

Holiday staff meeting – 12/21/2017

In attendance: Juan Estrada, Shelia Fuller, Lovejot Chahal, Janice Smith, Kalina Hill

- Relocation Preparation: Between the end of September and mid-October of 2018, we will be relocating the Assessment Center to the CSS building. The move is temporary, but it will be few years until the Measure J project is completed and the Assessment Center is permanently established.
 - At this time, we do not have any specifics and confirmed date to include details on floor plan and moving date information
- CCC Proctoring Network: Early in 2018, we are going to implement the California Community Colleges proctoring network
 - We will designate computers #12, #18, #24 as available station. Computer #12 will be shared for ASE testing as needed.
 - The information about the proctoring services and participating community colleges in the network will be posted on our Assessment Center webpage and in the office
 - No fees – free proctoring for the 18 community colleges in the network
 - Our BC students, who are remote, can take advantage of this network
 - We are not expecting a large demand in the first year, but if we receive an overwhelming request for proctoring support thru CCC Network we will need to make adjustments for space and staff
 - Lovey and Janice will start to assist in helping with BC Proctor emails and scheduling
- Next Generation Accuplacer Transition Preparation:
 - On January 28, 2019 the classic Accuplacer will retire
 - The new version will include a 200-300 point scale; the test will have the Writeplacer portion for the English section. The team has had an exposure to the CAI and current Accuplacer and will learn more details on the test as we begin the preparation for the transition.
- Cameras
 - We have discussed the need to implement the cameras in the testing center. With staff and space limitation it is a necessary upgrade to ensure test-validity and prevent test compromise
 - As of now, computers #12, #18, #24 will have the cameras as requirement for the CCC Proctoring Network
 - For our DSPS room(s) this upgrade will allow the view of the whole row/room not just one computer.
- DSPS Student Support Improvements: We are making few rearrangements for the DSPS student support. We are changing of the DSPS cards and files and professors envelopes set up to three areas. One near the filing cabinet up front, DSPS A-L files, the filing cabinet for the proctored

exams will be rearranged to include the DSPS M-Z files, and the cabinet under the water cooler will be set for the professors folders.

- The changes are intended to make efficient use of space and staff resources and allow us to help more than one professor/student, at the time as applicable
- The color of the DSPS cards is now a light blue color instead of the green. We will be trying it for two semesters. If changes are needed, we will make those on the next printing.
- No more collection of **homework, projects, and/or anything that is not test related**. We do not have the staff and the tracking system to guarantee accurate and timely additional responsibilities and support.
- Other
 - As a team, we want to make sure we are more attentive and aware of our surroundings concerning the students, professors, staff, and faculty walking into the center and requiring our support. Let us keep our eyes and ears open to make sure we are helping each other as a team.
 - Make sure we are following the procedures that are put in place for DSP&S very strictly. We have learned that prevention is always the best practice. We want to make sure that we do not repeat any previous errors.

Let us make 2018 the best year yet! We are BC Assessment!