✓ **Build a team:**
Include faculty (math, English, ESL, reading), counselors, assessment, IT, admissions and records, academic senate leadership, deans.

✓ **Review the data:**
CCCO resources and recommendations for AB 705, MMAP rule sets, local research from your IR office on placement and throughput rates.

✓ **Start with a pilot:**
Size, scale, local rules or statewide MMAP rules, integration into the data system, support services, scheduling issues, prerequisite clearances, changes to advising. Develop clear documentation and records of where students were placed and by which method.

✓ **Identify funding sources:**
There will likely be staffing needs to implement the changes including updating placements and clearing prerequisites, and reviewing transcripts, faculty changes to curriculum, professional development support. Leverage funds from BSI, Equity, Guided Pathways to help fund the efforts.

✓ **Identify changes to course scheduling:**
Work with your IR and scheduling office to determine how the changes will impact the number of sections offered and at the levels.

✓ **Develop a communication plan:**
To students from the college, to counselors from the college, to students from counselors, to support staff, to the community, to local high schools. Determine what the varying messages will be and how will they be disseminated, and at what point. The earlier the better. Example high school outreach forum.

✓ **Provide professional development:**
Unlearning and replacing previous narratives. Transfer-level courses now include a higher rate of first-year students who need greater support (both academic and affective). Provide training and support for faculty transitioning between levels. Student support based on student capacity. Institutional research and IT skills and capacity to assist with the transition and evaluate process.

✓ **Data sources for high school transcripts:**
Identify method of transcript data: CalPass Plus, CCCApply self-reported data, locally collected self-reported transcript data. If using CalPass Plus data, see Data Match Guide.

✓ **Evaluate the process and make changes:**
Track outcomes every term and annually. Track and report on where students are placed and by which method, success rates by method, throughput rates by method, disproportionate impacts. Share the data broadly and make adjustments as needed. Guide to developing a research plan.

✓ **Share your data to inform the statewide evaluation process:**
We would like to have access to your student-level data for inclusion in the statewide analysis to evaluate the validity of the MMAP models.

Other resources:
- MMAP Webpage
- FAQ
- Crosswalk for counselors/assessment center of placement levels
- Alternative ESL multiple measures questions in 10 languages

Placement Tool Examples
- Diablo Valley College
- College of Alameda