

**ASSESSMENT AND TESTING COMMITTEE  
MINUTES  
January 27, 2005**

**Members Present:**

Vicki Atkinson, STU DEV Faculty Orientation Coordinator  
Dawn McKinley, Career Program Faculty  
Nancy Rice, Co-Chair, Math Faculty  
Hazel Rilki, IT Administrator  
Michele' Robinson, Faculty-at-Large  
Tanya Bergman, Assessment/Testing Coordinator  
Karen Froelich, Transfer Program Faculty  
Maria Moten, Co-Chair, Registrar's Office  
Matt McLaughlin, Admissions Administrator

**Members Absent:**

Lin Cui, ESL Program Faculty  
Kurt Neumann, English Faculty  
Eric Rosenthal, STU DEV Administrator  
Julie Hennig, AVPAA  
Kate Gianaris, Reading Faculty

*Members are encouraged this year to send representatives in your absence, as we are projecting some significant changes in policy that might affect all areas.*

**Guests:**

Lynn Altfeld , ESL/Linguistics  
Mary Gawienowski, ESL/Linguistics  
Daniel Corr  
Terry Lindsay  
Sally Griffith

**Meeting was called to order at: 3:05pm (?)**

**Minutes:** *from Dec. 9, 2004 were approved after minor changes were made.*

**Agenda:**

**I. ESL**

- A. 118 students were screened (11/22/04 thru 1/20/05)—in A148 for spring 2005 by LAP & ESL professionals.
  1. 85 = ESL (72%)
  2. 32 = LAP (28%)
  3. 3 students declined/refused ESL & enrolled in LAP
- B. It was noted that the new process for “assessing/screening” students has been “effective, but not necessarily efficient”.
- C. Question: In light of the new screening process, does the policy need to be changed? (#7).
- D. After much discussion it was determined that the policy should be adjusted by deleting the phrase “to the ESL depart”. In other words the adjusted policy statement will read: “Full time and Part time students who place at the level of RDG 090, 097 or 099 and/or ENG 098 or ENG 100 and whose 1<sup>st</sup> language is not English will be referred for further testing and possible placement in ESL courses.”
- E. A&T committee agreed to assist the ESL department where possible regarding changes in practice for the screening of students as it relates to the ESL program. The committee is committed to making sure we meet the needs of our students.
- F. Discussion took place regarding how we can make the screening process effective and efficient. The ESL department guests reminded the committee that a high level of skill is needed to make these interpretations of whether or not student errors are due to native language issues or cognitive/developmental issues.
- G. Another topic of discussion: The option for students to utilize the waiver to avoid placement in ESL has not been an “advertised” option. The committee wants to be sure that the ESL department, and not the student, makes final decisions about waivers. One of the goals of A&T committee is to set the students up for success.

**II. RAC Update**

- A. Sally Griffith reported back to the committee on the RAC pilot regarding testing waiver of RAC students in 12 hours or more of coursework.
- B. Results of the pilot were distributed – Fall 03; Sp 04; Fall 04
- C. Small number of waivers (to take 12 hours with out reading) ranging from 4-10%
- D. Total of 21 students were waived (8 still in RAC; 13 finished). Of those—26 certificates completed;
- E. Most relevant to the pilot; 9 employed in RAC; 1 employed in maintenance; 1 non HVAC employment; 2 dropped out
- F. Many on the committee felt that these results justified the idea that programs such as this one doesn’t need a testing requirement to have students be successful.
- G. Question about obtaining employer feedback: Response—it seems irrelevant based on the small numbers. Furthermore, many of the students in the RAC course come to Harper already employed in the field.
- H. Discussion: Do we need to modify current policy to say “such as certificate program or programs of x nature don’t need to follow this procedure of a testing requirement” Response: Remember that the 12 hours requirement was written to ensure a reading requirement has been met. So, if we back off on the policy then do we upset the integrity of our issue? 2<sup>nd</sup> response: Keep in mind that the

*RAC program and the things that the students can and do read is not even the things we assess.*

- I. Based on data presented by Sally Griffith, a motion was made to make recommendation to make RAC pilot to waive 12 hour assessment requirement a permanent change. Motion: “*Students pursuing a certificate in RAC, course list specific, and not over the 12 hour mark in any one semester will be opted out of the assessment requirement*”.

### **III. Data Sheet**

- A. Committee needs to re-request who is on the committee and confirm positions
- B. *Hazel Rilki* to be added
- C. *Kate Gianaris* to be replaced by someone in the reading department (due to illness, Kate will no longer be able to serve on the committee)
- D. *Matt McLaughlin* to be designated as Supervisor position to represent the Admissions area
- E. *Maria Moten*'s position should be a permanent position vs. a rotating position.
- F. *Nancy Rice* will submit data sheet changes to the Over sight committee

### **IV. Misc.**

**Meeting was adjourned at: 4:56 pm**

- V. **Meeting Schedule** – will be 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month at **3:00 pm in X250** (*unless otherwise noted*)

*February 10, 2005*

*February 24, 2005*

*March 10, 2005*

*March 24, 2005*

*April 14, 2005*

*April 28, 2005*

Respectfully submitted,

Michele' Robinson, Secretary