

Mt. San Antonio College
Assessment and Matriculation Committee Minutes

May 13, 2020
 2:30–4:15 pm
 Online via Zoom

Committee Members:

x	George Bradshaw (Co-chair) (Assessment)	x	Dianne Rowley (LERN) (Recorder)	x	Maria Tsai (RIE)
x	David Beydler (Co-chair) (Math)	x	Ned Weidner (English)	x	Liza Becker (Associate Dean, Continuing Ed.)
x	Francisco Dorame (Dean, Counseling)	x	Jesse Lopez (Counseling)	x	Michelle Sampat (Associate Dean, Instruction)
x	Elizabeth Casian (AmLa, AWE)	x	Naomi Avila (Counselor, Continuing Ed.)		

Guests: Nico Martinez (Assessment Center), Chuong Tran (IT), Audrey Yamagata-Noji (VP Student Services), Beverly Heasley (IT)

<u>ITEM</u>	<u>DISCUSSION</u>	<u>OUTCOME</u>
1. Approval of Minutes from April 22, 2020		Approved.
2. Dual Enrollment and English Placement (Ned) <ul style="list-style-type: none"> a. ELJD approved the use of Can-Do statements b. ELJD decided not to use GSP for 10th graders 	<ul style="list-style-type: none"> • ELJD voted to use GSP for 11th graders, not 10th graders. In June, the department will revisit guided-self-placement for 10th graders. Dual enrollment team is fine with “see counselor” message. M. Sampat recommended that incoming 10th graders see counselors. Most incoming 12th graders have completed three years of high school English and these students would not need to see a counselor. • For reading placements, students with less than three years of high school English will “see counselor.” During counselor meetings, counselors will look at the course a student wishes to take and make a determination for readiness for that course. 	

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	<ul style="list-style-type: none"> M. Tsai asked for clarification regarding the “override” reason. Current override are more tied with “group.” M. Sampat clarified that currently, dual enrollment students do not need a reading placement. M. Tsai recommended finding a protocol that is easy for counselors to use consistently. 	
<p>3. Update: Temporary solution for students who get “Take AWE” message in AQ (Elizabeth, Ned, francisco, Jesse, David)</p> <ol style="list-style-type: none"> AMLA Department: Counselor guidelines change Update references from ecasian@mtsa.c.edu to AskAmLa@mt.sac.edu. Who will this email address go to? 	<ul style="list-style-type: none"> AmLa had previously agreed that students could talk to counselors about appropriate AmLa placements; however, AmLa would rather have students consult with AmLa Department to determine appropriate AmLa placements. Faculty expertise is needed to appropriately place students and evaluate the process. This process will ensure that students receive consistent messages and placements. This is a temporary solution. The guided self-placement process will be developed further in the future with additional sample reading and writing assignments. M. Tsai asked for clarification about the AQ administrative override form and whether counselors should have access to AmLa course selections or only the AmLa Department. Elizabeth requested access to the AQ override form for all AmLa faculty. J. Lopez asked about having AmLa faculty present at orientations or having counselors with specialized training to assist students. International student orientation is coming up in July. Having a representative from AmLa (or designated counselor) present at the event and clear students was recommended. Currently there are sixty applicants and forty-five will need placement. In the past, 	<ul style="list-style-type: none"> AmLa will send placement guidelines to counselors C. Tran will update the AQ with AmLa’s new email address N. Martinez will update Assessment website with the new AmLa email address

