

DATE: 05/14/21

TO: Kathryn Maurer, Academic Senate President

FROM: Foothill Testing and Assessment Office

RE: New Placement Process

Overview

In order to create a more student-centered placement process, the Testing and Assessment Office is implementing a new placement process that will streamline the process. Foothill Testing and Assessment will adopt the recommended Multiple Measures Placement Service (MMPS) process from the CCC Chancellor's Office. The implementation guide used to set up the process is included in this email.

Currently, the placement process requires the following steps:

- Student applies to college through CCC Apply
- Students receive a welcome email with instructions on the placement process
- Student emails an unofficial copy of their high school transcript to the assessment office upon receiving instructions from the welcome email
- Assessment office receives email, evaluates transcript, and manually enters a placement into Banner
- Student receives email to check their placement in their MyPortal
- Average time from start of application to completion of placement 2-3 business days, depending on student submitting correct documentation

New placement process:

- Students applies to college through CCCApply
 - Student's transcript information from a hierarchy of data sources. If no data is found in any of the data sources, then student's self-reported data is pulled from their CCCApply application
 - The data is put through English/math placement logic and students are automatically given a placement into Banner – placements take approximately 24 hours to populate
- Students receive welcome email with instructions to check their MyPortal for their placement
 - If students find inaccuracies, they may email the assessment office for changes
- Students without high school transcript data will receive a message to complete the guided self-placement

This new process eliminates the onus on students to submit necessary documentation for placement and simplifies the placement process. If you have any questions please feel free to reach out to Kennedy Bui, Supervisor of the Testing and Assessment Office.