

**Florida Developmental Education Association
Executive Board Meeting Minutes
Bethune-Cookman University
Daytona Beach, Florida
Friday, April 11, 2008**

Call to order at 7:35pm by Nick Bekas, 2008 President

In attendance: Sandra Offiah-Hawkins, Wanda Cook, Nick Bekas, Marjorie Sussman, Shirley Rehberg, Diane Reese, Sharon Williams, Michelle Thompson, Lynn Blanton-Mitze, Susan Taylor, Hubert Brown, Jr., Susan Taylor

Lynn Blanton moved to accept the January Board Minutes as submitted; Sandra Offiah-Hawkins seconded. Motion carried.

Discussion: Speaker Theme

Eileen Holden, President of Polk Community College, will be the keynote speaker. She is requesting a theme for her speech. Suggestions included that she talk about how community college developmental education has made a difference (past, present, and future contributions – what would she, as a college president, like to see happen in the future).

It has been suggested that because the speaker is not charging a fee that we give her a complimentary room at the conference.

Discussion: State Exit Exam

President Nick Bekas noted that the FDEA Board committed to making a position statement based on information that came out of subject area forums at the 2007 conference regarding the administration of state exit exams.

The Board wishes to include the following **from an FDOE memorandum dated May 28, 2003:**

Except as noted in the next paragraph, examinees are not permitted to use calculators on the Mathematics subtest or dictionaries or other reference materials on the Reading and Writing subtests. Examinees may write their essays on computers, but may not use spell checkers or other aids.

Institutions are responsible for determining whether examinees meet the criteria for waivers or for accommodations for disabilities. Only students who have diagnosed learning disabilities and documented authorization to use a calculator in mathematics coursework may use a calculator on the Mathematics subtest. Institutions determine the length of the test administration time for students with disabilities.

Discussion: State Exit Exam

The Board will request that the reading and math discussion forum leaders resubmit their summary statements so that this information can be included in the spring newsletter and on the FDEA web page. Feedback from the general membership will be solicited and changes made as necessary before submitting the FDEA position statement is submitted to the Council on Instructional Affairs (CIA).

The Board requested that writing forum notes previously submitted be revised so that the discussion points reflect the tone of a position statement.

Discussion continued regarding the idea that the test has not been updated. We as a Board are not arguing against exit testing; however, there is a concern that no support exists at the state level for the updating of the test.

The Board discussed presenting these FDEA membership concerns to the Council on Instructional Affairs (CIA).

Meeting adjourned at 8:30 pm.

Respectfully submitted,

Susan H. Taylor, Secretary

**Florida Developmental Education Association
Executive Board Meeting Minutes
Bethune-Cookman University
Daytona Beach, Florida
Friday, April 11, 2008**

Call to order at 8:50AM by Nick Bekas, 2008 President

In attendance: Lynn Blanton-Mitze, Wanda Cook, Sandra Offiah-Hawkins, Nick Bekas, Susan Taylor, Marjorie Sussman, Hubert Brown, Jr., Shirley Rehberg, Dianne Reece, Shirley Williams, Michelle Thompson, Patti Levine-Brown

Discussion: Keynote Speaker Theme

Suggested a theme for the keynote speaker (past, present, and hopes for the future)

Discussion: State Competency Exam Discussion Continued

Susan Taylor read the revised writing position statement. This position statement

Math concerns – FDEA math instructors advocate no calculators and wish to see consistency across institutions regarding passing scores.

It was noted that course syllabi do include the exit exam policies, including pass scores. Would that make it easier for colleges to create one document that combines all of this information?

It was suggested that links to these documents could be provided on the FDEA website.

Russell Takashima moved and Wanda Cook seconded that the position statement will revised again to include the math concerns and any additional reading concerns. This statement will be included in the spring newsletter and posted on the web site, requesting feedback from the general membership. Final vote on the formal position statement will be taken at the closing session of the October 2008 FDEA Conference.

The motion carried unanimously. *The draft of the Writing Forum Position Statement to be amended to included math concerns is included at the end of the minutes. Reading instructors agreed with the general policies presented and need no additional information included in the position statement at this time.

Discussion: Technology Discussion

Michelle Thompson has agreed to investigate the use of teleconferences and audio-conferences to host seminars and Board meetings.

M. Sussman moved to been the investigation into researching cost and technology for conducting Webinars for general membership as well as for Board meetings.

Discussion: Technology Discussion continued

Sandra Offiah-Hawkins seconded. The motion passed unanimously.

Hubert Brown, Jr. asked if Board members could get FDEA.net e-mail addresses in order to alleviate excessive amounts of e-mail that are sent to work e-mail accounts. President Bekas will check with Chuck Folsom regarding this issue.

Presentation: Bethune-Cookman University

Presenters: Karen F. Nails-Porter, Director B-CU Learning Communities; Len Quatrella, Co-Director (B-CU LCs and Director of Developmental Education)

1). Learning Communities – developmental English and developmental Reading with African American History courses (called JumpStart Program)

Goal: retention and incentives for developmental students who need to feel like they need to be acquiring college credit

Handouts included the Power Point presentation and a sample syllabus for the LC: From Africa to the Americas.

