University of Hawai‘i Community Colleges

POCEEDINGS - Test Coordinators Meeting POLYCOM
Dole Street Offices (For O‘ahu)
1:00PM – 4:00PM Thursday, January 19, 2006

Present:
Cheryl Chappell-Long, OAVPAA       Sam Prather, OAVPAA
Julia Daliva, MAU                   Earl Nishiguchi, KAU
Jerry Levinson, WIN                 Guy Nishimoto, KAP
Earl Nakahara, HON                  Matt Nohara, LEE

New Business:

- Summary COMPASS Products Used
  - DOS 2.4 Hawaii, Kauai
  - DOS 2.5 Windward
  - Windows 3.0 Honolulu
  - Windows 3.1 Leeward, Maui

- Summary ESL products/practices
  - COMPASS ESL Honolulu, Kapiolani
  - Michigan Leeward

- Summary Tests Used for Retesting
  - HAW writing sample for non-native speakers w/ Reading Score >=30
  - HON COMPASS, ASSETS for large contract testing
  - KAP ASSETS for sight impaired
  - KAU COMPASS
  - LEE College developed writing sample
  - MAU College developed writing sample
  - WIN COMPASS

- Review of the COMPASS administration/operational issues raised in the UHCC Placement Advisory Workgroup (CC-PAW) meeting, December 9, 2005. Cheryl Chappell-Long reviewed the issues raised and asked the Test Coordinators for input to be shared at the next CC-PAW meeting
  - Retesting – The Test Coordinators agree that the current 120 day waiting period is too long. Discussion included college practices for waiting the waiting period as well as retesting fees.
- Retesting fees – Test Coordinators support a retesting fee (with provisions for economically disadvantaged students)
- Common Demographic Questions – Colleges were asked to submit copies of the demographic questions currently used. Test coordinators support the use of common questions across the system with provision for college specific questions.
- Diagnostic Test – Colleges are not currently using the diagnostic test on their general college population. It was used in a high school pilot project. Maui has used it with their non-native speakers.
- Career Tech Ed as a reading question test-bank screening tool – not currently used. Honolulu will review the questions.
- Policy on Overrides/exceptions to placement – decisions made in area other than Testing Center.
- Central produced tips for taking placement tests. Most colleges refer students to sample questions on ACT’s website and loan out copies of “Plot your Way”. KAP has offered test preparation classes. Support common FAQ.
- Use of Calculators for Math Placement testing. Support recommendation to limit use of drop down calculators in windows version. “Glitch” reported earlier was a campus-specific set up issue and not common.
- Windows Version – Test Coordinators support all colleges at least at Windows version. Test Coordinators recommend follow on discussion using Internet version as adoption has policy and procedure implications.

- Test Coordinator Procedures manual - Test Coordinators support common procedures manual. As per prior meeting Hawai‘i CC/Kapi‘olani CC lead.
- Cheryl Chappell-Long reminded that her office would consolidate test unit orders to maximize savings. Annual ACT licensing is a college responsibility.

**Next meeting**

To be determined

**Attachments:**

COMPASS Products Used spreadsheet