

Bakersfield College Matriculation Advisory Committee
Unapproved Minutes
October 27, 2009

Present: Kristi Newsome, John Hart, Jeannie Parent, Mike Moretti, Patti Ross, Kimberly Van Horne, Scott Wayland, Lisa Fitzgerald, Skip Hill, Pam Boyles, Mildred Lovato, and Sue Vaughn

Unable to Attend: Donna Starr, Jenny Peters, Mike Daniel, Rich McCrow, and Sandy Sierra

The meeting began with a review of the previous meeting, which was held in spring 2009. As a result of that meeting, follow-up e-mails, and the updated matriculation plan, there have been many improvements in the matriculation processes such as; walk-in assessment, more summer counseling/advising, and more people on campus who can assist with admissions and registration on BanWeb.

Mildred gave an update on our budget situation. Matriculation has had a 50% cut in state funding for this year, but through careful planning (frozen vacant positions and limited spending) we were able to pay for the first three months of this year with carry-over funds from 08-09. There will be some ARRA funds and some funding from the board to make up about half of the cuts, so we are in pretty good financial shape right now. However, we can expect more cuts later this year and/or for next year.

The data from the consequential validity studies done in fall 2008 has not yet been analyzed. It should be completed after the unit plans are completed this fall. We will do another consequential validity study in the fall of 2010. There was discussion about how early in the term the study should be done. It looks like different programs could do the study different weeks during the period from week 2 through week 5.

ACTION ITEM: Faculty should consult with their department to determine which week these studies should be done in fall 2010 making sure that it is late enough for the instructors to know the students but early enough to be based strictly on the students' entering abilities (readiness for the course in terms of skills required to begin the course).

The proposed basic skills chart for use by faculty who are updating or developing courses for review by the Curriculum Committee was discussed. (Draft updated version of the chart is attached). Committee members will work with their departments to look at the cut scores that are used for placement into their courses and conduct the necessary research to change them if appropriate.

ACTION ITEM: Entire committee will look for ways to get incoming students to take the assessment testing more seriously. This will be an agenda item at our next meeting.

Information from the CCCCCO on the Early Assessment Program was shared for all to review. Our English department participated in a study and we can accept EAP scores for placement.

ACTION ITEM: Sue will work with IT staff at the District to get a new line on SOATEST for EAP placement. Then counselors will add that score for students who have it on their high school transcripts. This will enable a few students to skip the English portion of Compass.

Mildred asked us all to think about the following issues in preparation for our February meeting.

- How do matriculation processes play into student success?
- Where do we want to focus matriculation efforts?
- Let's broaden the sense of basic skills development college wide.

Next meetings:

How do Tuesday, February 9 and March 23 from 3 to 4:30 look to all of you for spring meeting dates?

Bakersfield College Matriculation Advisory Committee
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February 10, 2010

Present: Jeannie Parent, John Hart, Kimberly Van Horne, Lisa Fitzgerald, Pam Boyles, Sue Granger Dickson for Sandy Sierra, Sue Vaughn

Guest: Cynthia Quintanilla

Unable to Attend: Donna Starr, Jenny Peters, Kristi Newsome, Mike Daniel, Mike Moretti, Patti Ross, Rich McCrow, Scott Wayland, and Skip Hill

Minutes of 10/27/09 (previously circulated) were approved by acclamation.

Lisa reported that the 2008 consequential validity studies are near the top of Anne's to do list, but they have not yet been analyzed. Committee members stressed the importance of these data to inform current discussions on modifying cut scores.

Faculty have indicated that they would like to conduct the fall 2010 studies during the 3rd or 4th week of the term. We will have the packets to the affected departments by the middle of the second week, so they can be distributed to individual faculty members by Monday of the third week. The directions will give each faculty member the choice of the 3rd or 4th week to administer the paperwork.

In light of our limited funding and a number of concerns about students retesting because they didn't take the first test seriously, we will pursue the following:

- **A statement encouraging students to review the online practice tests to prepare them to do better on the actual test will be added to registration brochure and the web site.** That link is <http://www.act.org/compass/sample/index.html>.

Scott will be asked to report on the information he is gathering on students who jump more than one level after retesting. "All counselors are authorized to give students a second chance at the English Compass placement test—but only a second chance. If, after that, they are still unhappy with their placement, they need to be sent to the matriculation coordinator—me for the time being.

We have a new process regarding Compass testing: If the student's second score is a jump of more than one class level, the score will not be entered into the computer. The student will be directed to me for an authorization for a written test. We have found a number of cases where students make a big jump of two or more levels on the Compass test—perhaps from some familiarity with the questions—and get placed in courses above their ability to reasonably succeed. We want to do everything we can to help students move smoothly through the program, so we require a written sample and conference with the matriculation coordinator. We expect this to be a fairly small number of students each semester.

Under no circumstances should counselors move students up more than one level using multiple measures. If anyone has questions about placement in the English program, I'm always happy to help."

