

## MIAMI DADE COLLEGE

### OVERVIEW OF THE PLACEMENT CRITERIA REVIEW PROCESS

Revised 01/28/2009

The CASSC Research and Testing Committee coordinates a review and update of the Placement Criteria Document annually. The document is reviewed and/or approved by the Committee, disciplines, Student Deans Council, Academic Leadership Council, College Academic and Student Support Council (CASSC), and the Executive Committee prior to becoming effective for Fall Term registration.

#### Timeline

##### **1. September - November: review process**

- The Institutional Test Administrator (ITA) initiates the annual review process by including it on the September agenda of the CASSC Research and Testing Committee Meeting.
- CASSC Research and Testing Committee representatives inform their respective areas that the review process has been initiated and keeps them updated throughout the academic year.
- ITA prepares draft #1 for review by Committee.
- Course success data based on placement scores made available to discipline conveners where available.
- CASSC Research and Testing Committee representatives solicit input from their respective areas for any changes.

##### **2. January: Research & Testing Committee Compiles additional Input**

- ITA prepares draft #2 for review by Committee. Discussion with academic deans (if necessary) to resolve any concerns.
- CASSC Research and Testing Committee representatives solicit input from their respective areas for any changes.

##### **3. February: Final Draft Generated**

- ITA prepares draft #3 for review by Committee for endorsement and comments.

##### **4. March: Deans**

- ITA presents draft #3 to Student Deans Council and Academic Leadership Council for modification, endorsement, and final approval.

##### **5. April: Campus CASSCs**

- Campus CASSCs review proposed document (Draft #3) and provide feedback to College CASSC.

##### **6. May: College CASSC**

- College CASSC reviews and recommends proposed document for approval.

##### **7. June: Executive Committee and Implementation of New Placement Document**

- ITA presents Placement Criteria to Executive Committee for approval.
- New placement document is implemented for FALL Term registration.