

## **Developmental Education Coordinating Committee**

### Meeting Minutes

*Date of meeting:* March 30, 2005  
*Location:* LRC, Room 101-A  
*Present:* Marcella Davis, Andrea Deal, Patricia Frazer, Greg Jewell, Jude Roy, Dan Schultz, and Mary Werner.

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Marcella informed the committee members that arrangements are progressing for the May 9 Developmental Educators Workshop. The letter from Dr. Debbie Cox has been mailed to all DE instructors. The Cut Above Food Service has given us an estimate for the food for \$240. We will be getting another estimate from Country Cupboard. Rooms 105, 101A, and 113 in the LRC Building are reserved. She asked that the reading, writing, and math committee members write up a description of their course revisions to be discussed at the workshop. Committee members will also be preparing additional pages for the Teaching Resource Notebooks in each area.

She announced that a DECC report was presented at the Faculty Meeting on March 18.

The committee discussed possible uses for the \$15,800 tutoring funds written into the Title III Grant for next year. Marcella will write up a proposal to present to David Schuermer soon, so the tutoring plans can be built into the course revisions. (That proposal will be attached to these minutes.)

The Writing Group reported that they met last week and began to work through each goal for ENC 90—with teaching/learning activities and methods of assessment. They will continue this project for ENC 91. Each goal/competency will be typed up on a separate page to be included in the Teaching Resource Notebook. They will also be building a common departmental pre- and post-test from those two levels—this paper-pencil test will be administered to all students in the pilot classes in Fall 2005. This test over English grammar and mechanics will be coupled with a pre- and post-writing sample.

The Reading Group met with Cris Crowley, Chandy Melton, Donna Howard, and Karen Oakley at ACE2 to receive training on the PLATO Learning System. It was a very informative meeting, but everyone realizes that there is much work to be done to successfully implement this computer-based RDG 10 class. Donna and Karen will be the instructors, Chandy will assist with administration of the TABE pre- and post-test and setting up the lesson index based on the reading skills needed, and Tang will assist with the daily management of the PLATO system to make certain that students can move smoothly through the process at their own pace.

The Math Group met last week and continued to work on assessments and lessons to be placed on the computer to allow the MT 55/50 students to move through that course at their own pace.

Marcella requested that each group write up a formal report of their course revisions in preparation for the May 9 Workshop and the August 8 Regional Faculty Meeting presentation.

The committee continued the discussion on what kind of statistics we need to gather and who would be collecting them. It has been uncertain because several people in the college seem to be gathering statistics, and we do not want to duplicate what Jay Parrent, James Bowles, or Craig Dixon are doing. We reached the decision that our committee, in particular Dan Schultz, would set one specific goal: beginning with class rosters from Fall 2003, he will print out rosters for each semester in each subject area so that we can follow the progress of specific students who have moved through the course sequence and into entry-level courses.

All committee members agreed that we will be working with Tang to install more course materials on ANGEL in order to make that technology a more vital part of our courses.

Marcella brought up the issue of the status of our committee beginning in the fall. In our recommendations, we requested to become a Standing Committee to serve as an on-going coordinating body for developmental education at MCC. The question/suggestion had been raised by a division chair about combining the Assessment and Placement Committee with the DECC. Committee members felt that this would not be a good solution because the A & P Committee includes (as it should) representatives from every division. These reps, for the most part, would not be involved in developmental education issues. Also, the committee wishes to maintain the same membership on a continuing basis because this group will be implementing the new programs and will be concerned with maintaining high standards in the developmental education program.

The announcement was made that a Reading Faculty/Coordinator position has been approved.

Next week, the separate groups will be meeting; we will have our next joint meeting on Wednesday, April 13, at 3:45-5:00, in room 101A/LRC.