





The following guidelines are designed to help colleges prepare for implementation of CCCAssess. Each college is unique and can adapt this sample model to meet local needs.

STEP 1: Form Team



RESPONSIBLE PARTIES						
	Instructional Faculty	Counseling	IT	Research	Administration	Assessment Center
ACTION	Hold First Meeting	Hold First Meeting	Hold First Meeting	Hold First Meeting	Hold First Meeting	Hold First Meeting
	Set Regular Meeting Schedule	Set Regular Meeting Schedule	Set Regular Meeting Schedule	Set Regular Meeting Schedule	Set Regular Meeting Schedule	Set Regular Meeting Schedule
WHEN	Pilot Field Testing: Oct. 2015 Fall 2016 Testing for Spring 2017 Placement: Feb./Mar. 2016 Spring 2017 Testing for Fall 2017 Placement: Mar. 2016					

STEP 2: Analyze Current Resources



RESPONSIBLE PARTIES						
	Instructional Faculty	Counseling	IT	Research	Administration	Assessment Center
ACTION	Review Existing Process	Review Existing Process	Review Existing Process	Review Existing Process	Review Existing Process	Review Existing Process
	Consider Upcoming Curriculum Changes		Identify Hardware Resources		Review Contracts	Evaluate Needs for Special Population Accommodation Analyze Staff Resources
WHEN	Pilot Field Testing: Nov. 2015 Fall 2016 Testing for Spring 2017 Placement: Jan./Feb. 2016 Spring 2017 Testing for Fall 2017 Placement: Sept./Oct. 2016					

STEP 3: Apply for Funding



RESPONSIBLE PARTIES						
	Instructional Faculty	Counseling	IT	Research	Administration	Assessment Center
ACTION					Obtain Application Determine Information Needed to Apply	
WHEN	Pilot Field Testing: Feb. 2016 Fall 2016 Testing for Spring 2017 Placement: Feb. 2016 Spring 2017 Testing for Fall 2017 Placement: Oct. 2016					

STEP 4: Compare Course Outlines to Competencies



RESPONSIBLE PARTIES						
	Instructional Faculty	Counseling	IT	Research	Administration	Assessment Center
ACTION	Compare Competencies to Course Outline Develop Local Placement Model					
WHEN	Pilot Field Testing: Feb. & Mar. 2016 Fall 2016 Testing for Spring 2017 Placement: Mar. 2016 & Ongoing Spring 2017 Testing for Fall 2017 Placement: Nov. 2016 & Ongoing					

STEP 5: Get Trained




RESPONSIBLE PARTIES						
	Instructional Faculty	Counseling	IT	Research	Administration	Assessment Center
ACTION	Develop Implementation Plan Establish Time Commitment Build on Current Processes	Develop Implementation Plan Establish Time Commitment Build on Current Processes	Develop Implementation Plan Establish Time Commitment Build on Current Processes	Develop Implementation Plan Establish Time Commitment Build on Current Processes	Develop Implementation Plan Establish Time Commitment Learn about Funding Build on Current Processes	Develop Implementation Plan Establish Time Commitment Build on Current Processes
WHEN	Pilot Field Testing: Feb. & Mar. 2016 Fall 2016 Testing for Spring 2017 Placement: Mar. 2016 & Ongoing Spring 2017 Testing for Fall 2017 Placement: Nov. 2016 & Ongoing					

STEP 6: Leverage Data




RESPONSIBLE PARTIES						
	Instructional Faculty	Counseling	IT	Research	Administration	Assessment Center
ACTION				Validate Model Compare to Chancellor's Standards Utilize Dashboard Reports		
WHEN	Pilot Field Testing: Apr./May 2016 Fall 2016 Testing for Spring 2017 Placement: May 2016 & Ongoing Spring 2017 Testing for Fall 2017 Placement: Nov. 2016 & Ongoing					

STEP 7: Prepare for Transition




RESPONSIBLE PARTIES						
	Instructional Faculty	Counseling	IT	Research	Administration	Assessment Center
ACTION						Define Success Communicate Student Benefits Utilize Funding Set Goals Establish Time Frame
WHEN	Pilot Field Testing: Feb. 2016 Fall 2016 Testing for Spring 2017 Placement: Feb. 2016 Spring 2017 Testing for Fall 2017 Placement: Nov. 2016					

STEP 8: Reach Out



RESPONSIBLE PARTIES						
	Instructional Faculty	Counseling	IT	Research	Administration	Assessment Center
ACTION	Communicate to Students Promote to Campus Community Share with CAI Team	Communicate to Students Share with CAI Team	Communicate to Students Promote to Campus Community Share with CAI Team	Communicate to Students Share with CAI Team	Communicate to Students Promote to Campus Community Share with CAI Team	Communicate to Students Promote to Campus Community Share with CAI Team
WHEN	Pilot Field Testing: Feb. 2016 Fall 2016 Testing for Spring 2017 Placement: Feb. 2016 Spring 2017 Testing for Fall 2017 Placement: Nov. 2016					

STEP 9: Plan Your Launch



RESPONSIBLE PARTIES						
	Instructional Faculty	Counseling	IT	Research	Administration	Assessment Center
ACTION	Determine Local Placement Model	Offer Practice Test Test Students Determine Local Placement Model Program for Enrollment Process	Offer Practice Test Test Students Program for Enrollment Process Verify Score Uploads to Centralized CCC	Determine Local Placement Model Verify Score Uploads to Centralized CCC	Verify Score Uploads to Centralized CCC Program for Enrollment Process	Offer Practice Test Test Students Determine Local Placement Model Verify Score Uploads to Centralized CCC
WHEN	Pilot Field Testing: Feb. 2016 Fall 2016 Testing for Spring 2017 Placement: Feb. 2016 Spring 2017 Testing for Fall 2017 Placement: Nov. 2016					

STEP 10: Start Assessing



RESPONSIBLE PARTIES						
	Instructional Faculty	Counseling	IT	Research	Administration	Assessment Center
ACTION						Revise Current Process Offer Accommodation Resources Participate in Professional Development Transition to New Assessment Communicate to Students
WHEN	Pilot Field Testing: Mar. 2016 Fall 2016 Testing for Spring 2017 Placement: Sept./Oct. 2016 Spring 2017 Testing for Fall 2017 Placement: Feb./Mar. 2017					

STEP 11: Debrief CCCAssess Implementation



RESPONSIBLE PARTIES						
	Instructional Faculty	Counseling	IT	Research	Administration	Assessment Center
ACTION	Communicate Additional Needs Identify Challenges to Resolve Provide Assessment Feedback	Communicate Additional Needs Identify Challenges to Resolve Provide Assessment Feedback	Communicate Additional Needs Identify Challenges to Resolve Provide Assessment Feedback	Communicate Additional Needs Identify Challenges to Resolve Provide Assessment Feedback	Communicate Additional Needs Identify Challenges to Resolve Provide Assessment Feedback	Communicate Additional Needs Identify Challenges to Resolve Provide Assessment Feedback
WHEN	Pilot Field Testing: Mar. 2016 Fall 2016 Testing for Spring 2017 Placement: Feb./Mar. 2017 Spring 2017 Testing for Fall 2017 Placement: Feb. 2018					

Professional development will be available in person, in print, online, and in video format to support your college in successfully transitioning to this new assessment tool. The online system will make data quickly available for local placement decisions and students will benefit from portability. Information on accommodations will also be available.

For more information and resources, go to CCCAssess.org.