

# Meeting Minutes: Committee on Learning Support and Developmental Studies

Academic Committee on Learning Support and Developmental Studies  
Minutes, April 30, 1998  
10:00 A.M. - 2:45 P.M.

- I. Call to Order and Introduction . Curtis Ricker, Chair, called the meeting to order. Sherrie Nist, the new Director at The University of Georgia, was introduced.
  - a. Karen Nunn, from OIIT, gave an overview of the processes used to establish Learning Support requirements in Banner. She also provided more specific information in response to a number of questions:
    1. ZORLSUI can be used to report the students who have exceeded the number of attempts allowed.
    2. In Banner, Learning Support courses have been given a specific number that identifies them. If a student takes an Learning Support course but has no Learning Support requirement established on ZOAGARP, Banner will report the student to SIRS as a V.
    3. OIIT is aware that Banner uses SAT score in determining LSP status for students who are being tested because of CPC only, but the problem has not been corrected.
    4. Monitoring Learning Support students' enrollment in regular-credit classes for which they do not meet prerequisites will be easier when CAPP is fully implemented in the 3.0 version of Banner.
    5. ZPRHOLD can be used to control for the 20-hour rule. Banner can select a sample of students who have accumulated 20 hours and still have Learning Support requirements.
    6. ZORRTPR is a Regents' Test update process which uses scores in SOATEST to update ZOAGARP. This process should be run whenever scores have been entered and at the end of the semester.
    7. Several schools in the System have written methods for assigning levels to Learning Support requirements, making it possible to place student in the correct Learning Support class.
    8. ZORPRQD can be used to drop students who preregistered but then did not pass their Learning Support course(s).
    9. Documentation on all Georgia Modifications is available on individual campuses. Other sources include ftp.peachnet.edu or Karen Nunn at karen\_nunn@oit.peachnet.edu. Directors may also

want to subscribe to GABEST L, a list-serve for Banner.

II. Revision of Policies and Procedures . The Committee agreed on a number of editorial changes to the draft. The Committee also agreed on several more substantive changes, including:

- a. deleting DS or Developmental Studies references from the Procedures,
- b. changing 1(a) to read "non-traditional students exempt from SAT and CPC requirements" and,
- c. deleting "All grades or symbols used must reflect student status in a course rather than in an LS/DS area" from III.F.,
- d. changing III.B. to read "Learning Support departments or divisions shall coordinate academic advisement of students with Learning Support requirements to insure that these students are informed about these requirements."
- e. changing the first paragraph after IV.A.3. to read "Institutions may submit requests to the Senior Vice Chancellor for Academic Affairs to have Learning Support exit level courses in English, reading, and mathematics serve as co-requisites for college level courses. These courses must be designed to provide instruction to supplement the specific core courses."
- f. deleting "Students may not accumulate more than 20 semester hours of college level credit before completing all LS/DS requirements" from IV.B.2. and beginning the second sentence with "Students who have accumulated 20 semester hours...,"
- g. substituting "with a W" for "before midterm" in IV.B.3.

The Committee also approved two recommendations for consideration by the Administrative Committee on Academic Affairs:

- a. "The Academic Committee on Learning Support recommends the adoption of a revision (Attached) of the current policy on Learning Support/Developmental Studies (Board Policy Manual 303.02) and specifically endorses the wording requiring a separate department or division, a separate budget, and a separate core faculty."
  
- b. "The Committee recommends limiting the names of departments that offer Learning Support to those currently approved by the Central Office."

III. Central Office Reports

- a. Regents' Test Survey . Kathleen Burk distributed the survey and requested that Directors who are in charge of Regents' remediation fill out the survey and leave it with her.

- b. COMPASS cut-off score for English . Dr. Burk distributed data indicating that the cut-off scores for English on COMPASS is too low. As of fall 1998, the new cut off will be 60. Institutions are encouraged to make the change for summer 1998 if possible.

