



MINUTES

Department of Developmental Studies
 All Campus Department Meeting - Policy Documentation
 Friday, January 11, 2013, 1:00 – 3:00 p.m.

Attendance

Dr. Eileen Deluca, Dean, College and Career Readiness	present	S. Renee Hester, Professor, Developmental Reading	present	Joseph Roles, Professor, Developmental Math	present
Dr. Caroline Seefchak, Chair, Developmental Studies,	present	Bert Lawrence, Professor, Developmental Math	present	Candace Rosene, Professor, Developmental Math	present
Cynthia Baker, Professor, Developmental Math	present	Melanie LeMaster, Professor, Developmental Reading		Violeta Rotonda, Professor, EAP	present
Jennifer Barreto, Professor, Developmental Math	present	Karen Maguire, Professor, Developmental Reading	present	W. Troy Tucker, Professor, EAP	present
Karen Buonocore, Professor, Developmental Math	present	Jaime Marecz, Professor, Developmental Math	present	Cathy Vache, Professor, Developmental Math	present
Wanda Day, Professor, Developmental Reading	present	Tom Mohundro, Professor, Developmental English	present	Terry Zamor, Professor, Developmental Math	present
Sabine Eggleston, Professor, Developmental Math	present	Pat Newell, Professor, Developmental Math	present	Monica Moore, Academic Success Programs	present
Dr. Jennifer Grove, Professor, Developmental English	present	Robert Olancin, Professor, EAP	present		

This meeting was structured as discipline-area work sessions. Each discipline was charged with completing policy documentation pertinent to the specific discipline. Below are the specifications governing the work to be done.

All faculty members have copies of all the matrices; however, each discipline is asked to please have compiled all information onto one master copy of the forms to be turned in. Handwritten copies are fine.

I. Developmental Course Completion Routes

Please complete this matrix, with policies and procedures agreed upon by all full time faculty pertaining to the various methods by which developmental students may go through the developmental course sequence.

For any of the avenues that faculty do not deem appropriate for the level or discipline area, please indicate as such on the matrix. Please do not leave any areas blank.

II. Course Policies by Discipline Area

For each level of EAP, Math, Reading, and English, please complete the matrix filling in any grade weights which are mandated by the department as well as discipline-specific practices or policies.

For grade weights that are not mandated by the department, please indicate as “up to the discretion of the faculty member.”

Please indicate discipline-wide policies, i.e., required lab hours, online programs, testing policies.

III. Assessment Policies by Discipline Area

For each level of EAP, Math, Reading, and English, please complete the matrix filling in the type and procedure for the Common Course Assessment, the procedures and grading for the Final Exam or Course Mastery Exam, and any special instructions regarding assessments in the discipline area.

Please include copies of rubrics or assessments when appropriate.

IV. Special Information for Faculty by Discipline

On this final matrix, please indicate any information that pertains to all faculty – full time and adjunct – within your discipline. Include anything you believe faculty should know. Your discipline does not need to complete all areas; only complete those that you believe are pertinent.

Please return your discipline's set of forms to Caroline Seefchak no later than Monday, January 14.

Submitted by Caroline Seefchak, 02/04/2012



AGENDA

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Included in this envelope is a folder containing copies of matrices to be completed:

- I. Developmental Course Completion Routes
- II. Course Policies by Discipline Area
- III. Assessment Policies by Discipline Area
- IV. Special Information for Faculty by Discipline

Also included is a sign-in sheet. Please have all present members of the discipline sign in. Please indicate any members who are not present.

All faculty members will receive copies of the matrices; however, one copy (handwritten is fine) need to be turned in, in this envelope, along with the sign-in sheet.

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Edison State College
Department of Developmental Studies
EAP LEVEL 2- COURSE POLICIES

This matrix contains discipline-specific practices, policies, and guidelines that are to appear on each course syllabus within each specific discipline. While all instructors have a degree of freedom within their classes, to assure consistency throughout the department, all faculty are asked to adhere to these faculty-written policies in their classes.

Course	Grade Weights	Discipline-Specific Practices or Policies
Listening EAP 0200		
Reading EAP 0220		
Writing EAP 0240		
Grammar EAP 0260		

Edison State College
Department of Developmental Studies
EAP LEVEL 3- COURSE POLICIES

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Course	Grade Weights	Discipline-Specific Practices or Policies
Listening EAP 0300		
Reading EAP 0320		
Writing EAP 0340		
Grammar EAP 0360		

Edison State College
Department of Developmental Studies
EAP LEVEL 4- COURSE POLICIES

This matrix contains discipline-specific practices, policies, and guidelines that are to appear on each course syllabus within each specific discipline. While all instructors have a degree of freedom within their classes, to assure consistency throughout the department, all faculty are asked to adhere to these faculty-written policies in their classes.

