

TESTING SERVICES PROGRAM REVIEW PLAN OF ACTION 2012

Goal/Recommendation	Short Term/ Long Term	Action	Timeline	Progress
Closer cooperation/information exchange between Enrollment Services, Testing and Advising	ST	Arrange with directors of involved areas for staff from Testing Services to attend their staff meetings.	Should be established by end of October 2012	Request is out to involved Directors. Waiting for response.
Consolidation of SAT testing with Testing Services	ST	Testing Services will assume responsibility for administering all admissions testing - including TABE, CASAS and CELSA - for SAT students.	Original timeline predicted a completion by Sept. 15. However the process has been slower than anticipated, so a more realistic timeline may be the end of October.	Currently waiting for budget information from SAT. Information indicates there may be little, if any budget available to assist in test unit purchase, so purchase may have to proceed using current Testing Services funding. Transfer of one full time staff member from SAT to Testing Services is complete. That employee is working with existing Testing Services staff to train them on TABE, CASAS and CELSA. The retest policy for these tests needs to be examined and
Faculty Dissatisfaction with Accuplacer	LT	Continue Discussion with Task Force	TBD	Waiting for Task Force meeting to be called. Have talked with chair about others needing to be included in conversation.
DRC/Jordan	ST	Cameras in small DRC testing room will be connected and monitoring over the internet will be enabled	Working with new DRC Director, cameras and web access was completed in August 2012	Action Completed
Training/Customer Service/Procedures and Legal/Ethical	LT	Kris and Marva will develop a training program. All staff will be required to attend the initial presentation during a one day retreat in the spring. After that, training will be for new employees with periodic refreshers for continuing staff.	By 30 June 2013	Assigned
Test Manual-Policy and Procedures	LT	Aubrey will develop a manual covering department policies and testing procedures. She currently is investigating those from other schools. The manual will be available for all staff on all campuses.	By 30 June 2013	Assigned

Hiring Assistant Director who will serve as Manager for Jordan and South City	LT	Request will be presented in grass roots budgeting process. This position will take the place of the request for a full time manager at Jordan.	November 2012	Waiting for Grass Roots Budgeting Process.
An Assessment Advisory Committee needs to be reconstituted and <u>reinstated.</u>	ST	Request has gone to Provost	TBD	Provost has agreed. Wants to converse with Vice President
Adequate Funding for purchase of Accuplacer test units	ST	Base budget increase has been granted.	Money transferred for budget year 13.	Action Completed
Fix up Current Redwood Site	ST	Actions include painting the interior of the Testing Services area, and painting the hall in the building leading to testing services.	Testing Center interior painting completed 8/10/12 including accent walls.	Interior painting completed. Exterior hallway painting not completed, proposed completion <u>date unknown.</u>
Jordan Fix Control Room	ST	Order is in	Intended to be completed by 9/30/12	Facilities says they are unable to change the desk to install a flip-up counter. We are brainstorming <u>other solutions.</u>
Scanner for South City Campus	ST	Scanner Purchased and Installed	Scanner should be purchased by end of August 2012	Completed
Add a variety of times (day, evenings) and campuses to the test preparation workshop schedule to provide access for more students.	LT	This program is not under the control of Testing Services. It actually is run thru Academic Advising. Any additional workshops would have to be approved by the Director of Accademic Advising. Additonal workshops would undoubtedly require additonal staff and advising is understaffed for the number of students at SLCC.	Unknown	Testing Director will make the request to Advising Director.
Support from Institutional Research for conducting research on score placement outcomes using <u>consequential validity model.</u>	LT	IR indicates they are unable to undertake any action at this time because of heavy workload and inadequate staffing.	Indefinite	None

10/12/2012