Sheryl Gowen made a motion asking that the Executive Committee appoint a task force to review CPE and COMPASS minima in mathematics and reading. The motion was seconded by Rosalyn Jones. The motion passed unanimously.

- c. Course numbering . Dr. Burk asked that the Committee clarify the approved use of course numbers in Learning Support courses. Some institutions have been using 0097/0098 as their sequence. After much discussion, the following interpretation was agreed on:

0097 or lower is for a non-exit level course.

0098 and 0099 are for exit level courses, with 0098 being the second exit course.

Institutions with two-course sequences should use 0097/0099, unless they have an alternate exit course. In that situation, the institution should use 0097/0098/0099.

- IV. Discussion of ESOL Programs . Carol Pinson distributed a draft of Gainesville College's proposed policy for ESOL students. She requested that institution respond to the proposal.
- V. Tutorial service . Lottie Scott (representing Cyndee Geoffroy) announced that the results of the tutorial survey conducted by Cyndee Geoffroy were available.
- VI. System grant report . Curtis Ricker distributed a list of institutions and asked that directors fill in the name of the faculty member who received a System grant and the name of the person to call on their campus to verify that the money was received.
- VII. New officers . The Executive Committee met after the Committee meeting adjourned to appoint officers for next year. Sherry Jones will serve as Past-Chair, Shirley Hall will serve as Chair, Bill Dodd will serve as Chair-Elect, and Carol Pinson will serve as Secretary.
- VIII. The Committee meeting adjourned at 2:45 p.m.

#### Board Policy Manual 303.02

Each institution that admits students required by University System policy to enroll in Learning Support courses before or as they attempt core curriculum courses shall have a separate department or division for meeting the academic needs of such students. The program shall be designed, at a minimum, to meet the specific needs of students who, according to University System placement standards, must enroll in Learning Support. Institutions may set higher standards for placement, and the program may include other learning support components .

Each such department or division shall have its own budget and staff and shall report directly to the chief

academic officer or to his/her designee.

The Chancellor will issue administrative procedures regarding the operation of these programs.

#### ATTENDANCE ROSTER

| <b>Name</b>                        | <b>Institution</b>                   |
|------------------------------------|--------------------------------------|
| Kathleen Burk                      | Central Office (Board of Regents)    |
| Jim Head                           | Dalton College                       |
| Curtis Bailey                      | Atlanta Metropolitan College         |
| Francesca Taylor                   | State University of West Georgia     |
| Rosalyn Jones                      | Albany State University              |
| Becky Casey                        | Kennesaw State University            |
| Rosie W. Petties                   | Fort Valley State University         |
| Janet O'Brien                      | Georgia Southern University          |
| Carol Callahan                     | Floyd College                        |
| LaVerne B. Cooper                  | Coastal Georgia Community College    |
| Carl McDonald                      | South Georgia College                |
| Rick Reynolds                      | Clayton College and State University |
| Lottie Scott (for Cyndee Geoffroy) | Armstrong Atlantic State University  |
| Carol Adams                        | Bainbridge College                   |
| Michael McKinley                   | Valdosta State University            |
| Beth Saxon                         | Abraham Baldwin Agricultural College |
| Carol Pinson                       | Gainesville College                  |
| Judy Forbes                        | Gainesville College                  |
| Pat Dwinell                        | The University of Georgia            |
| Sherrie Nist                       | The University of Georgia            |
| Pat Boling                         | Columbus State University            |
| Tabitha Barnette                   | Georgia Institute of Technology      |
| Betsy Kidwell                      | Georgia Institute of Technology      |

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| Sherry Jones            | Georgia College & State University    |
| Curtis Ricker           | Georgia Southern University           |
| Shirley L. Hall         | Middle Georgia College                |
| Angelia Moore           | Georgia Southwestern State University |
| William R. Thurman, Jr. | Gordon College                        |
| Bari Haskins-Jackson    |                                       |
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