

**Committee on Preparatory Education Meeting**  
**Minutes**  
**October 28, 2015**  
**Kerr Hall Room 129, 2:00 – 3:30 p.m.**

Present:, Gabriel Elkaim (Chair), Debra Lewis, Sarah Michals (NSTF Rep), Sarah-Hope Parmeter (ELWR Coordinator), Jaden Silva-Espinoza (staff).

Absent: Gabriela Arredondo, Susanna Wrangell (staff), SUA and GSA reps.

**I. Announcements:**

This was the first meeting of the year for CPE and members introduced themselves and reviewed routine committee business.

**II. SenateCruz Google Site**

Members spent a short time configuring Google Drive and representatives were concerned with access to SenateCruz. The Committee Analyst will follow up on permissions based on the role of each representative. Members found the site to be more polished than the previous agenda format.

**III. Confidentiality, Consultation Procedures and Recusals**

CPE members discussed confidentiality when the committee makes recommendations, these come from the committee as a whole and not individual members. All members approved and agreed with both statements as written. Chair Elkaim briefly discussed recusals when agenda items may pose a conflict of interest for a member, members would leave the room during any discussion.

**IV. Glossary**

Members found the current glossary to be out of date. The committee members currently serving have expertise in mathematics and writing and will teach each other on glossary terms. The glossary will be posted as a Google Doc for all committee members to review and edit.

**VI Review Recommendations in Annual Report, 2014- 15**

Members held a discussion on ELWR and the AWPE annual writing placement exam. The systemwide committee weighs in on which writing prompt will be picked for this year's exam. Members would like to discuss the different versions of writing courses at the Colleges. This year CPE will work with CEP, the Writing Program, and the Council of Provosts to review a proposal for re-designing Core, C1, C2, and ELWR course requirements for satisfaction.

CPE members want to review data on the ALEKS PPL results for student placement in a mathematics class. Member Lewis will send in the data from the Summer Academy and CPE will review at a future meeting.

CPE will request the data assessment on the success of the Multilingual Curriculum Program and writing course requirement satisfaction. It may be too early for data on the success rate for this year.

**Committee on Preparatory Education, 2014 -15**