New Business

- Introductions – Members introduced themselves and gave a brief review of what they do. Stella Corona and Mike Hopson of West Hawaii Center, Tony Kitchen from HAW CC, and Hanwell Kaakimaka, Varouny Sybounmy, and Blake Sakata from HON (representing Vice Chancellor Erika Lacro) were welcome. Cheryl Chappell-Long reviewed some of the past accomplishments for the group in developing common practices and procedures to maintain consistency in the testing experience for all students as well as the group’s role as a recommending body.

- Status of Banner Ids for all COMPASS Test Takers – All should be using Banner Ids vice SSNs to comply with State Law and UH Policy. Each college has in place a process for creating Banner Ids for students who are not yet applicants. Discussion followed on removing the “B” from the Banner Id and the effect that would have on retesting mismatches and the Internet version versus the client/onsite version (Marv Kitchen will obtain more information on the number of characters required for the ID field the internet version). Consensus was to remove the “B” from the Banner Id numbers by April 1, 2009.

- Status of COMPASS scores upload into Banner – Tony Kitchen reported on the automated upload – the routine currently in place produces an edit report for scores that have not successfully loaded (due to mismatch in Ids, name, birth date fields). Now that a Banner Id is required for all test takers, consensus that match on Banner Id is match and scores will be uploaded. College representatives to review and send updates of staff member names to be notified of mismatches in upload to Cheryl Chappell-Long.
Hand entry – Tony Kitchen reported more than 6,000 test records entered by hand into Banner. There is a need to reduce the number of hand entries to prevent potential placement errors. Following discussion, the Test Coordinators identified COMPASS scores from a non-UH college as the only valid reason for hand entry. Cheryl Chappell-Long will take this concern to the Deans of Student Services.

Re-Testing Practices - Current UHCC policy limits re-tests to 60 days. Individual college practice may limit re-testing to students who have not started a math or English sequence (no UHCC policy). The group reviewed the practices at the colleges. Several colleges have re-testing in place -- Kapiolani’s ALEKs, Kauai’s Compass prep, Maui’s writing sample. Guy Nishimoto shared that a review of data for Kapiolani and Leeward re-testers did not show evidence of significant difference in testing before or after the 60 days. Cheryl Chappell-Long stated that the Placement Advisory Group is currently reviewing practices. Debbie Winkler noted that Maui CC is considering piloting COMPASS eWrite.

Demographic data collected through COMPASS -- The questions currently used (5 colleges) were distributed previously. Most of the questions were developed before COMPASS test scores were uploaded to the Student Information System. Few colleges reported requests for the information by anyone else at their college. The group will consider a small number of questions (not duplicated in other sources) that could be uploaded into Banner and then available for Perkins reporting, TRIO, etc. Cheryl Chappell-Long will discuss the issues with the Placement Advisory Group and the Deans of Student Services.

Summary Placements for fall 2008 test takers – Cheryl Chappell-Long stated that her office will request (via separate email) summary placement for Fall 2008 test takers.

Master Student Records (MSR) submit to ACT – Cheryl Chappell-Long stated that her office will request updated MSR for Fall 2005- Fall 2008. Directions will be provided via separate email. Files due by April 15, 2009.

Other issues/concerns/announcements – Combining unit orders saves money. APAPA will continue to request and process orders twice a year.