

Mt. San Antonio College
Assessment and Matriculation Committee Minutes

May 27, 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)		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)		Naomi Avila (Counselor, Continuing Ed.)		

Guests: Nico Martinez (Assessment Center), Audrey Yamagata-Noji (VP Student Services)

<u>ITEM</u>	<u>DISCUSSION</u>	<u>OUTCOME</u>
1. Approval of Minutes from May 13, 2020	See item #4 for discussion related to 5/13/2020 minutes	Minutes accepted with minor changes
2. A&M Committee Outcomes/Accomplishments (Due June 1, 2020) (David, George)	<ul style="list-style-type: none"> • For Goal #2 outcomes “Considered alternate processes for special admit/dual enrollment and determined that current processes are optimal” was placed as the first bullet point. Also, ESL workgroup was changed to ESL advisory group and “updates to AQ and AQ administrative form” and “creation of counselor guidelines” were added to second bullet point. • For Goal #4 outcomes, “multiple research sub-project reports were created and reviewed” was added. Additional information on AmLa guided self-placement tool was added to first bullet point. 	
3. Update: Temporary solution for students who get “Take AWE” message in AQ (Elizabeth, Ned, Francisco, Jesse, David)	<ul style="list-style-type: none"> • “Guidelines for Counselors” document was discussed. For English/reading placement, there are examples of specific cases counselors might encounter related students who need placement referrals to AmLa faculty. Question mark icons for 	David will send a PDF of the Administrative Form to Francisco Dorame and Jesse Lopez so they can distribute

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<p>a. Both the AQ and the AQ Administrative Form changes were moved to production last week.</p> <p>b. Double-check counselor guidelines before sending to counselors.</p>	<p>online AQ Administrative Form instructions have been added with explanation of reason codes.</p> <ul style="list-style-type: none"> • Also, please see Item #4 below for further discussion on use of AQ Administrative Form. 	<p>and discuss with the Counseling Department.</p>
<p>4. AMLA placement implementation (Elizabeth)</p>	<ul style="list-style-type: none"> • There was discussion to clarify “see AmLa” placement and READ 90 placement. If AmLa faculty decide that a student is best placed in ENGL 1A, the student would need to see a counselor for default READ 90 placement (or guided self-placement READ 100). Currently, counselors do not have a way to place AmLa students. A recommendation was made to direct all students to the “Can-Do” statements so native speakers can focus on ENGL 1A or ENGL 1A + 80 and avoid extra steps. Audrey Yamagata-Noji encouraged the committee to work on the process of placing and tracking native speakers who did not graduate from high school. Capturing the process counselors use to place non high school graduates would be helpful. Development and use of a rubric was suggested to norm counselor variability. A suggestion was made for students who receive “see counselor” and then select “A” or “B” in counselor meeting with the “Writing Ability Student Self-Assessment” questions if there needs to be a process for counselors to input a “See AmLa Department” recommendation in the AQ Administrative form. A suggestion was made to take another look at the AQ branching for AmLa to see if improvements and streamlining can be made. 	<p>When AmLa faculty use the AQ Administrative Form to place students into ENGL 1A or 1A+80, AmLa faculty will simultaneously place students into READ 90 as a default. If students feel READ 100 would be a more accurate placement, they can use the College Reading Guided Self-Placement tool and see a counselor.</p>

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	<ul style="list-style-type: none"> Elizabeth Casian shared that AmLa faculty members have been using a chat function to communicate with students. For the AskAmLa@mtsac.edu email, three full-time faculty have access. Most of the questions are about transcripts. Students have also been asking questions about chemistry and math placements. David Beydler shared that the math video is accessible on the Assessment Center website. Elizabeth Casian reported that she was unable to give override for a student who did not complete the AQ. George Bradshaw confirmed that students who do not complete the AQ can finish at a later time; students cannot go back in and change their answers. Students in this situation should be referred to Nico in Assessment or Counseling. This is usually human error rather than a technical error. 	
5. Students who didn't finish high school (David, Audrey)	<ul style="list-style-type: none"> A suggestion was made to add another drop-down option for "I did not graduate from high school," but there is already "I am no longer attending high school and did not graduate" option. Audrey identifies this group as the most vulnerable population. 	
6. Review Prioritized Research Action Plan (David)	<ul style="list-style-type: none"> Tabled until June 10th meeting. Research Action Plan (RAP) document is in OneDrive folder under handouts. 	David will email RAP document to committee for review.
7. Chemistry Placement Test (David)	<ul style="list-style-type: none"> Todd Clements (Chemistry Department Chair) is formalizing a chemistry placement document to share with the committee hopefully by our next meeting. This document will address how Todd is handling CHEM 50 placement requests, given that the Chemistry Test is temporarily not being administered. 	
8. RIE Update (Maria)		
8. Counseling Update (Jesse)		
9. READ Update (Dianne)	As of Summer 2020, READ 90 is now CSU transferrable per Jamaica Fowler.	

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10. AMLA Update (Elizabeth)		
11. English Update (Ned)		
12. Math Update (David)	MATH 100: Survey of College Mathematics has received IGETC approval.	
13. Other	For international students, the Duolingo English Test is being used in place of TOEFL or IELTS. The Duolingo test can be completed from home instead of going to testing locations. In September 2019, Darren Grosch presented on Duolingo to the Assessment and Matriculation committee.	

Next Meeting: June 10, 2020 from 2:30-4:15pm online via Zoom.