2017-2018 Work Plan
Kalina Hill

1. To secure an increase in productivity and enrollment growth -for all testing programs- with adequate staff support, and fill a new full-time Assessment Assistant position for the South West campus and rural areas.
2. To orchestrate an optimized and quality flow of testing services by promoting multi-faceted testing operations and optimal environment.
3. To promote accurate and valid assessment test administration, application of the MMPA 3.0, and score verification for all new and prospective students optimizing the extended support and technology resources from our high school partners.
4. To initiate and obtain approval to change the department’s name from “Assessment” to “Testing and Placement” center to emphasize the array of testing services and community support.
5. To facilitate cross-sectional Accuplacer Classic proctor training for BC staff at the new Adult Education Job-spot.
6. To continue to enhance the team’s professional stature and measurable accomplishments with ongoing commitment to BC’s strategic directions and core values.
7. To bolster test-security and test-validity through increased collaboration and additional training for all BC and high school Counselors and Career Advisors proctors.
8. To create “Best Practices” guide for Dual Enrollment placement testing and registration timeline logistics.
9. To lead the accurate paper-based assessment and placement matriculation support for our inmate scholars.
10. To continue efforts to efficiently use allocated budget while seeking opportunities to increase new revenue from commercial testing.
11. To monitor, update, and create Accuplacer sites and users accounts to ensure accurate placement data tracking and records.
12. To maintain quality communication lines with District IT and BC leadership on required upgrades to the automated application of the MMPA 3.0 score upload to the BANNER SOATEST and SVAMSTD.
13. To inspect and report any Individual Score Report (ISR) and MMPA 3.0 irregularities, and to propose student-centered solutions.
14. To optimize the use of technology for available remote placement and distance learning testing services to improve learning opportunities for our veterans and their dependents.
15. To invest time and effort to enhance cross-functional and comprehensive collaboration with faculty, all departments in BC and Delano campuses, and our high schools’ partners.
16. To conduct seamless relocation and smooth transitioning for all of testing and placement services to CSS renovated temporary location.
17. To integrate security cameras for enhanced testing experience for all students and examinee at BC, DC, and SW.
18. To implement ProctorU online CCC proctoring testing support in the center.
19. To continue providing measurable and actionable data and input as a Data coach for Public Safety Meta major.
20. To renew certifications as Site Manager and Test Control Officer for College Board (Accuplacer and CLEP), Pearson Vue, Castle, and Kryterion.
21. To advance knowledge and skills as web content editor for the BC testing website.