

## Staff Meeting Notes 8/31/2017

Attendees: Sue Vaughn, Juan Estrada, Lovey Chahal, Kalina Hill

**Program Review-** Sue thanked everyone who submitted his or her input for the Program Review. Sue talked about all the feedback she received from us. Kalina brought adding cameras to the testing center. Bill Potter had mentioned putting cameras when he came to the office. Sue talked about the additional staff needed. She mentioned that it was still too early to know the staff needed for the Southwest Center. Sue also mentioned the move to the CSS building and the accommodations testing. Some concerns about the new building and test support will be further discussed when we have the approved plan for the location.

One of the main concerns is that there will not be a room for CLEP exams. To resolve the issue, we will need to figure out how to set it up. We might add additional testing in the evenings or on Friday afternoons with overtime pay.

**HS Counselors Training 2018-** Oct 6<sup>th</sup> will be the High School Counselors training. We will be closed for testing. Only counselors who come to the training will have their access to renew their testing credentials. After they sign the agreement and we help with the first primary assessment, the counselors will be allowed to do testing at their high school. There will be separate information and training for the dual enrollment assessments.

**High School Testing-** There will be no vouchers for continuation schools. Students will test at their site with BC ID #s. Debbie will be testing at the continuation High Schools if the number of students is less than 20 students. The timeframe to start testing with BC IDs is in October.

Counselors doing the New Student Workshops at the continuation high schools will be using transcripts to MM students into classes.