Presentation: Freshman CAMP (mentor program)

Presenter: Joyce Ellenwood, Assistant Director of Academic Advisement/Sophomore

2). Freshman College Consortium Academic Mentoring Program (CAMP) – two semester program designed to pair successful students with in-coming freshmen (mentoring opportunities and social activities); combines the efforts of Freshman College, Honors College, AmeriCorps, and Students

Goal: to build a support system for students; to motivate students to achieve personal and academic goals; to provide a formal and informal introduction of college policies and resources

Target Audience: identified through Early Alert, Summer Enrichment, and Academic Status reports, faculty recommendations accepted, students may find out about it and ask to enroll

Mentors usually work with one freshman; as the program grows, some mentors have two (with time management training). The hope is that some of the freshman participants will eventually become mentors in the program.

Discussion: Conference Hotel

It is directly located across from Universal Studios, right off I-4. The hotel is conveniently located to restaurants and attractions. There are no outside rooms; the conference area will be used almost exclusively for FDEA, not a lot of walking will be required. The hotel lobby also contains a TGIF (restaurant).

Discussion: Conference Hotel continued

Cost cutting measures include eliminating one break-out room and reducing the amount of postal mailings in favor of electronic messaging. Another idea suggested was that we might lower overall costs by paying for extra rooms that will not be used in order to get a lower price for conference facilities. Nick Bekas will ask Chara to look into this option.

Discussion: Committee Reports

- **Newsletter – Marjorie Simon & Susan Bierster (presented by President Bekas for committee chairs)**
 - Position Statement
 - Awards
 - Nomination Committee/Board Membership
 - Scholarships
 - FCRC
 - Treasurer's Report – possibly an abbreviated version
 - Save the Date Postcard (we chose Version 2 of the revision)
 - Membership push (75 more members would increase our membership to 200)

- **Awards - Tammy Cherry (presented by President Bekas for committee chair)**
 - Question – Could the deadline be moved to June 2008 to allow enough time to process applications? To date, none have been received. The Board has agreed.

- **Individual Membership – Michelle Thompson**
 - 210 new members have been received
 - Collected \$245 to date
 - Names listed on the report (in black) will need to renew in October
 - Recommended goal = to increase membership to 200 this year (need 75 more new members)
 - Lynn Blanton suggested creating a membership card in a PDF to e-mail to members especially. Michelle Thompson stated that many membership cards have been mailed out with receipts.
 - Request was made by the chair to Board members asking each of us to find and e-mail new members we might know (or not) and welcome them and invite them to participate in the conference and other activities

- **Board/Officer Nomination –Marjorie Sussman**
 - We need to find the list of officers/directory that indicates whose term ends in what year. Has this list/directory already been created?
 - Board Directory (based on minutes from April 2007 meeting should reflect appointed or elected and the year of appointed or election)

- **FCRC – Patti Levine-Brown**
 - Spring Reading Conference was very successful, including a silent auction that netted \$1049.14.
 - A change has been made in the Reading scholarships
 - Two will be given \$500 each
 - Current applications due May 23
 - Kathy Riley at Polk CC will now be accepting scholarship applications.
 - DBCC will host the next FCRC 2-day conference
 - FCRC will be trying to reach out to EPI participants (in-service points)

- **Achieving the Dream – Janita Patrick (no updates at this time)**
 - Connections conference in Ft. Lauderdale, May 2008

- **Diversity – Sandra Offiah-Hawkins**
 - Contact has been made with DJ Henry and AB Longman and other authors to finance a focus group that is centered around diversity
 - Discussion will center around how diversity is addressed when texts are created

- **Political Liaison Report – Diane Reese**
 - A folder of resources was included with updated information since January 2008; we are encouraged to review information and to let Diane know if there are issues that we would like her to pursue for presentation at the next Board meeting
 - Introduction to new commissioner Eric J. Smith
 - Presentations from the legislature
 - CPT and cut scores/E-news
 - DOE Community Colleges Update 3.24.08
 - Best Practices website

- **Archives/Historian – position has not been filled**

- **Treasurer’s Report –**
 - The final bill for the conference has been paid to Valencia Community College.
 - The scholarship fund contains \$19,137.80. The suggestion was made that as scholarships are awarded from the general account, the general fund should be reimbursed through the scholarship fund.
 - The conference was not a revenue generator this year. That explains a reduction in the overall FDEA fund.
 - The idea was presented to solicit corporate sponsors such as Bank of America, the FDEA bank.
 - Suggestions such as Chik-Fil-A and Dollar General support education
 - Coca-Cola or Pepsi

- **Treasurer's Report – continued**
 - Insurance companies (AIG, TIAA Cref, Florida Hospital, AARP, etc.)
 - Be aware of conflicts of interest.

