VI. Information Items(s)

A. Florida Ready-to-Work Program and ACT WorkKeys at MDC

Sheri Goldstein informed the Committee that MDC is now an ACT Work Keys site for the State of Florida. The first test center to open will be at the Medical Center Campus. Implementation is in progress.
B. Test Preparation & Practice Website and faculty member Sarah Garman

Silvio Rodriguez informed the Committee that Sarah Garman, NC College Preparatory Faculty has volunteered to lead a working group charged to enhance the Test Preparation & Practice website http://www.mdc.edu/clast/default.asp. He also informed the Committee that John Vassiliou, KC Courtyard Director has agreed to be included in this group and asked if any of the members were interested in joining this effort. He then reminded the representatives of the Mathematics, Reading, and Writing area that they should review and monitor the resources displayed for their respective resources and the Campus Testing Directors that they are the contact representatives for the campus based resources pages. This was followed by a brief demonstration of the online resources currently available and an explanation of the new resources that are planned for TABE and EAP as well as direct links from the Test Prep main page to the campus web sites web pages that have test preparation information for students.

C. MDC Catalog Revisions for 2008-2010

• Basic Skills Assessment Program (pages 29-30)
• College-Level Academic Skills Test (CLAST) (pages 31-32)
• Alternative ways of Earning Credit Through Standardized Examinations (pages 107-108)

Silvio Rodriguez distributed the 2006-2008 versions of the above items and asked the Committee to review them. He requested that comments and changes be sent to him by Friday, 09/28/2007 and indicated that if he did not hear back from them he would assume that they are in agreement with the current version that needs minor updating related revisions. The attached version is tentatively scheduled for inclusion in the 2008-2010 MDC Catalog.

Next Meeting:

The next meeting of the Research & Testing Committee is Wednesday, October 31, 2007, 1:30 p.m., 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
Malou Harrison, North Campus Dean of Student Services