Memorandum

March 14, 2006

To: John Morton, Interim Vice President for Community Colleges
   Rockne Freitas, Hawai‘i Community College
   Chancellor Ramsey Pedersen, Honolulu Community College
   Acting Chancellor Leon Richards, Kapi‘olani Community College
   Chancellor Peggy Cha, Kaua‘i Community College
   Interim Chancellor Peter Quigley, Leeward Community College
   Chancellor Clyde Sakamoto, Maui Community College
   Chancellor Angela Meixsell, Windward Community College

Subject: Recommendations on COMPASS Placement Testing Procedures

BACKGROUND:
As part of the systemwide review of COMPASS cut-off scores and procedures, the
UHCC Deans of Instruction and Vice Chancellors for Academic Affairs approved the
formation of a systemwide COMPASS Placement Testing Working Group, whose
membership would reflect the various stakeholders (see attached membership listing).
The Working Group had its first meeting on December 9, 2005.

The following recommendations are forwarded for your review and approval:

**Math COMPASS Placement Testing**

*Recommendation:* Students self-select the Math level at which they begin the test with
the help of guiding questions provided to them.

*Recommendation:* Students be allowed to use calculators with the Windows version
of the test, which includes an online drop-down calculator. If a campus is not using
the Windows version, no calculators should be used.

*Recommendation:* All campuses move from the DOS version to at least the Windows
version of the test.

[Signature]
Louise Pagotto
Acting Vice Chancellor for Academic Affairs
Kapi‘olani Community College

c: COMPASS Advisory Workgroup
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An Equal Opportunity/Affirmative Action Institution
## COMPASS Placement Testing Working Group

<table>
<thead>
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<th>Title</th>
<th>Name</th>
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<tbody>
<tr>
<td>Banner</td>
<td>Stella Ho-McGinnes, UH System</td>
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<tr>
<td>Dean of Students</td>
<td>Earl Nishiguchi, Kaua'i CC</td>
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<td>Dean of Instruction</td>
<td>Suzette Robinson, Maui CC</td>
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<tr>
<td>Faculty</td>
<td>Wei-Ling Landers (WinCC), Pam Hudson (HawCC), Kristine Korey-Smith (KapCC), Gail Levy (LeeCC)</td>
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<td>Institutional Research</td>
<td>Guy Nishimoto, Kapi'olani CC</td>
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<td>Testing Coordinator</td>
<td>Earl Nakahara, Honolulu CC</td>
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<td>Counselor</td>
<td>Sharon Chiba, Kaua'i CC</td>
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<td>UHCC System</td>
<td>Cheryl Chapell-Long</td>
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<td>Chancellor</td>
<td>Peter Quigley, Leeward CC</td>
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<tr>
<td>Facilitator</td>
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