

DAP**VALENCIA COMMUNITY COLLEGE
Annual Department Action Plan (DAP)**

This form provides a documentation template for annual Department Action Plans (DAPs) designed to assess unit outcomes that are designed to impact the learning environment and improve the educational programs and processes of VCC. 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 of unit performance in meeting established outcomes. The overall process will effectively review and document specific measures of educational effectiveness.

UNIT: Dual Enrollment

STEWARD: Jacquelyn Cole

TITLE OF PLAN:

SUPPORTED BY COLLEGE FUNDS (If applicable, please provide approved amount):

DATE: April 3, 2009

CRITERIA	PLANNING PHASE Initial Information and Projections	EVALUATION PHASE Modifications, Outputs, Outcomes
1. Goal-principal purpose and objectives of plan	Improve communication with high school staff by developing efficient and accurate reporting tools and by documenting reporting procedures in writing; Develop and use reporting tools to evaluate success in meeting State DE/EC Standards	Reports were re-written to provide feedback to schools in an improved format. Additional reports to evaluate State DE Standards have not been developed due to delays from the state in providing the reporting details.
2. Outcome Measures-how plan will be reviewed and measured outcomes	School staff will build confidence in Valencia's ability to provide adequate feedback and support to meet their needs; Compliance with State DE/EC Standards will be improved/achieved	Improved reports were distributed to school staff and were supplemented by in-person meetings to discuss their dual enrollment needs.
3. Collaboration with Stakeholders -individuals and groups involved in the planning and implementation	OIT staff, Admissions staff, school Guidance Counselors	
4. Evaluation -process employed to evaluate effectiveness	Feedback from school staff Data from reporting tools and faculty surveys	School staff continue to provide mixed feedback on dual enrollment based on the level of emphasis placed on various accelerated mechanisms by the District staff.
5. Use of Results -how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes	Programs will be modified based on enrollment and academic achievement	At this time, limited resources have led to plan modifications that will focus dual enrollment on marketing on-campus opportunities rather than developing new courses to be offered at high school sites.

