**Unit Goal Revisions**

**2016 - 2017**

Every two years, during spring semester, programs/departments/service units are asked to develop Unit Strategic Plans. These plans need to be closely aligned with the Institutional Action Priorities, the College’s Long Range Goals, and the College’s five year strategic plan. The Strategic Plans incorporate and reflect the operation of that unit at all campuses and instructional sites. Each unit’s budget needs to reflect the fiscal implications associated with the unit’s identified goals and objectives.

Following the first year each unit submits a goal progress report and revises their unit goals for the second year.

**Name of Program/Department:** Testing and Assessment Office

**2015-2016 Accomplishments:**

**Revised Unit Goals (plans for the unit for the second year of the two year plan):**

1. **Objectives – the activities through which the goal will be achieved. Each Unit Goal should have at least one objective.**
2. **Method of Assessment – how the unit will determine if the objective has been met.**
3. **Additional Funding Requests – provide an estimate of the cost of achieving the objective. Also, include a description of how these funds will be used to accomplish the objective.**

**Revised Unit Goals for 2016-2017**

**Goal 1:**

1. **Objective-** 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.
2. **Method of Assessment**

Review of the availability and scheduling of programs and services, review of internal service records, and review of enrollment data.

1. **Additional Funding Requests**

An estimated amount of $20,000 is needed to achieve this objective. These funds will be used to purchase required administrative units to deliver the Accuplacer Exams. The cost per unit is $1.85. This price is the negotiated ACCS system price. The College Board is the sole source for administrative units. A student requiring the full placement assessment (WritePlacer, reading, and math) will need a minimum of 4 units and as many as five units depending on branching within the math assessment. Testing and Assessment staff will check for possible exemptions for each student due to ACT scores and will exempt students from the appropriate section(s) of the placement test when possible.

**Goal 2:**

1. **Objective-** The Testing and Assessment Office will gain NCTA Certified Testing Center (CTC) designation at either the Jefferson or Shelby Campus locations.
2. **Method of Assessment**

CTC designation is recognized as the industry standard for testing center excellence. This designation is restricted to institutional members of NCTA. JSCC will obtain institutional membership within NCTA and then take appropriate steps to seek CTC designation. CTC designation is obtained through successfully completing a self-study and peer review of testing processes and service to examinees within the Testing Center. After successfully completing the process outlined by NCTA, Jefferson State will be designated as a NCTA CTC.

1. **Additional Funding Requests**

A funding request of $500.00 is needed to purchase institutional membership in the National College Testing Association (NCTA).

**Goal 3** (**Outcome**): The Testing and Assessment Office will send a representative to the annual conference of the National College Testing Association (NCTA).

1. **Objectives**

Information will be obtained about the dates and location of the annual NCTA conference.

1. **Method of Assessment**

A member of the Testing and Assessment staff will register and attend the annual NCTA conference.

1. **Additional Funding Requests**

Funding in the amount of $2,500 will adequately cover conference registration, transportation expenses, lodging, and meals for one staff member.