Continuing Business:

- Site licensing and Unit Orders – revised procedures working well.
- Course Placement System (CPS) – review/discussion of Chancellors Decision, April 6, 2005 email (attached).
  - Changes are for testing in Fall 2005 for Spring 2006 registration
- Coordinators reported that review of COMPASS e-write delayed.
- Internet Version COMPASS
  - Hawai‘i CC experimenting with version, has experienced a few technical glitches and recommends the on-line tutorial/training for implementation.

New Business:

- Course Placement System - implementation for Spring 2006 (Chancellors Decision April 6, 2005 email). The Coordinators discussed the following issues related to Test Center procedures:
  - Reviewed the Pagotto memo dated Nov 29, 2003 (attached)
    - Two year shelf life of test results
    - Retest policy of 120 days
      - Some campuses reported restrictions on retaking placement test after registering into a course sequence (retesting not permitted regardless of time period); however, for other students and for campuses without course sequence policy, the consensus was for a shorter time period and general agreement for 60 days.
      - Discussed that campus procedures need to be reviewed for compliance with policy
  - Fees for Testing/Retesting
    - January 2002 VP Planning and Policy memo (attached) addresses Testing for Non UH Students
    - Discussion on recommending retesting fees for UH students.
- Programming Functions for Test Coordinators - Math tables - as a function of COMPASS Math Test computer program sequencing instructions, recommend add College Algebra test cutoff score 0-55 for Math 103/Math 100/Math 27 for the system memo.
- Reaffirmed that students should be allowed to self-select the starting level in the math test sequence.
  - HAW CC reported all students required to have a pre-algebra score.
- COMPASS Math Placement Test use of calculators:
  - Windows/Internet version - may use on-line calculator
  - DOS version – no calculators
- Agreed to continue practice of placement testing students/applicants for other UH system campuses.
- Conversion to revised placement testing cutoff scores for students registering for Spring 2006 will require a two week set up/testing period in the Test Centers. Implementation date October 1, 2005.

☐ Next meeting mid June 20, 2005

**Attachments:**
Agenda April 13, 2005
Chancellor April 2005 decision email plus attachments
Pagotto memo dated November 29, 2003, subj: COMPASS-related policies agreed to 9/18/03
Vice President for Planning and Policy memo January 2002