- **Sue G. will ask Alice to e-mail high school counselors requesting that they inform students of the importance of placement testing and publicize the link.**
- **Pam will do the same for high school English teachers.**
- **The Compass on-line practice tests will be demonstrated at the high school counselor meeting in the fall.**
- **Sue G. will send Sue V. an e-copy of the Expectations in BC English Courses for distribution to our entire committee.**

The line for EAP scores has not yet been placed into SOATEST in Banner. **Sue V. will follow up with the district office.** Cynthia provided information about how CSUB utilizes the EAP scores. We will plan to inform students about the opportunity use the EAP for BC placement into ENGL and MATH classes during orientation. **This will be discussed further at our next meeting.**

We have identified a serious problem with placement into English classes, which is that placement appears to be being made on the basis of the Compass writing test only. NOTE: Sue V. has further clarified the problem; it seems that no one ever gave the ENGL placement chart to the Assessment Center. As soon as Pam gets that to Sue, the change in data entry will be implemented. We will verify that solves the problem immediately after implementation.

Sue V. will distribute e-copies of the 2007-09 Matriculation Plan. Each committee member is asked to review all section that pertain to his/her responsibilities and make changes on the e-copy, or on paper. Please return all of those changes to Sue V. before March 15 so she can have a draft for our review at the March 24 meeting. Please be sure to make all changes that reflect procedures that have changed in the last three years.

Next meeting: March 24, 3:30 to 5 pm in A-5

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March 24, 2010

Present: Jeannie Parent, John Hart, Kimberly Van Horne, Lisa Fitzgerald, Pam Boyles, Sue Granger-Dickson, Mike Moretti, Scott Wayland and Sue Vaughn

Unable to Attend: Donna Starr, Jenny Peters, Kristi Newsome, Mike Daniel, Patti Ross, Rich McCrow, and Skip Hill.

Minutes of 2/10/2010 (previously circulated) were approved by acclamation.

Information with hot links to sample Compass tests have been added to the assessment and counseling homepages to encourage students to prepare for their assessment and to avoid so many retests. Alice has sent notifications to high school counselors asking them to encourage students to prepare. Mike shared the information with high school math teachers and Pam will do so with English teachers next fall.

A lengthy and positive discussion on clarifying the use of multiple measures ensued. Math faculty are looking at success rates of students who jump more than one level in math through multiple measures or retesting. They will prepare a descriptive sheet that counselors can show to students who are questioning their math placement. English and ENSL departments are engaging in similar activities but the English descriptive sheet will be a booklet of correct and incorrect essays for each level. There will be new counseling guidelines on the policies for placement changes that are adopted by each department. Sue G-D will share this information at counselor staff meetings, perhaps with a few faculty from the appropriate department members joining them. The English department implemented a new policy on retests a couple of months ago. Students, whose retest scores would jump them more than one placement level, do not have their scores entered into Banner and they are referred to Scott Wayland. He checks a writing sample from them and asks a number of questions. Then he enters the appropriate placement level into SOATEST.

The EAP (Early Assessment Program) line has been added to SOATEST. Because the EAP information appears on the students' high school diplomas, not on their transcripts, we won't have documentation of their eligibility for ENGL 1A prior to their registration date. Kimberly will contact Kim at CSUB to find out how they are getting the information. We will probably need to make a large sign in assessment noting that students who have EAP credit may skip the writing portion of the assessment test. She will report back to all of us in an e-mail.

Sue confessed that she had been mistaken about needing to do the consequential validity studies every two years, it is every three years, so we agreed to wait until fall 2011 to conduct the next study.

Ann reported on her analysis of the 2008 consequential validity studies in ENSL and ENGL. Several calculation errors in the total % were identified, so she will correct those errors, complete the MATH and ACDV analyses, and send them to Sue V for distribution. Each member of the committee will review all four sheets and share their comments in a "reply to all" e-mail within one work week of receiving the reports. Once we have approved them, each department can discuss the results at their meetings.

When you review the analyses you need to keep in mind the following:

- Correct means that the student or faculty member selected, "Correct", "Maybe should have been placed in a lower course", or "Maybe should have been placed in a higher course". All three of these choices are grouped into the Correct column.
- Under the Disproportionate Impact Summary section, the guidelines indicate that the percent placed correctly for each category should be at least 75%. Only the African American group on the ENSL page was below 75%, but there were only two students in that category, which too small a sample to be counted.
- Since ENSL was using SLEP and an essay for placement at the time that these surveys were administered, things might look very different when we repeat the student in fall 2011. The new results might support the change to Compass and elimination of the essay, or they might argue for additional changes.

We agreed to review the 2007 matriculation plan and get comments to Sue V by April 20. If there other staff members, who have been working on matriculation issues, please get those names to Sue so their names can be on the plan as well.

Our next meeting will be in October. At that meeting we will review results of the departmental discussions of the consequential validity study, where we are with EAP, and how efforts to limit retesting are progressing.