Student Services Mini-Program Review

Date: 03/20/12

Program/Service Information
Office of Assessment & Testing

Problem/ Needs (i.e. SLO assessment findings, SLO meeting dialogue)

An ambitious rollout of exciting enhancements to the Office of Assessment & Testing, consistent with the stated goals of the Student Success Initiative, will require the Office of Assessment & Testing to have a permanent, dependable, generous institutional budget with guaranteed funding. Currently, our budget is so limited that we’re unable to acquire some of the most fundamental testing resources that are essential to the program. For example, we don’t have enough money in our budget regularly to provide the actual placement tests to new students.

Our greatest needs (and problems) exist in three main areas: equipment, staffing, and purchase power.

1. **Equipment**: The 15 computers in the Testing Lab, which are now over five years old, have been problematic since the beginning. We need to replace them with 15 new high quality computers. We have learned of a group purchase of exactly such high quality computers which are also more energy efficient. The Office of Assessment & Testing would be an excellent place for some of these.

2. **Staffing**: It would be helpful to have additional staff available to assist as needed for proctoring large group test sessions, special testing events, and evening and weekend staffing.

3. **Purchase Power**: We must have funds readily available to purchase testing units from Accuplacer. This is absolutely imperative, especially if a new policy is established that requires every new student to take Math and English placement tests. Accuplacer test units are expensive. Test units are consumed very rapidly. College Board requires cash up front before releasing test units.

Request for Resources Allocation

To help us enthusiastically carry out our mission with gusto and do the best job ever, we request resources be allocated for the following:

- 15 new computers
- Additional part-time staffing for peak testing times.
- A permanent budget line item for the purchase of the placement test units.

Based on SLO assessment data, students demonstrated a readiness to take their placement tests, and a knowledge of the value of preparing ahead of time. To encourage students to take advantage of all possible preparation resources, we would like to purchase Accuplacer practice test books to be available at the Reference Desk of both campus libraries. Additionally a marketing budget to produce a flyer and/or posters to share preparation resources with students, would be helpful as well.

- Production of interesting and engaging video shorts for the Testing Office website which prepare students for their tests, demonstrate the testing process, give testing tips, and share information of what to expect on test day. We also hope to produce interactive diagnostic tests for the Testing Office website (one for Math, one for English) that is specific to College of Marin and featuring our own instructors.
Faculty Units for a Math and an English instructor -- subject specialists -- to speak to students about their placement and answer any questions the student may have. This would be done on the spot, immediately upon completion of the test session. These faculty “subject specialists” would be available during our busiest peak testing periods.

How Resources will Impact the Program

These resources will carry forward Student Learning Outcomes established by the Office of Assessment & Testing and will support the goals of the Student Success Initiative in spectacular fashion.

Responsible Person for Completing this Mini-Program Review

Dee Fraites, Coordinator, Office of Assessment & Testing

Signature of Dean/Supervisor

Date

Deadline for submission: March 20th

Please submit your Annual Program-Level SLO Report with your Mini-Program Review