

Assessment Center

Mission

The Assessment Center provides testing and assessment services to new and continuing students, to enhance the attainment of their individual, educational and life goals.

Vision

The Assessment Center will serve as a model facility with the latest technology and equipment to assist students with career choices and appropriate educational goals.

The Assessment Center will:

- Play an essential role in the recruitment, admission, retention, and certification requirements of OSU-Okmulgee and will be an integral part of the One-Stop Welcome Center.
- Empower at risk students by providing intervention before assessment.
- Strive to improve and increase efficiency in student services through cross training and utilizing available technology for dissemination of information to students.
- Be a leader in developing a state-of-the-art Career Center.

Core Values

Excellence – We seek excellence in all our endeavors, and we are committed to continuous improvement.

Intellectual Freedom – We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.

Integrity – We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.

Service – We believe that serving others is a noble and worthy endeavor.

Diversity – We respect others and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.

Stewardship of Resources – We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

Goals, Critical Success Factors, Objectives, and Strategies

Goal One. Provide testing accommodations for students closer to home without compromising the integrity of the test.

Critical Success Factors:

- Increase the percentage of off-campus test sites by 50%
- Increase the percentage of reliable proctors at each test site by 50%

Objectives:

Objective 1.1: Appropriate test sites may include High Schools, Vocational Technical Schools, Sponsoring Dealerships, and Colleges/Universities.

Strategies:

- Check the National College Testing Association Registry.
- Have students provide the name of High School or other educational facility in their area.
- Check with Technology Centers.

Objective 1.2: Proctors may be guidance counselors, teachers, librarians etc.

Strategies:

- Verify proctor's credentials.
- Provide information to proctor on Accuplacer rules and regulations.
- Provide proctor with OSU-Okmulgee Assessment Center test policies.

Goal Two. Maintain and/or improve student assessment services.

Critical Success Factors:

- Provide three (3) dedicated computer labs for placement and classroom testing
- Increase classroom testing to 75%
- Increase staff by 100%
- Upgrade 20% of equipment each year

Objectives:

Objective 2.1: Provide a quiet environment for placement and class testing.

Strategies:

- No walk-through traffic in the testing rooms.
- Provide separate rooms for specific test functions.
- Provide a computer lab specifically for classroom testing with recessed computers.

Objective 2.2: Promote classroom testing in the Assessment Center.

Strategies:

- Provide a flexible timetable for students to test.
- Inform faculty of the availability of proctored test services.
- Promote benefits for students as well as faculty (free up more class time).
- Utilize available space to accommodate computer and paper/pencil tests.

Objective 2.3: Increase staff and upgrade equipment.

Strategies:

- Search grants that would provide funding.
- Partner with other departments to share resources.

Goal Three. Maintain CLEP Testing Center

Critical Success Factors:

- Increase percentage of CLEP test by 100%
- Register a minimum of 25 active military service members

Objectives:

Objective 3.1: Promote CLEP as a tool to help students attain their educational goals.

Strategies:

- Promote CLEP testing through faculty and other administrators.
- Place brochures and flyers in strategic locations such as Student Financial Services and Admissions.
- Collaborate with Perspective Student services to promote CLEP.
- Promote through publications on and off campus.

Objective 3.2: Market CLEP to the community and dislocated workers.

Strategies:

- Promote through publications/local newspaper.
- Presentations to businesses that are downsizing or closing.

Objective 3.3: Target military service members to promote CLEP.

Strategies:

- Provide information on free CLEP testing for eligible military personnel.
- Contact Sponsored Students Services and Veterans Affairs.
- Provide information to Admissions and Prospective Student Services.
- Market the availability of CLEP through brochures and flyers.

Goal Four. Research, develop and implement a state-of-the-art Career Center.

Critical Success Factors:

- Increase space for testing by 60%
- Employ three (3) full time staff – one Career Counselor and two assistants
- Implement a 1 credit hour course on Career Exploration

Objectives:

Objective 4.1: Provide an area with space available to accommodate 15-20 students.

Strategies:

- Utilize existing space (located next to the Assessment Center).
- Include space in the new Student Affairs/Enrollment Management expansion project.

Objective 4.2: Adequate staffing for the Career Center.

Strategies:

- Provide Career Counselor and two assistants.
- Share resources with other departments to provide testing personnel.

Objective 4.3: Target undecided students enrolled in general studies.

Strategies:

- Provide information about career assessment and counseling in new student orientation.
- Set up tables in the lobby area on each floor of the Noble Center with information about career options.