

**C 0708 – Operational Goal 1**

**VALENCIA COMMUNITY COLLEGE  
Annual Campus Planning Report - 2007-2008  
Including Division Action Plan (DAP) to Assess Student Learning Outcomes**

This form provides a documentation template for annual campus planning including a specific Division Action Plan (**Template 1**) designed to assess student learning outcomes and additional operational goals (**Templates 2 and 3**). Initial information and projections describe the **PLANNING PHASE** of the process. At the conclusion of the project/activity time frame initial information and projections will be updated by completing an **EVALUATION PHASE** including modifications, outputs and outcomes. Both planning and evaluation information will be organized according to parallel criteria including: (1) a formal goal statement, (2) outcome measures, (3) collaboration with stakeholders, (4) evaluation methods and (5) use of results for improvement. The overall process will effectively review and document specific measures of operational effectiveness.

**DIVISION:** Communications  
**DEAN:** Kim Long  
**TITLE OF PLAN:** Communications Website

**DEPARTMENT/UNIT (as appropriate):**  
**EXTENSION:** 1246      **MAIL CODE:** 4-11      **DATE:** 9/27/07

CRITERIA	PLANNING PHASE Initial Information and Projections	EVALUATION PHASE Modifications, Outputs, Outcomes
<b>1. Goal-principal purpose and objectives of plan</b>	To update the look and information provided on the communication division website. The objective is to make the site more consistent with the “Valencia look”, but more importantly to create a site that is easy for students and faculty to find information, answers, and assistance that is current and correct. This is related to building pathways by removing some of the information barriers that students and faculty sometimes report.	The look of the Communication Division website was updated. It continues to be a work in progress as all syllabi have not been connected.
<b>Link to Strategic Plan</b>	Goal 1 – Build Pathways	
<b>2. Outcome Measures-how plan will be reviewed and/or measured</b>	After the website is updated/changed, we will ask faculty to maneuver around on the site and look for ease of use, correct information, etc. We will ask some students to do the same thing. The other measure will be when we have to make changes and updates, how quickly we are able to accomplish those changes.	Faculty are comfortable with the new look and find it very easy to use. When students are directed to the website, they are able to at least get to their professors email address and syllabus. We will continue to work on getting changes done in a timely manner.
<b>3. Collaboration with Stakeholders-individuals and groups involved in the planning and implementation</b>	The division office will do the design and input with the assistance of OIT. All faculty, communication center employees, dean and administrative assistant will be stakeholders.	OIT was quite helpful in the redesign. All stakeholders remain involved in some aspect.

<p><b>4. Evaluation</b>-process employed to evaluate effectiveness</p>	<p>The website will be completely ready and updated by start of the 200820 session. This will include correct syllabi attached, links updated, and correct contacts all input. Once we are able to start referring student and /or faculty questions to the information on the website, we can assess the effectiveness of the site through faculty and student comments.</p>	<p>This date was met for major changes. We really don't receive too many comments from students. Some faculty has remarked that they are getting more inquiry emails based on students perusing the site and coming across the professor's information.</p>
<p><b>5. Use of Results</b>-how plan will/has impacted learning and improvement of the educational program</p>	<p>The goal is to enable students and faculty the opportunity to retrieve information at any time, from any location where the web is available. Because current syllabi will be posted, it should assist students in planning, completing registration and obtaining course information in a timely manner. It should also assist adjunct faculty in obtaining assistance from FT faculty.</p>	<p>I don't know that a huge impact has been felt. I need to include this in the adjunct orientation so they know the resource is available.</p>

**C 0708 – Operational Goal 2**

**VALENCIA COMMUNITY COLLEGE  
Annual Campus Planning Report - 2007-2008  
Including Division Action Plan (DAP) to Assess Student Learning Outcomes**

This form provides a documentation template for annual campus planning including a specific Division Action Plan (**Template 1**) designed to assess student learning outcomes and additional operational goals (**Templates 2 and 3**). Initial information and projections describe the **PLANNING PHASE** of the process. At the conclusion of the project/activity time frame initial information and projections will be updated by completing an **EVALUATION PHASE** including modifications, outputs and outcomes. Both planning and evaluation information will be organized according to parallel criteria including: (1) a formal goal statement, (2) outcome measures, (3) collaboration with stakeholders, (4) evaluation methods and (5) use of results for improvement. The overall process will effectively review and document specific measures of operational effectiveness.

**DIVISION:** Communications

**DEAN:** Kim Long

**TITLE OF PLAN:** Learning Partners (Mentoring)

**DEPARTMENT/UNIT (as appropriate):**

**EXTENSION: 1246 MAIL CODE: 4-11 DATE: 10/1/07**

CRITERIA	PLANNING PHASE Initial Information and Projections	EVALUATION PHASE Modifications, Outputs, Outcomes
<b>1. Goal-principal purpose and objectives of plan</b>	The purpose of Learning Partners is to assist in the orientation and mentoring of new adjuncts. By aligning them with a colleague beyond the dean and department chair, we hope to increase communication, provide development opportunities, and increase adjunct retention.	The learning partners, who are now called “New Scholars Network” has begun. It has only begun on a very small scale and mainly as a social and VCC general knowledge opportunity rather than formative for instruction.
<b>Link to Strategic Plan</b>	<b>Goal 3 - Invest in Each Other</b>	
<b>2. Outcome Measures-how plan will be reviewed and/or measured</b>	Various outcome measures will be used including: informal discussions with adjuncts, comparative assessment of classroom observations, and comparative evaluation of student assessment of instruction.	There has not been enough formal interaction to begin to assess the program at this point. The Web CT site that is used as a discussion forum did help in connecting some of the adjuncts. Questions were posted and various faculty members were able to assist in answering the questions and giving guidance.
<b>3. Collaboration with Stakeholders-individuals and groups involved in the planning and implementation</b>	Mentoring will involve selected full time faculty, tenure faculty candidate Nicole Spottke (as part of her ILP), Communications Dean and adjuncts in the division.	Several people, under the guidance of Nicole Spottke have worked with the adjuncts. I don’t feel any real strong partnerships have developed at this point. We will continue to develop this.

<p><b>4. Evaluation</b>-process employed to evaluate effectiveness</p>	<p>An informal survey of the effectiveness of the program will be administered to both the mentors and the mentored. Questions will include:</p> <ol style="list-style-type: none"> <li>1. How has working with your partner increased your ties to Valencia, the department, and your discipline?</li> <li>2. What expertise have you shared with your partner in the areas of learning-centered techniques and assessment?</li> <li>3. What can be added to the program to make it even more beneficial?</li> <li>4. What additional support would assist you in your instruction and connection to Valencia?</li> </ol>	<p>There was not strong enough participation to evaluate at this point. As we get geared up for another year, we will look to making the program stronger and creating clearer plans for adjunct involvement. This should allow us to gather more information next year.</p>
<p><b>5. Use of Results</b>-how plan will/has impacted learning and improvement of the educational program</p>	<p>We will modify the program or expand it as needed to continue in assisting adjuncts in the classroom and at Valencia as a whole. This may include additional techniques of communicating with adjuncts, orientation adjustments, available resource materials, methods of observations and sharing of information, etc.</p>	<p>We are going to continue the program, but make some adjustments. The mentors need to be involved a bit more from the beginning. Most adjuncts still automatically go to the Dean for information. We will look at other methods besides the Web CT for gaining involvement. Some face to face workshops and social gatherings are in the planning phase. A Web CT introduction will also be developed. For new adjuncts, that don't know Web CT, it was just one more obstacle.</p>