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| jscc logo | **Goal Progress Report** |
| **Program:** | Testing and Assessment | **Report period:** | 2017 -2018 |

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| The Testing and Assessment Office will administer the ACCUPLACER placement test to students to determine course placement for enrolled students. The instrument approved by ACCS for course placement is the ACCUPLACER Test. | ACCS Board Policy 802.01 mandates that all entering students enrolled in associate degree or certificate programs and those who enroll for more than seven credit hours be administered the ACCUPLACER placement test. The administration of this test requires the purchase of administration units from The College Board. Approximately $20,000 is needed to purchase administrative units for the shared pool used by all four campus locations. The College adequately funds this goal. | ACCUPLACER placement test is available on a walk-in basis at the Jefferson and Shelby Campus locations between 9:00 a.m. and Noon, Monday-Friday. Testing is also periodically available at each of these locations at 5:30 p.m. Testing is available two Saturdays each month at the Jefferson Campus on a walk-in basis between 9:00 a.m. and Noon. At the Pell City Campus, testing is available weekly on Mondays on a walk-in basis between 9:00 a.m. and Noon and periodically at 5:30 p.m. At the Clanton campus, placement is available on scheduled dates (minimum of twice each month) on a walk-in basis between 12:30-2:00 p.m. and periodically at 5:30 p.m. | Continue to monitor the availability and scheduling of programs and services and enrollment data/trends to ensure that adequate times are being offered at each location to meet student demand. |
| The Testing and Assessment Office will gain NCTA Certified Testing Center (CTC) designation at either the Jefferson or Shelby Campus locations. | CTC designation is recognized as the industry standard for testing center excellence and is obtained through successfully completing a self-study and peer review of testing processes and service to examinees within the Testing Center. CTC designation is only available to institutional members of NCTA. The College has adequately funded the purchase of institutional membership in NCTA. | CTC designation was not achieved during this report period. NCTA accepts only a few applications for review during each application window. Jefferson State was not among those selected for review.  | Continue to monitor the time periods during which pre-application paperwork can be submitted for NCTA review and submit during each review cycle. |
| The Testing and Assessment Office will sent a representative to the annual conference of the National College Testing Association (NCTA). | A member of the Testing and Assessment staff will register and attend the annual NCTA conference. Funding in the amount of $2,500 was requested to cover conference registration, transportation expenses, lodging, and meals for one staff member. Funding was not utilized. | Testing staff did not attend the NCTA conference this year. Due to staffing concerns and to ensure that all campus testing operations were adequately covered, it was not feasible to attend this year.  | Staff is utilizing the NCTA email listserv to stay abreast of the most important topics. However, it will be necessary to obtain information about the date and location of the next annual NCTA conference and take appropriate steps toward sending a College representative. |
| **Submission date: September 11, 2017** | **Submitted by: Shannon Ginn** |