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	<p>the Math Department has attended to help with math placement to expedite the registration process. Concerns were raised with availability of AmLa faculty to respond to student in a timely manner. Estimating the load (how long these conversations take with students) would be helpful in scheduling faculty.</p>	
<p>4. Update: Recommendation 51: High school Equivalency students and collection of GED scores (David, Naomi, Liza)</p>	<ul style="list-style-type: none"> Accepted by SPEAC. Will move on to Academic Senate. 	
<p>5. Update: Recommendation 52: Reading placements in the AQ for “No HS in US” students (David and Dianne)</p>	<ul style="list-style-type: none"> Accepted by SPEAC. Will move on to Academic Senate. J. Lopez reported that counselors could only provide an override through AQ admin form but READ override is grayed out on the form for students who already received a READ placement. Guided self-placement code must be recorded when READ AQ override is used. 	<p>C. Tran will change the AQ override form to activate override box for READ for all students, not just “see counselor” students.</p>
<p>6. A&M Committee Outcomes/Accomplishments (Due June 1, 2020) (David, George)</p>	<ul style="list-style-type: none"> This document will be sent to the committee to edit and add input. At the next meeting, the committee will review and approve. 	<p>D. Beydler will send a blank version out so the group can edit in the OneDrive folder.</p>
<p>7. AmLa Placement Implementation (Elizabeth)</p>	<ul style="list-style-type: none"> E. Casian clarified that “Can-Do” statements are temporary until a process for more one-on-one, face-to-face work with students can take place to ensure students are making informed placement choices. 	

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8. AQ2 completers with “See Counselor” or “Take Test” placement (Maria)	<ul style="list-style-type: none"> M. Tsai discussed the “See Counselor” or “Take Test” report. Close to 4,000 students in English, AmLa, or READ received “See Counselor” placement (about 15% of students). Some students may not actually need to see a counselor based on this data because they are continuing students or other circumstances where they have already completed English, AmLa, or READ. Data for “Take DRP” was excluded because this is no longer an option. The “Take Test” group in “yellow” AmLa branching option was given to students with less than three years of high school English. 37% of those who received “Take Test” placement were those who took the AWE. 	
9. “Transcript” message for students who attend another college (Jesse)	<ul style="list-style-type: none"> J. Lopez reported that when students attended a different college, students receive a “Submit Transcript” message which prevents registration. A suggestion was made to add a button on the AQ so students can indicate they have completed math or English in college. Currently, the AQ will place students into ENGL 1A and MATH 100/110/120/130/150 or higher if students enter their high school data. Students with “some college” should still enter their high school data for immediate placement. It was determined that students receiving the “transcript” message may be working of AQ1 results, not AQ2. 	
10. Chemistry Placement Test (David)	<ul style="list-style-type: none"> Due to the campus closure, the Assessment Center website has been directing students to Todd Clements (Chemistry Department Chair) for placement into CHEM 50/50H. A recommendation was made to keep the rubric (discussion 	D. Beydler will contact Todd Clements and request a document that describes the rubric he is using to

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	<p>criteria) used to place students into CHEM 50/50H in the Assessment & Matriculation Committee documents file. N. Martinez will help Todd process eligibilities. Counselors will need to be informed about this temporary process. The process will use a “department override” code and students will have eligibility for CHEM 50/50H for two years.</p>	<p>place students into CHEM 50/50H.</p>
<p>11. Assessment Center Website updates (David, Nico)</p>	<ul style="list-style-type: none"> • For the guided self-placement explanation, a suggestion was made to connect the guided-self-placement process to the AQ. <ul style="list-style-type: none"> a. http://www.mtsac.edu/assessment b. https://www.mtsac.edu/assessment/testinfo.html c. http://www.mtsac.edu/assessment/gsp (Check wording of intro paragraph.) • “Placement Test” message was also updated. 	<p>Audrey will work with Nico on the wording of the guided self-placement intro paragraph.</p> <p>D. Beydler will send out these messages for feedback from the committee.</p>
<p>12. Noncredit ESL Placement Test (David, Liza)</p>	<ul style="list-style-type: none"> • ESL placement is computer adaptive that was approved by Chancellor’s Office. Faculty in ESL developed a self-guided language test to temporarily place students. ESL website has information on this new process under “Steps to take ESL classes” with a flowchart. 	
<p>13. RIE Update (Maria)</p>	<ul style="list-style-type: none"> • Tabled 	
<p>14. Counseling Update (Jesse)</p>	<ul style="list-style-type: none"> • Tabled 	
<p>15. READ Update (Dianne)</p>	<ul style="list-style-type: none"> • Tabled 	

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16. AMLA Update (Elizabeth)	<ul style="list-style-type: none">• Tabled	
17. English Update (Ned)	<ul style="list-style-type: none">• Tabled	
18. Math Update (David)	<ul style="list-style-type: none">• Tabled	

Next Meeting: May 27, 2020 from 2:30-4:15pm online via Zoom.