Course	Grade Weights	Discipline-Specific Practices or Policies
Listening EAP 0400		
Reading EAP 0420		
Writing EAP 0440		
Grammar EAP 0460		

Edison State College
Department of Developmental Studies
EAP LEVEL 5- COURSE POLICIES

This matrix contains discipline-specific practices, policies, and guidelines that are to appear on each course syllabus within each specific discipline. While all instructors have a degree of freedom within their classes, to assure consistency throughout the department, all faculty are asked to adhere to these faculty-written policies in their classes.

Course	Grade Weights	Discipline-Specific Practices or Policies
Listening EAP 1500		
Reading EAP 1520		
Writing/Grammar EAP 1540		

Edison State College
Department of Developmental Studies
EAP LEVEL 6- COURSE POLICIES

This matrix contains discipline-specific practices, policies, and guidelines that are to appear on each course syllabus within each specific discipline. While all instructors have a degree of freedom within their classes, to assure consistency throughout the department, all faculty are asked to adhere to these faculty-written policies in their classes.

Course	Grade Weights	Discipline-Specific Practices or Policies
Listening EAP 1600		
Reading EAP 1620		
Writing/Grammar EAP 1640		

Edison State College
Department of Developmental Studies

EAP- ASSESSMENT POLICIES

Course	Common Course Assessment	Final Exam or Mastery Exam	Weights and Special Instructions
Writing EAP 1640			
Writing EAP 1540			

Department of Developmental Studies
General Information for Adjunct and Full time Faculty

EAP

Information on Books, Materials, and Supplies

Important Telephone Numbers

Campus or College Information

Other



Developmental Course Completion Routes

Developmental Mathematics

MAT 0018 MAT 0028

TRADITIONAL

The student

- places into developmental course through placement testing.
- enrolls in developmental course sequence at placement level.
- at lower level, completes requirements of course, common course assessment, and final exam with a minimum grade of "C".
- at upper level, completes requirements of course, common course assessment, and course mastery exam with a minimum grade of "C".

BYPASS MAT 0018 to MAT 0028

BYPASS MAT 0028 from MAT 0018

Early Exit – Out of MAT 0028

Edison State College
Department of Developmental Studies
MAT - COURSE POLICIES

This matrix contains discipline-specific practices, policies, and guidelines that are to appear on each course syllabus within each specific discipline. While all instructors have a degree of freedom within their classes, to assure consistency throughout the department, all faculty are asked to adhere to these faculty-written policies in their classes.

Course	Grade Weights	Discipline-Specific Practices or Policies
Math MAT 0018		
Math MAT 0028		

DEVELOPMENTAL MAT - ASSESSMENT POLICIES

Course	Common Course Assessment	Final Exam or Mastery Exam	Special Instructions
Math MAT 0018			
Math MAT 0028			

Department of Developmental Studies
General Information for Adjunct and Full time Faculty
Developmental Mathematics

Information on Books, Materials, and Supplies
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Other



Developmental Course Completion Routes

Developmental Writing

ENC 0015 ENC 0025

TRADITIONAL

The student

- places into developmental course through placement testing.
- enrolls in developmental course sequence at placement level.
- at lower level, completes requirements of course, common course assessment, and final exam with a minimum grade of "C".
- at upper level, completes requirements of course, common course assessment, and course mastery exam with a minimum grade of "C".

BYPASS ENC 0015 to ENC 0025

BYPASS ENC 0025 from ENC 0015

Early Exit – Out of ENC 0025

Edison State College
Department of Developmental Studies
ENC - COURSE POLICIES

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Course	Grade Weights	Discipline-Specific Practices or Policies
English ENC 0015		
English ENC 0025		

DEVELOPMENTAL ENC- ASSESSMENT POLICIES

Course	Common Course Assessment	Final Exam or Mastery Exam	Weights and Special Instructions
Writing ENC 0015			
Writing ENC 0025			

Department of Developmental Studies
General Information for Adjunct and Full time Faculty
Developmental English

Information on Books, Materials, and Supplies

Important Telephone Numbers

Campus or College Information

Other



Division of College and Career Readiness
Department of Developmental Studies
**Developmental Course
Completion Routes**

Developmental Reading

REA 0007 REA 0017

TRADITIONAL

The student

- places into developmental course through placement testing.
- enrolls in developmental course sequence at placement level.
- at lower level, completes requirements of course, common course assessment, and final exam with a minimum grade of "C".
- at upper level, completes requirements of course, common course assessment, and course mastery exam with a minimum grade of "C".

BYPASS REA 0007 to REA 0017

BYPASS REA 0017 from REA 0007

Early Exit – Out of REA 0017

Edison State College
Department of Developmental Studies
REA - COURSE POLICIES

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Course	Grade Weights	Discipline-Specific Practices or Policies
Reading REA 0007		
Reading REA 0017		

Edison State College
Department of Developmental Studies

DEVELOPMENTAL REA- ASSESSMENT POLICIES

Course	Common Course Assessment	Final Exam or Mastery Exam	Special Instructions
Reading REA 0007			
Reading REA 0017			

Department of Developmental Studies
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