

## **Developmental Education Coordinating Committee Meeting Minutes**

*Date of meeting:* September 8, 2004 – 2:30 p.m.  
*Location:* LRC, Room 101-A  
*Present:* Marcella Davis, Andrea Deal, Mary Werner, Dan Schultz, Dawn Chumley, Greg Jewell, Tang Suppacheewa and Michele Savage.

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### Counts from Developmental Education Courses

Total 695 unduplicated students in Developmental Courses

RDG 10	22
RDG 20	92
RDG 30	118
ENC 90	84
ENC 91	166
MT 55/50	211
MT 65	223
MT 120	126

25% of the students in the college are in developmental courses.

80.6% of students are taking developmental math which is the largest area

Dawn gave the following statistics:

22.5% - MT 120

39.8% - MT 065

37.7 % - MT 055

Dan offered to investigate putting the information from PeopleSoft into Access or Excel in order to have more control over the data. Access is more powerful than Excel and allows you to use more queries. He requested a book on using Access for database management and Marcella agreed to provide him with the text.

Marcella shared a list that Jay had printed from PeopleSoft. It was decided that Dan would speak with Jay about the best way to use information which is already entered into the PeopleSoft database.

### Information Form

Dawn presented a form she had developed which included the information which should be entered into the database on each student. The information includes: Empl ID, Student Name, Gender, Age, Placement Test Scores (sub type, math eng read, Course load (this semester only), dev math, dev eng, dev read, and work hours. There was discussion as to whether to include age, ethnicity, work hours and gender on the form. How many hours already completed was also considered as data to be included on the form. Other issues discussed were whether or not to

include new or returning information on the report, whether they were taking the course for the first time or it was repeated.

There was a discussion as to whether to follow a group of focus students, or to include information for all students currently enrolled in the program. It was decided to include information on everyone and then narrow it down.

It was discussed whether or not it was necessary to know if they were new or returning students and how that information would relate to the test scores. One of the issues to be studied is how the students are placed in classes with regard to their test scores.

Dan will work on the excel form and look into getting the data into Access. This will not be done by next week, but will be an ongoing project.

Other issues about what to include on the form such as how many children, do they have a functioning vehicle, etc. were discussed, but it was decided that some of those issues should be on a survey, but not on this form.

### Course Sections

The following are the number of sections of each course:

Math	055	8
	050	8
	065	8
	120	7
Writing	090	5
	091	9
Reading	010	2
	020	5
	030	6

There was a discussion about how we can judge whether a placement is correct. The committee will need to look at the test scores, so there must be columns for each test and each section of the test.

Some students have been at the college for 8 to 10 years taking developmental classes. The reason could be because they are only taking one course each semester.

Table discussion until Dan talks to Jay about possibilities.

## Discussion Board

Michele will contact Paige Brooks-Jeffers to find out if we can batch enroll all developmental faculty into the system. If this is possible, she will need a digital list of all members and their e-mail addresses.

## Letter Information to all developmental faculty

There was discussion about when to have the end of semester meeting for all faculty, both full-time and part-time. It was discussed as to the best time for the meeting. The part-time faculty will be paid a \$50 stipend for attending the meeting. The purpose of the meeting is to follow up and discuss what materials faculty had used from the notebooks. There will be a group discussion as to what worked and what did not work.

Tentative date is 12/14 at 4:30 to 6:30. Snacks will be available. Faculty should bring their notebooks and their activity logs with them. The letter about the meeting that will be sent will come from the Dean of Academic Affairs and the meeting will be mandatory. Input from Dr. Cox and David Schuermer may be necessary for the letter.

Hold on item 5 until next meeting.

## “What Works” Book

Committee members agreed that it was a good book. Next week will begin the discussion of the book to be alternated with T3 discussion. Assigned Chapter 1 to page 34 for discussion next week. In two (2) weeks T3 discussion will be on Angel.