

Staff meeting Date– Jan 16<sup>th</sup> , of 2018

Participants: Juan Estrada, Shelia Fuller, Lovejot Chahal

1. Regular and extra hours for part-time positions:

- o§ All hours on one classified sheet at the end of the month, with separate FOPALs and total numbers listed for each FOPAL, as applicable listed.
- High school procedures:
  - Checking the ODS lists to make sure we have correct names and information if the students only need a portion of the test if placed in level 6 for Writing and Reading
  - Make sure the markings are clear and legible
  - Example: Math Only; Retest 05/16
  - Details: Make sure the pending scores are rebuilt and entered into SOATEST as soon as you come back to the office.
  - Additionally, check SWAMSTD for all students tested.
  - Steps:
    - § 1. Check ODS
    - § 2. Send back feedback to Kalins for Ashley with any differences noted the particular ODS list
    - § 3. Administer the placement testing at High School location
    - § 4. Come back to center and print the score sheets (24 h)
    - § 5. Check the pending scores and rebuild those. Stay consistent with the review of scores. Now we are checking the students with pending Writeplacer scores, those with two last names, and few extra (sample) to ensure scores are properly uploading.
    - § 6. Re-print the pending with it being rebuilt information
    - § 7. Once the scores have been checked and verified, place all ISRs in a folder with a label to notify Outreach to come and pick up the ready batch.
  - In addition to the high school folders, on Shelia's desk on the top shelf, we also have an 'Outreach bin' on Janice's/Lovey's desk on the far left corner for any other paperwork or high school stuff as well. When someone from there comes in, please also check that bin for paperwork for outreach as well.

2. We are a team! We are Placement and Testing Team! Let's look out for each other and help out as much as possible. We are supporting our students and the community and our professionalism and positive attitude must always represent Bakersfield College advanced Student Support Services.

- Grace has confirmed that both MMR and MME should be entered on SOATEST. We should keep our eyes and report the students for whom reading has not been entered. Please send an email to Kalina with the student BC ID and names.
- We are not advisers or counselors; thus we have to provide accurate test score information and encourage the students to complete their NSW and follow up with an advisor or a counselor to ensure they have their CSEP.
- We are understaffed.

3. DSPTS Testing Agreement form is being re-created

- The test administration form will be updated. We will begin assisting students to make online appointments. In the future there will be a software implementation that will be able to include all these steps.
  
- The Test Administration Form must be completed accurately.
- The form will be fillable by both the student and the instructor
- The email [accomdesk@bakersfieldcollege.edu](mailto:accomdesk@bakersfieldcollege.edu) will be used for making appointments, in addition, for students for whom we have the completed Test administration forms a
- send their forms.
- A form is going to be created by Terri; in regards to if the student wants to make an appointment for accommodations after the professor's due date for a test.
  
- The student has to make sure he/she has fills out the form explaining why the student can/cannot take the exam at the times/days given.

4. There is no news about the relocation for Testing and Placement Center to the CSS.

We are BC! We are the Testing and Placement Team!