- **Institutional Membership – Wanda Cook /Susan Taylor**
 - Records were given to Dianne Kostelny to transfer responsibilities from Susan Taylor to Wanda Cook; Wanda will begin new responsibilities with May dues letter mail outs
 - Recommendation – IM Dues letters instruct institutions to direct payment directly to the treasurer (questions and faster deposit access)
 - Eight (8) institutions did not pay 2007-2008 dues.
 - DBCC has requested that a change in the contact at their college: Randy Spivak
 - Recommendation: letters/invoices should be sent to Board members as well as to their colleges so that Board members can ensure that their colleges pay dues as required by by-laws.
 - Initial membership letters will be sent out in May 2008, follow-up in July 2008 and then again in September 2008 prior to the October conference
 - IM Dues contacts will be e-mailed to all Board members to check
 - Should we grant an extra free registration for back dues?
 - Motion – Shirley moved that with each registration (back dues or current dues) a free conference registration will be granted
 - Seconded by Margie Sussman
 - Motion carried 9-2.

- **By-Laws – Dianne Kostelny (no updates at this time)**

- **Website – Chuck Folsom**
 - cfolsom@fdea.net – Please use this new e-mail to correspond with Chuck.

Discussion: Meeting Wrap Up/Closing Thoughts

September Board Meeting date – September 19-20, 2008 in Orlando at the Conference hotel (Nick will send out specific information about this meeting.) Susan Bierster will present information regarding committee updates and immediate needs.

We would like to say thank you to Hubert Brown, Jr. and Michelle Thompson and Bethune Cookman University for hosting the Board meeting and the preparations for the spring conference.

Meeting adjourned at 12:15pm.

Respectfully submitted,

Susan Taylor, Secretary

FDEA Conference 2007 Writing Forum

Exit Exam Statement (DRAFT to be amended)

The FDEA strongly encourages each institution to clearly define and publish its exit exam policies. Each institution's policies should include the particular limitations as set forth by the Florida Department of Education:

Except as noted in the next paragraph, examinees **are not permitted to use calculators on the Mathematics subtest or dictionaries or other reference materials on the Reading and Writing subtests. Examinees may write their essays on computers, but may not use spell checkers or other aids.*

Institutions are responsible for determining whether examinees meet the criteria for waivers or for accommodations for disabilities. Only students who have diagnosed learning disabilities and documented authorization to use a calculator in mathematics coursework may use a calculator on the Mathematics subtest. Institutions determine the length of the test administration time for students with disabilities.

-FDOE Memorandum, May 28, 2003

Suggested additional areas to define might include the following information:

- How much time is allotted for the administration of the Exit Exam sub tests?
- How are written exams scored?
 - Does assessment involve multiple readers?
 - Are student writers' names withheld during the assessment process?
 - What other assessment procedures are in place?

Please note that the FDEA encourages institutions to ensure that their exit requirements for developmental courses, especially writing requirements, are not higher than their entrance requirements to college credit courses, keeping in mind that the purpose of developmental classes is the remediation of basic skills.

FDEA Conference 2007 Math Forum

Exit Exam Statement (DRAFT to be amended)

VERSION 1 (calculator only): Relevant to Section 240.117(4)(a), F.S., passed by the 1997 legislature, the members of the Florida Developmental Education Association would like to state our position regarding the mathematics subtest, specifically as it relates to the use of calculators. We agree with the existing provision that examinees should not be permitted to use calculators and would like to see this upheld and monitored by the state. We believe that accountability measures between the Department of Education and community colleges should be created and implemented.

VERSION 2 (calculator and standardization): Relevant to Section 240.117(4)(a), F.S., passed by the 1997 legislature, the members of the Florida Developmental Education Association would like to state our position regarding the mathematics subtest. We would like to express concern related to the use of calculators and other practices that potentially negate the equitable administration of what is intended to be a *State* Exit Exam.

We agree with the existing provision that examinees should not be permitted to use calculators and would like to see this upheld and monitored by the state. We believe that accountability measures between the Department of Education and community colleges should be created and implemented.

We are further concerned that the non-existing provisions related to such practices as passing requirements, retesting, time allowed and number of questions has resulted in variation of these practices at each institution that prevents standardized testing. We believe that if the intention of the state is to have institutions administer what is to be deemed a *State* Exit Exam, then standardization of these practices should be considered.

VERSION 3 (calculator, calculator questions, standardization): Relevant to Section 240.117(4)(a), F.S., passed by the 1997 legislature, the members of the Florida Developmental Education Association would like to state our position regarding the mathematics subtest. We would like to express concern related to the use of calculators and other practices that potentially negate the equitable administration of what is intended to be a *State* Exit Exam.

We agree with the existing provision that examinees should not be permitted to use calculators and would like to see this upheld and monitored by the state. We believe that accountability measures between the Department of Education and community colleges should be created and implemented. If at any point the statute is revised to provide for the use of calculators, we would like to see additional test bank questions suited for the use of a calculator.

We are further concerned that the non-existing provisions related to such practices as passing requirements, retesting, time allowed, and number of questions has resulted in variation of these practices at each institution that prevents standardized testing. We believe that if the intention of the state is to have institutions administer what is to be deemed a *State* Exit Exam, then standardization of these practices should be considered.