

Instructional Unit – Program Review

Part 1: - Program Overview

Program Name: Testing and Assessment

Program Mission and Description: The primary purpose of the Testing and Assessment Office is to provide comprehensive assessment services for educational, professional, and workforce development clients via both pencil-paper and computer-based testing instruments. To support this goal, administers various testing programs at all four campus locations. There are two primary locations for the Testing Office: Jefferson Campus and Shelby Campus.

Program Admission and Awards: NA

Program Demographics: NA

Category	Student Totals (3yrs)	Percentage (of total students)
Total Students		
Number of Male		
Number of Female		
Age 18-25		
Age 26-40		
Age 41+		
African American Students		
Asian Students		
Caucasian Students		
Hispanic Students		

In review of the data above do you see any trends that are encouraging or discouraging? How would you address those trends? You can compare your demographics to the overall college demographics by accessing the Fall Facts document on the IE website.

Mode of Delivery: How many modes of delivery does your program/department use? Which locations support your program/department? Do you have any plans to expand these delivery methods or locations?

Program/Department Goals: Please list your program/department goals below:

Program/Department Outcomes Achievement: A. During the next three years, the unit will continue to offer important assessment services to students and the community. The unit will focus on maintaining and strengthening existing partnerships while seeking to develop new opportunities to serve students and the community.

B. Anticipated and continued growth of the nursing program and student body at the Pell City Campus and Clanton Campus will necessitate an expansion of testing services.

- C. The unit has strong collaborative relationships in place that support its mission.
- D. The unit has effective communication with its constituents.
- E. Expansion of services at various campus locations is possible but could present a scheduling challenge for staff members at the Jefferson Campus. Staff members at Jefferson Campus also provide testing services for the Pell City location. Care must be taken to coordinate testing at each location to provide for adequate staffing for each campus.

Part 2: Program/Department Change

Program/Department Goal Changes: Please discuss any changes in the specific Program/Department Goals and/or mission statement published in the catalog. Cite any data generated through Student Learning Objectives and/or department meetings (supported by minutes).

NA

Course Student Learning Outcome Changes: Please use the space below to highlight changes that will be made for the next three years of assessment. Use specific course headings (ex: BIO 101), cite the change, the rationale, and the expected future outcome.

NA

Part 3: Evidence of Staff Participation in Program Review

Faculty/staff participation: Describe the faculty and/or staff who participated in this program review and the role they played. Include specific dates for meetings held or activities conducted.

The Coordinator of Testing and Assessment regularly meets with staff on a regular basis to discuss unit operations and to identify any potential challenges.

Shannon Ginn, Coordinator of Testing and Assessment (Jefferson Campus)

Tiffany Lane, Assistant Coordinator of Testing and Assessment (Shelby Campus)

Jeanie Turner, Office Manager (Jefferson Campus)

Tina Hughes, Office Manager (Pell City Campus)

Kimberly Cannon, L-19 Testing Assistant (Jefferson Campus)

Kelly Wood, L-19 Testing Assistant (Jefferson Campus)

Advisory committee minutes (if applicable) and list of members: Describe any changes made in the unit as a result of input from the advisory committee.

NA – This unit does not have an advisory committee.