

MEETING MINUTES FOR  
CAPC Student Placement, Advising and Support  
Standing Committee  
October 15, 2009

Present: B. Albright, V. Brennan, C. Galizia, L. Lauf, C. Letteri, L. Middaugh,  
E. Niemi, J. Rau, S. Ruthven, J. Stonecliffe, T. Takayama

Excused: R. Smith

Guests: J. Gould

Call to Order

S. Ruthven called the meeting to order at 2:40 p.m.

Announcements:

None

Approval of Minutes

The minutes from the October 1, 2009 meeting were approved electronically.

**Face to Face Update Presentation**

L. Lauf began the discussion by asking if the committee was familiar with the face-to-face program. It was created to develop a campus-wide awareness to help students succeed. Although, there have only been a small number of documented forms (eight), the program has been working well. Faculty have been walking students down to the Counseling area if they are in crisis or for a number of other reasons. The economy is affecting students and adding stress to their lives. The program can't provide individual therapy, but there is a social worker available who has a private practice in Cary, and students can be referred.

L. Lauf said she is not always available, but in her absence there is someone on call to assist students. S. Ruthven asked if there was a long term plan to update new faculty. It was suggested that L. Lauf introduce her group at upcoming division meetings. E. Niemi asked what percentages of people are bringing students to Counseling. (Faculty, Administrators, Staff?) L. Lauf said she was not sure of the numbers, but would find out and report back to the committee. J. Stonecliffe added that she walks students down there immediately if she feels there is a need. S. Ruthven thanked L. Lauf, and added that SPAS would be willing to help if she needed it.

Old Business

Review of Questions Regarding Minimum Standards  
SPAS Meeting with ECC

Action Items: J. Gould will compile questions and contact someone at ECC.

Discussions Items:

At the last meeting, several questions were raised as to what direction the committee was going to take to begin research on the possibility of creating minimum standards for students who want to enroll in 200 level classes but have low reading scores. E. Niemi asked if anyone had an end goal in mind. J. Gould replied that the purpose of the information seeking and questioning process is to lead us to this discovery. He gave the committee the following questions to consider:

- What is the impetus for change?
- What was their process?
- How was it discussed with faculty?
- How was Student Services involved?
- What was the impact?

- Did they make compromises?
- What courses were developed because of the process?
- How did they determine success or failure?
- What were the problems they encountered?
- What lessons did they learn?

B. Albright agreed that getting background information would definitely help us discover what direction we will take. J. Gould added that currently there is no formal data on how the faculty view this issue, but when it was brought up at division meetings last spring, concerns were expressed. S. Ruthven thought that eventually it would be a good idea to have a survey created to find out where people stand on this matter. The committee agreed that ECC should be contacted to set up a conference call at the next SPAS meeting on Thursday, November 12<sup>th</sup>.

New Business: CLEP Policy

Action Items: S. Ruthven will contact D. Goosetree about how to proceed with CLEP, and whether or not SPAS needs a motion to CAPC.

Discussion Items:

### **CLEP Policy**

V. Brennan's department (Credentials Evaluation) validates CLEP credit. She distributed copies of the MCC CLEP Policy. It indicated which CLEP examinations are awarded credit, how credits are calculated, and the last date the exam was reviewed by the department. The general exam has just recently been reviewed by all departments, but some of the subject exams haven't been reviewed since 2001. V. Brennan suggested that SPAS develop a process for reviewing the exams on a regular basis. J. Johnson (ENG Department Chair) will be reviewing a new COMP I test for spring semester. (2010)

S. Ruthven brought up the possibility of tying the exam review to program review. That way the departments would review the exams every five years. V. Brennan is proposing that once an exam is reviewed the changes take place immediately, instead of having a specific date in place. L. Lauf feels that it is more beneficial to the student if the changes go into effect at the end of a semester.

E. Niemi motioned that CLEP exams be reviewed annually by the SPAS Committee. Rau/Lauf seconded. Motion passed unanimously. CLEP exam review will be tied to Program Review and looked at every five years. Changes will take place immediately instead of having a set date. (e. g. 1/10/10) Albright/Lauf suggested that "immediately" should be defined. (e. g. If a change to an exam is made in March, then that change would take place at the beginning of summer semester.)

C. Letteri wondered if it would be a good idea to link this additional information to the CLEP Policy page on the MCC website. She also mentioned that one drawback to tying the exam review to program review might be that the programs that were just reviewed recently would have to wait another five years to review their exams again. It was recommended that if an exam hasn't been reviewed since 2007 or before, then those exams need to be reviewed by spring 2010 (May, 2010). Changes that are made will take place at the beginning of the next semester.

Motion/s to CAPC: None

### **Adjournment:**

Letteri/Brennan motioned to adjourn the meeting. With no further business, the meeting was adjourned at 4:03 p.m.

The next SPAS meeting will be held on Thursday, November 12, 2009 at 2:45 p.m. in A 262L.