

TESTING AND RESEARCH

Office of Testing and Research 2003-2004 Objectives

1. Attempt to move the university toward on-line student evaluation of classroom teaching by presenting a proposal to the USEF committee that a pilot be conducted with a volunteering department in either fall 2003 or spring 2004. Present the collected data from the last two years of WEBCT on-line evaluations for distance learning classes to support the switch. (Goal 3)
2. Continue to prepare for conversion of test data to the Peoplesoft Student Module by attending committee meetings, monitoring the HUEG website and participating in work groups created to deal with the remediation process on campus. (Goal 1)
3. Create a workable payment system for test supervisors and proctors who are already employed by CSU, Chico and who work for Testing on the EPT/ELM and CSET testing programs. As a result of SB1467, Chico's HR must pay Chico employees who administer EPT/ELM. A procedure must be created in conjunction with a representative of Human Resources. (Goal 1)
4. Expand the Saturday testing staff pool by advertising in the community for qualified individuals. (Goal 1)
5. Monitor budget for student staff, supplies, postage, and other office necessities carefully to maintain office efficiency and cost-effective use of funds. (Goal 6)
6. Disseminate reports on Student Affairs research conducted in 2000, 2001, and 2002 to the campus community in written and oral presentations. Create research website to highlight interesting outcomes. (Goal 4)
7. Continue staff development as opportunities arise through workshops, trainings, or presentations. (Goal 1-6)
8. Prepare for upcoming WASC accreditation by defining objectives, performance measures, and assessment instruments to support Testing & Research's objectives.

Office of Testing & Research 2002 - 2003 Objectives and Outcomes

The fall semester found the office minus one professional staff member. The Test Officers' absence had an impact on the number of objectives attempted in the academic year 2002-2003. Our usually ambitious agenda was reduced to a more manageable size, at least for the fall semester.

1. Maintain the level of service expected of the Test Office with regard to paper-and-pencil and computer-based test administrations, classroom test scoring, university policy and testing company information dissemination, and the input and verification of test data throughout the fall semester.

Outcome: Services were maintained at the expected level throughout the academic year. No decrease in availability or quality of service was reported.

2. In preparation for the move to Peoplesoft, processing mapping of functions performed by the Testing & Research office will be continued and completed by the end of spring 2003.

Outcome: While process mapping was attempted, the processes were so dependant on the external Test Score System and the SIS+ technology that mapping was little help in defining our procedures for Peoplesoft conversion. Our participation in the design of testing-related elements of the Peoplesoft software mostly took the form of meeting with the Campus Community committee, the Student Administration Module committee and a sub committee who was charged with remediation tracking. All test scores received from testing companies and maintain in the test data base were described and their subscores and ranges were defined for input into the Student Administration Module. Representation on these committees and the receipt of relevant communications from the CMS bulletin board are on-going.

3. Continue becoming familiar with and using the new Peoplesoft account numbers, requisition and purchasing forms, and personnel (work-study and student assistant) reporting forms. Reconfigure current record keeping spreadsheets and budget monitoring functions to accommodate the changes.

Outcome: The office has used the new purchase order and purchase requisition forms and procedures and continues to attend training on new forms and procedures when they are offered. Some of the initial training sessions were not offered to Testing & Research staff so the information had to be learned from Counseling Center staff. The Counseling/Testing staffs' relationship continues to provide back-up and support as we encounter new problems and questions about Peoplesoft software. The in-house spreadsheets and budget records have been modified to incorporate the new information sources. This will remain an on-going objective for the following years to come.

4. Continue to work on the web-based Student Evaluation of Teaching instrument on WEBCT to streamline the conversion of the data files into summaries for the classes. Assist departments that have their own SET instruments as they put them up on WEBCT for their classes.

Outcome: After consulting with Bill Evans and Tony Dunn, we requested that the information that would make requesting SET for WEBCT courses easier and more fool proof be added to the SET Course list each semester. Production of the SET Class Summaries using the Excel module designed by Testing continued to be effective given the number of WEBCT evaluations requested in the spring. Departments were notified that if they choose to use their own questions for SET, they were responsible for creating the method of evaluating on-line courses as well. Testing would consult with them but would not take on the duty of preparing their on-line SET instruments.

5. Continue staff development for permanent staff as opportunities arise (e.g. Peoplesoft training, CBT training for the new Unified Administration System, Supervisory Certificate workshops, and personal development.)

Outcome: The Test Officer, the ASC, and the TCA staff attended a teleconferencing workshop conducted by Educational Testing Service on the Unified

Administration System (UAS) for the Computer-Based Testing Center. The ASC and the Test Officer attended an off-campus workshop on criticism and disciplinary skills for managers. The ASC also attended Peoplesoft training on creating purchase orders, ordering supplies, and reading budget screens. The Test Officer took TLP training on WEBCT and Powerpoint. Additional professional development activities for the ASC included being a representative to Staff Council and participating in several activities that they sponsored. She was also pursuing the Supervisory Certificate but no workshops for the Certificate were offered last year.

The Psychometrist attended training workshops held by National Evaluation Systems for the new California Subject Examinations for Teachers (CSET) offered by CSU, Chico Testing & Research. He also was a Steward in APC and attended off-campus meetings for the union.

6. Prepare for a site visit for NCTA review process in the coming year.

Outcome: The site visit was postponed indefinitely because the cost of transporting the evaluation committee to campus was prohibitive.

7. Continue to incorporate university energy conservation goals into our requests for test administration sites.

Outcome: Room reservations for the 2003-2004 testing schedule were requested using the suggested order of room usage defined by the Facilities Use Document awaiting approval by CFU. Since the time of the requests, several buildings have become unavailable due to construction, modifications, or weekend classes. Replacements were chosen keeping the university's conservation goals in mind.

8. Finalize reports and prepare short summaries of the survey research conducted by Student Affairs in 2000 (Freshmen) and 2001 (Transfers).

Outcome: The Executive Summaries of the 2000 and 2001 studies were prepared. The 2000 study had a lengthy report to accompany it but the 2001 study was not treated in the same way. The Executive Summary was all that was prepared for it.

9. A summary of a comparison of the two sets of data will also be prepared.

Outcome: This has not been completed, but is currently in progress.

10. In the spring, results of the Student Affairs' longitudinal College Student Survey will be distributed and selected result placed on a "research on student characteristics" website.

Outcome: An Executive Summary of results has been completed and the web page is still in the planning stage. Dissemination of the Executive Summary and other information has not been completed but is planned for fall 2003.