



Special Meeting Minutes- Approved March 28, 2017

Members Present

Rachel B. Salomon
Cheryl Vila
Jacinta Samuel

Monica Gordon
Amy Ishiguro

Jomi Capelle
Stevenson Kotton

Excused

Melinda Nish

Va Savu

Ernest Canonigo

The meeting was called to order @ 11:14 AM

Agenda Items

1. Placement Test Update
2. Schedule of Classes
3. Summer Schedule
4. College Prep Intensive Program

Minutes

1. PLACEMENT TEST UPDATE

- Monica and Jacinta gave a brief update on Ebeye testing.
 - They tested a total of 113 from the high school and community.
 - Issues:
 - Grammar, Reading Skills: setting of the passages. recommendation to have the passages and questions be on the same page and not on separate pages.
- The English portion of the Placement test was given to LA Department Chair and Dr. Nish for editing. Edits were sent to Development Education Chair did the final revisions and test is now with Admissions Director.
- Math Placement test portion was given to Dr. Nish for review.
- The CAP Test is now being referred to as the Computer Literacy Placement Test.
- The EMC recommendation from March 24th, 2017, meeting has been sent to EC for approval for their Special meeting on March 29, 2017.
 - **Recommendation:** All required tests for incoming CMI students are not required for admissions but are required for placement.
- We will be looking at multiple measures of placement i.e. Junior/Senior high school grades, standardized tests, TOEFL, SAT, ACT, MASET
- Recommendation from Cheryl to create a sub-committee for placement purposes.
- Motion made by Cheryl
 - “ Placement process sub-committee under EMC be formed to create a policy and procedure of using multiple sources of information to place incoming students chaired by the Admissions Director. “



- Motion was seconded by Stevenson with a unanimous vote to approve the motion.
- The members for this group are:
 - Admissions Director-Chair
 - 2 ENG instructors (1 Dev Ed & 1 Credit)
 - 2 Math instructors (1 Dev Ed & 1 Credit)
 - 1 Technology instructor.
- This will be presented to Executive Council as an Action Item for EC to approve.

2. SCHEDULE OF CLASSES

- There will be a meet this Friday morning for the computer literacy placement test and Boni will share the latest test, so they have access to it.

3. SUMMER SCHEDULE

- Tabled for next meeting so Dean of AA can clarify on this.

4. COLLEGE PREP INTENSIVE PROGRAM

- Tabled for next meeting so Dev.Ed Chair can be present
 - Director of ABE/GED and Developmental Education Chair will be invited to attend next EMC regular meeting scheduled for April 2, 2017, at 11a.m. in the CC-CR.

Meeting adjourned @ 11:59 AM

Kelly Luce Sebastian, Recording Sec.

Scribe

EMC

Reviewed & Approved by

06 - 04 - 2017

Date approved