

DRAFT

**ASSESSMENT AND TESTING COMMITTEE
MINUTES
March 9, 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
Lin Cui, ESL Program Faculty
Eric Rosenthal, STU DEV Administrator
Julie Hennig, AVPAA
Jean-Louise Gustafson, Reading Faculty

Members Absent:

Kurt Neumann, English 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.

Meeting was called to order at: 3:11 pm

Minutes: *from Feb 24, 2005 were reviewed and approved with the following changes. Spelling corrections were made to the names of Julie Hennig & Jean-Louise Gustafson. Changes were made with regard to wording for policies involving ESL student placement. (Wording was changed to reflect that of the updated 2004/2005 Assessment Procedure Fact Sheet.). The discussion involving cut scores was moved from the heading of ESL REQUEST to that of ASSESSMENT and TESTING POLICY.*

Agenda:

I. OVERSIGHT COMMITTEE UPDATE

- A. Committee approved change showing meeting date and time and place to be X250 & Hazel Rilki is officially on the committee
- B. Jean-Louise Gustafson's replacement of Kate Gianaris is not "official" yet as the Oversight Committee is looking for a replacement for Kate
- C. A replacement is needed for Kurt Neumann. It was suggested that we contact the English department chairs (K. Restivich & Seema Karup) to see if a replacement/substitute can be sent for Kurt. Nancy did leave a message for Kurt. Committee members expressed concerned over committee appointments and the affect on promotions. Nancy Rice agreed to contact English chairs to let them know we need a replacement.

- D. Regarding placement of people on the A&T committee by position, the Oversight Committee suggests we make this request/change on the data sheet. Note: Dawn McKinley (former co-chair) did make this request on the data sheet last year. The committee agreed to simply make this request again on this year's data sheet.
- E. Committee expressed concern over gap in communication with Oversight Committee. It is often not clear what the chairs of the committees need to do to get responses. Nancy Rice will be meeting with the Oversight Committee, along with other committee chairs, in April 2005.
- F. Oversight Committee Members: Joan Kindle; Michael Harkins; Marge Skold; Jim Edstrom; Pat Wenthold.

II. WAIVERS

- A. Maria Moten has put the request through.
- B. The desire is that the information will be available before our last meeting this year (April 28, 2005)

III. ESL UPDATE

- A. Lin Cui talked to the ESL department and they agreed that by the end of summer 2005 to develop a separate policy sheet for ESL. (This will be very procedure oriented)
- B. Vicki Atkinson suggested we add the following statement to #7 on the fact sheet: "*Students who place in ESL will be required to meet with an ESL advisor prior to registration.*" New policy needs to fall under umbrella of new #7 on A&T policy (as revised 3-9-05—see item B above)
- C. Discussion: Why doesn't A&T policy show two paths students can take (i.e. ESL & non-ESL path. Response: The A&T policy is meant to help with counseling and advising. But because things are so intermingled things get clouded. Our goal this year was to refine this document but we seem to be on hold with out benefit of the ESL procedure piece.
- D. We agreed to have ESL procedures and regular credit procedure for A&T policy. ESL hopes to have policy by end of summer 2005 and they will begin that process by pulling ESL pieces off current A&T policy.
- E. It was proposed that we get a small group together to work on a flow chart and bring it back to the larger group for review. Review of the archives should be done to see what previous flow charts existed. Priority: Figure out what is good for students. One idea was to deal with things on a course by course level and not on a Part-time vs. Full time level.
- F. Small group work committee members were appointed: *Vicki Atkinson; Tanya Bergman; Maria Moten; Hazel Rilki; Matt McLaughlin; Nancy Rice; Jean-Louise Gustafson will be an ad hoc member.* Note: Maria is pleased!

IV. Misc.

- A. **March 24th A&T meeting will be for the small group/sub-committee only.** All other members of the A&T committee will reconvene for the regular meeting on Thursday, April 14, 2005.
- B. April 28th is Julie Hennig's retirement party. A&T meeting location to be announced.

Meeting was adjourned at: 4:26 pm

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

March 24, 2005 (sub committee only)

April 14, 2005

April 28, 2005 (location TBA)

Respectfully submitted,
Michele' Robinson, Secretary