IT/ASSESSMENT

Issues –Demo of Assessment Questionnaire

- What to call this – "Multiple Measures Survey"; "Assessment Questionnaire"; "Placement Survey" – decision: **Assessment Questionnaire**
- "Grades completed" --- current seniors can't/shouldn't check grade 12 as completed
- English option saying "Regular English" versus ESL/ELD/ELL/Sheltered
  - o Define what is meant by "Regular English" – just use "English"?
  - o How to distinguish other populations (international, special ed)
- Decimal points in the GPA – do we force 2 decimal points?
- Links to math – if you think you should have been placed lower or higher; samples of what you should know; samples of what you will learn
  - o Suggestion to describe what the course is …. Math 50 Pre-Algebra – include the description -- look at a link or pop up box instead of embedding the text
- "Here's your English and Math placement based on the answers you provided below" – **Counseling will need to work on the narrative that accompanies this**. Access has already provided some language.
- Look at formatting of the sentences to make it easier to read (results section) – use bullets
- Add language after student views their responses – to go to Assessment Center or Counseling
- Can (high school) counselors complete the Assessment Questionnaire for students?
  - o 384 different situations for placement. HSO to work with Assessment on this.

AmLa Branch *(not International) [If select "ESL/ELD/ELL/Sheltered"]*

- What best describes your educational situation? (I did not attend HS in the US; GED; Sp Ed; DHH)
- "If you attended HS but not in the U.S …" -- many options (need to review)
- Have counselors join SSSPAC to work on the changes/language

IT/Assessment To Do List

- "Student Success Survey" – will go away; a new one is being developed – Jim is coordinating with English, Math, AmLa, Counseling – through SSSPAC – will present at March 23
- Messaging to students – interpretation of results; portal language – need to coordinate with Counseling and Marketing/Communications
- Coordinate efforts with HSO as to who to test given current calendar issues
- Conduct Ongoing research
- Clarify the process for all other groups:
  - o Students with some college
  - o ACCESS
  - o International students
  - o Non HS graduates
  - o Non credit students
  - o Reentry students
  - o Post graduate (BA holders)
- What to do about students taking 12th grade math classes? How to update their Assessment?

Student Input/Pilot

- Plan to pilot prior to March 23 and share results at March 23 meeting to be able to finalize prior to April 2

- Can pilot in the Assessment Center – will need to pilot at high schools
- Bring in different student groups to pilot
- Jim will organize inviting the various student groups to attend the pilot
- RIE will do observational research
- HSO will have students on campus that can pilot (Tannia)

STUDENT GUIDANCE
- Orientation is being revamped to accommodate MM – redesigning the online Orientation
- Continued work on narrative scripts and to place onto portal as well as embed into the survey instrument
- Training – Feb 23 from counseling to be consistent in messaging
- Planning to develop a video clip to explain assessment process
- Develop a brochure and other guidance sheets/forms to explain process
- Expand guidance/messaging to students in special populations

Counseling Scripts
- Portal message: No need to state that this is a new process. Begin with something like: "Welcome to the assessment and placement process at Mt. SAC."
- "Questionnaire" seems too casual – doesn't connect with the seriousness of their placement.
- Access Program has decided to not list their messaging in the beginning – but just to have the students state "English" and to have their referral to Access come after they receive their results – as is in the survey. [remove 2nd bullet in counseling scripts from intro section]
- Continue to work on the "Non-MM" language to students

HS ARTICULATION
- Working with HS districts for students to access their high school transcripts
  - While in HS
  - After HS
- Grades are per semester in high school but we ask grades by year –
  - Add grade option "in progress" for 12th grade spring semester
  - Ask Math department if can just use 12th grade math from fall
- How to offer placement testing to those not qualifying under MM
- Coordinating calendars with HSO moving forward prior to MM online done – how to assess by paper until online version is complete or simply use pilot testing as actual for high school students

CURRICULUM
- Prerequisite math courses haven't been approved yet
- Approval of other courses also pending, but expected
- Eligibility for other courses; need to look at whether other departments will change their prerequisites
- Confusion – need clarification on placed into a 2-course placement [English 1A + ENGL 66] or ability to "bump up" [by taking MATH 51 + MATH 5]
- Current option for an Engl 68 student to take Engl 1A+Engl 66 – goes away in the Fall
- Target + Support Courses: review process; for now leave off the language about the pairing – Fail Target Course + Pass Support Course—student must repeat target course
- If fail target and support course, if it is a student who qualified for English 1A but opted to take it do not have to repeat both.
- Clarify how to do repeat overrides.

COMMUNICATIONS

- Publications (print) and web sites need to all be updated with the new process
  - o Will develop a plan – back page of the fall semester is "saved" for the new Assessment process
  - o Publications: ensure that the message is consistent [June 1 catalog deadline]
- Marketing: messaging to continuing students regarding options to reassess
- Coordinate brochures being developed by English and Math; Counseling has had some input to these brochures [David; Margie; Patricia]
- Ongoing messaging to high school personnel through various special events
- Internal communication about changing our process through Schedule of Classes, messages on web sites, updated Assessment and other web pages
- Look at layout of the Assessment Survey – provide input to the Assessment/IT group

COORDINATION

- Will create an Outlook Team to house documents
- Lucy will accept all current docs and date them and get them out to all

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DISCUSSION

Brainstorming ideas to name the online tool
Questionnaire
Survey
Tool
Instrument

Placement Questionnaire
Course Placement Questionnaire
Placement Evaluation
Assessment for Placement
Assessment4Placement

Decision

Assessment Questionnaire -- *there's an Assessment Questionnaire and possibly Assessment Tests*