



Assessment for Course Placement Committee Systemwide Workgroup Charter

Type of group: The Assessment for Course Placement Committee (ACPC) is a standing, systemwide workgroup with an advisory role to the Vice Chancellor for Academic and Student Affairs.

Charge: The Assessment for Course Placement Committee (ACPC) workgroup exists to ensure the consistent and effective implementation of Board Policy 3.3 and System Procedure 3.3.1 Assessment for Course Placement. It periodically reviews the policy and recommends needed changes or implementation strategies; reviews and makes recommendations for the designation of system-endorsed instruments; helps design and carry out a research-based process for establishing scores for course placement; advises on assessment-related research needs of the system; and helps plan and implement professional development activities.

Roles & Responsibilities:

- Act as a forum to facilitate communication among faculty, administrators, and System Office staff.
- Act in an advisory role to system leadership on systemwide assessment for course placement issues.
- Make recommendations to the Vice Chancellor for Academic and Student Affairs that result from a process of discovery, planning, adoption and analysis.

Outcomes will include recommendations for:

- System-endorsed instruments for college course placement
- Amendments to Board Policy 3.3 and related procedures
- Minimum scores on system-endorsed instruments to guide placement into developmental and college-level courses
- System assessment-related research
- Faculty, staff, and administrator professional development on assessment-related topics

Scope (i.e., boundaries of the project):

- In Scope: Recommendations for systemwide and campus-level assessment for course placement policies, procedures, and practices

- Out of Scope: Recommendations for developmental education curriculum, programs, and practices

Duration and Time Commitment: The ACPC is a standing workgroup that meets every year. The time commitment requires members to participate all academic year for each term through attending meetings and completing tasks and responsibilities in between meetings. Members may also attend additional meetings for sub-workgroups and may complete additional tasks and responsibilities for the sub-workgroups.

Meeting Times and Dates: The ACPC workgroup meets at least four times per year (two times per semester), with meetings held more frequently during those years when instrument review/selection and minimum score setting processes are undertaken. Each meeting is a full day of at least five hours. There may be additional meetings for sub-workgroups.

To the extent possible, meeting locations should vary and/or utilize alternative methods of delivery (i.e., teleconferencing) to minimize travel time. Travel expenses for faculty and student association representatives will be paid by the system office.

Membership: The ACPC workgroup shall be composed of the following members. The appointing authorities will appoint representative members to the ACPC workgroup from one up to three-year terms. As a standing workgroup, its membership shall be rotating. The ACPC workgroup is chaired/facilitated by a system office staff.

- 6 (six) faculty members, Minnesota State College Faculty (MSCF) representatives (*8 additional members may be added during years when the course placement instrument is selected or course placement scores are determined*); representing academic disciplines of English, reading, mathematics, and/or ESOL
- 3 (three) faculty members, Inter Faculty Organization(IFO) representatives (*6 additional members may be added during years when the course placement instrument is selected or course placement scores are determined*); representing academic disciplines of English, reading, mathematics, and/or ESOL
- 3 (three) faculty members, Minnesota State University Association of Administrative & Service Faculty (MSUAASF) representatives
- 4 (four) college or university testing staff, representatives from American Federation of State, County and Municipal Employees (AFSCME), Minnesota Association of Professional Employees (MAPE), Middle Management Association (MMA), or Minnesota State University Association of Administrative & Service Faculty (MSUAASF)
- 2 (two) college or university institutional research and/or disability services staff, representatives from American Federation of State, County and Municipal Employees (AFSCME), Minnesota Association of Professional Employees (MAPE), or Middle Management Association (MMA)

- 2 (two) Students United representatives
- 2 (two) LeadMN representatives
- 4 (four) administrators from academic and student affairs
- 3 (three) system office Academic and Student Affairs division staff

Additional students, faculty, staff, and/or administrators may be invited to serve on the committee as subject matter experts and/or participate as needed in sub-workgroups formed to complete specific tasks, such as identifying appropriate minimum scores in specific disciplines.

Expectations of Committee Members: Members are expected to:

- Attend and participate in meetings as scheduled.
- Represent the positions of their constituents.
- Work with all members to build consensus in committee decisions and recommendations.
- Respond objectively to workgroup and sub-workgroup reports.
- Provide recommendations to the Vice Chancellor that meet student, institutional and system needs.
- Communicate discussions and recommendations back to their constituents.
- Assist in disseminating information relevant to the workgroup deliberations, recommendations, events, and tasks.

If a member misses or does not send another representative in his/her place for more than three meetings in a given year, then a new representative will be requested from the appointing authority.

Sub-Workgroups: In order for the ACPC workgroup to function in the most effective manner, ongoing or short-term sub-workgroups can be formed to address specific areas addressed in the committee charge. These sub-workgroups may include subject matter experts who are not currently serving on the ACPC workgroup. Sub-workgroup forward recommendations to the ACPC workgroup for consideration to be submitted as workgroup recommendations to the Vice Chancellor.

Resources: In order to complete its work, the ACPC workgroup needs access to:

- Communication with campuses and ability to request information from campuses
- Communication with system office research division and IT division and ability to request information from research and IT

Consultation Process: The ACPC workgroup recommendations shall be submitted to the Vice Chancellor for Academic and Student Affairs, and then shall be disseminated to colleges,

universities, and state faculty and student associations for comment. The committee shall reconvene as needed to consider comments received and submit revised recommendations.

The committee charge document, membership list, meeting schedule, agendas, meeting summaries, and other information will be available and posted on the system intranet. Information used by the committee members as resources will be posted on a committee SharePoint site, access only by committee members.

Links: Other groups or projects that are linked to the work of this group may include:

- Academic Affairs Council, Student Affairs Council
- Developmental Education Workgroup
- Shared Learner Outcomes Committees in English, Reading, and Math

System Office Staff Support: Kelli Lyng, 651-201-1665, kelli.lyng@minnstate.edu

System Office Responsible System Director: Pakou Yang, 651-201-1760, pakou.yang@minnstate.edu

Questions or Clarification: Pakou Yang, 651-201-1760, pakou.yang@minnstate.edu

Approved October 2016; Updated September 2017