

**VALENCIA COMMUNITY COLLEGE**  
**Student Affairs Department Unit Plan**

**Active Cycle** (academic year): **2016 - 2017**

**Area** (Department/Program): **Assessment/Standardized Testing**

**Person Responsible:** **Erica Reese/Standardized Testing Leadership Team**

	<b>Plan</b>
<b>1. Goal</b> -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	To continue the work and implementation of the newly created Assessment Blackboard Course and ensure knowledge retention of testing best practices aligned with the legal and ethical standards of the college and test makers.
<b>2. Objectives</b> -what will be accomplished and measured	<ol style="list-style-type: none"> <li>1. To maintain a standardized training process at each campus through training agendas and training content.</li> <li>2. All staff, including seasoned staff, will undergo training with quizzes to ensure retention of knowledge.</li> <li>3. Staff will demonstrate knowledge of policies through quizzes and Performance Reviews.</li> </ol>
<b>3. Measures and Findings</b> – How specifically measures will be conducted. How will we know the objective has been achieved?	<ol style="list-style-type: none"> <li>1. State and test maker policies will be located in the training materials located in the Blackboard course.</li> <li>2. Formal training application will be implemented for all staff to complete and ensure knowledge was gained.</li> <li>3. Feedback will be gathered from staff on the implementation of content within the Blackboard course.</li> </ol>
<b>4. Action Plan</b> – what is the implementation plan?	<ol style="list-style-type: none"> <li>1. The Director of Standardized Testing will work with other testing professionals in the state to ensure appropriate policies are included in the training manual.</li> <li>2. The Director of Standardized Testing will continue working with the Assessment Leadership Team to ensure there are phases in the implementation of the Blackboard course.</li> <li>3. Assessment Leadership will continue working on each test manual to ensure all pertinent information is included in the Blackboard course.</li> <li>4. The Director of Standardized Testing will meet with Assessment Leadership to create a process to develop additional quizzes for retention and make sure there is a process for edits to the course.</li> <li>5. Assessment Leadership will conduct a schedule of routine coaching sessions with staff to address gaps in retention and suggested professional development, when appropriate.</li> <li>6. Staff surveys will be given to staff to gain feedback on the performance reviews and proctoring procedures.</li> </ol>
<b>5. Achievement</b>	

<b>Summary/Analysis</b> -What was learned from the assessment results? What changes will you make in your initiative for the year to come?	
<b>6. General Education Learning Outcome</b>	Goal Three- Invest in Each other Strengthen our collaborative institutional culture to foster deep stewardship of our work.
<b>7. Strategic Plan Outcome</b>	