

Unit Operational Plan

2024-2025

Name of Unit: Testing and Assessment Office

Mission Statement (for the unit): 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.

Unit Goals

Unit Goals	Unit Outcome	Institution Strategic Plan	Fundamental Principles
Administer ACCUPLACER placement test to students to determine appropriate course placement	Testing will be available either remotely or on a walk-in basis at Jefferson and Shelby Campuses Monday-Friday and available at both Pell City and Clanton a minimum of once each week. Testing will also be available at Dual Enrollment partnership locations.	Student Retention and Completion A. Increase the Fall-to-Fall Retention Rate B. Support the continued growth and enrollment of Dual Enrollment students and programs	FP 1.1 Educational offerings available in places, at times, and in facilities that can best serve the people in the college service area 2.5 Dual enrollment programs that allow qualified high school students to earn credits for a high school diploma and/or postsecondary degree 3.2 Physical facilities, technological resources and other resources that promote learning 3.4 Student academic, developmental, and support services that assist students in achieving their goals. 5.2 A system of technical assessment and certifications that meet the needs of business and industry
Membership in National College Testing Association (NCTA) and the	The Testing and Assessment Office will send a representative to the annual	Professional Development Opportunities B. Increase opportunities for professional	FP 4.2 Professional development experiences that enable personnel to maintain

Alabama Association of Testing Professionals (AATP) and attendance at annual conference of each	conferences of NCTA and AATP	development of all employees	currency in their respective fields, increase their awareness and use of alternative methods of meeting the needs of a diverse student population, and develop innovative approaches to fulfilling their roles in the institution.
Update testing labs and common areas of Shelby Campus Testing Center	Increase environmental quality for students and community members through maintaining spaces and equipment	College Development and Improvement B. Continue to improve aesthetics and infrastructure at all locations	FP 3.1 A friendly and stimulating atmosphere that is conducive to both formal and informal learning and to cross-cultural awareness 3.2 Physical facilities, technological resources and other resources to promote learning 4.3 A working environment that supports employee wellness and job satisfaction

Unit Plan for the next year

1. **Goals** – The activities through which the outcome will be achieved. Each Unit Outcome should have at least one goal.
2. **Method of Assessment** – How the unit will determine if the objective has been met.
3. **Funding/Rationale** – 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.

Goal	Assessment	Funding/Rationale
Administer ACCUPLACER placement test to students to determine appropriate course placement	Review of the availability and scheduling of programs and services, review of internal service records, review of enrollment data, response to requests from dual enrollment partners	An estimated \$25,000 is needed to achieve this goal. These funds will be used to purchase required administrative units to deliver the ACCUPLACER examination. The College Board is the sole source for purchasing administrative units.
Membership in National College Testing Association (NCTA) and the Alabama Association of Testing Professionals (AATP) and attendance at annual conference of each	The College will have institutional membership in both NCTA and AATP. A member of the Testing and Assessment Office staff will register for and attend annual conferences of NCTA and AATP.	An estimated \$5,000 is needed to achieve institutional membership in NCTA and AATP and to cover registration and associated expenses for annual conference attendance of both organizations.
Update testing labs and common areas of Shelby Campus Testing Center	<p>Shelby Campus Testing Center Common Area and testing labs have not been updated/refreshed in twenty years.</p> <p>New carpet throughout, paint, and 45 computer chair chairs are needed</p> <p>Need two tables for testing labs for students to do pencil-paper testing, as needed with chairs (tables similar to those located in Shelby LRC)</p>	<p>New carpet and paint TBD</p> <p>Estimated \$15,000 for office furniture</p>

	Need one round table and two chairs for common area (table and chairs similar to those located in Shelby LRC)	
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