Hello Mary, Jacqui and Connor:  
  
Lucia, Michael, Chris and I all met today to complete the counselors’ request to make one online placement survey for our core English courses and to answer some additional questions they had.    
  
We have created a rough draft of one set of questions (attached here) and now we need feedback from you guys as Dean, counselor, and web-developer!  
  
**Questions for all:**  We suggest that we set up a meeting with all of us to answer these questions:  
  
(1) What is the purpose of this tool?  Is it for outreach?  For placement through our webpage?  For one on one meetings between counselors and students?  To determine English 105 placement?  
  
(2) Do counselors want a 4-column description grid with all the English courses (828, 846, 100/105, 110) next to each other? Would this breakdown be useful?  Should we include multiple measure information on this grid as well?  
  
(3) How do we figure out the calculus to weight the questions and the thresholds to distinguish course level placement?  Can this tool be used for other purposes to track students?  
  
(4) What kind of challenges would this kind of survey propose?  Are there other things we should consider?  From a counseling perspective?  From a website perspective?  
  
**Questions for Mary that the Counselors asked:**  
(1) Counselors asked if Engl 828 will be offered.  Chris said he is teaching an Engl 828 in fall with a DRC focus.  Will Engl 828 be offered every semester?  Just for fall?  Is the DRC-focus explicit in the schedule of classes?  
  
(2) Counselors asked us to make it clear which English courses are accelerated.  In our group, we assumed they were asking about the stacked Engl 846-Engl 105 accelerated class where students can sign up for Engl 846 but potentially do more work and earn Engl 105 credit.  In the schedule of classes, will it be clear which classes are stacked so counselors can guide students to them?  How long are we piloting the stacked courses?  
  
(3) Counselors asked how do we know who self-places?  How can we track student success?  Can we use Banner codes that list scores?  Can we get disaggregated success data by gender, age and race?  
  
(4) Counselors said some students are blocked when they try to place into Engl 846. Can we check with Maria Norris that English 846 is open-entry?  
  
**Requests for Connor:**On the Engl 100 v. 105 placement page (<http://www.skylinecollege.edu/english/100vs105.php>), can you please make the following changes:  
  
(1) Under “**English 105 is Recommended For”** please replace “students whose placement test scores fall at the lower end of the testing placement spectrum” with “students whose placement scores indicate English 105.”  
  
(2) Under “**English 105 is Recommended For”** please replace “students who are new to the English language” with “English language learners.”

Let us know what questions you guys have and what you think about planning a meeting this semester to refine this placement tool.  
  
Rachel, Chris, Michael and Lucia