DEPARTMENT: Standardized Testing  
LEADER(S): Cynthia Cerrato, Brenda Martinez, Andrew Becker, & Jonathan Hernandez  
TITLE OF PLAN: Placement Testing Advising  
START DATE: July 1, 2009  
END DATE: June 30, 2010

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<th>CRITERIA</th>
<th>IMPLEMENTATION OF PLAN</th>
<th>EVALUATION OF PLAN</th>
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| **1. Goal**-principal purpose and objectives of plan | **Purpose:** Ensure students are provided with all needed Assessment related information pertaining to the recent changes that affect their transitions into and out of the college.  
**Objectives:**  
A. To develop and implement a communication plan to ensure students are well informed regarding the recent changes affecting CPT testing.  
B. To Develop and implement a standardized advising process to inform students regarding the changes in CLAST/CLAS requirements and to help them understand what they need to do to ensure their own graduation requirement is met. |  |
| **2. Outcome Measures**-how plan will be reviewed and measured outcomes | A. Develop and implement a communication plan to ensure students are well informed regarding the recent changes affecting CPT Testing.  
  a. Update written materials (handouts and website) to provide comprehensive information regarding the CPT retake fee, and how to best make use of available resources. | A.a. Handouts were updated with the new information and the website format was redesigned to ensure that information about the changes is readily accessible and easy to read.  
A.b. Director of Standardized testing and Assessment Coordinators trained and coached Assessment staff on ways to communicate the changes to students using |
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| **3. Collaboration with Stakeholders** | Deans of Students, Counselors, Advisors and Answer Centers Specialists. | **B.a.** Created new Standard Operating Procedures for Assessment Staff to:  
- Review student records according to the new Florida Department of Education (FLDOE) rules for the CLAS graduation requirement  
- Provide students with “next-steps” in the process  
- Provide all related services available in the Assessment Offices  
**B.b.** Discarded previous materials as they became outdated and created new materials as needed. The latest document was a student-friendly flow chart that describes the process in detail, yet in an easy to understand manner  
**B.c.** Trained and coached all Assessment staff in the use of advising techniques with students close to graduation, including the use of FLDOE rules, review of Valencia catalog and encouraging students to ask questions |
| **4. Evaluation** | Effectiveness will be evaluated by the following:  
1. Implementation of the written plan regarding the CLAST/CLAS changes.  
2. Completion of training on advising techniques by Assessment staff.  
3. Materials for both CPT and CLAST/CLAS will be updated. |  
1. Plan to successfully implement the CLAST/CLAS changes was successfully completed  
2. Assessment staff was trained and coached on use of advising techniques designed to work with college students at different levels of academic/personal development  
3. All materials dealing with changes in CPT and CLAST/CLAS processes were replaced or updated |
| **5. Use of Results** | This plan will affect students directly as they become more thoroughly informed and are better able to make decisions that will ultimately contribute to their ability to graduate. |   |