

**VALENCIA COMMUNITY COLLEGE
Student Affairs Department Action Plan**

This form provides a documentation template for annual Departmental Action Plans designed to describe unit outcomes that contribute to the College Strategic Plan and/or improve the educational programs and processes of Student Affairs at Valencia. Each Student Affairs Department will develop at least one department action plan annually. 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.

DEPARTMENT: Student Services – East Campus

LEADER(S): Linda Vance – Dean of Students

TITLE OF PLAN: (Building Pathways) Developmental Partnership – Little “s” to big “S”

START DATE: July 1, 2009

END DATE: June 30, 2010

CRITERIA	IMPLEMENTATION OF PLAN Initial Information and Projections	EVALUATION OF PLAN Modifications, Outputs, Outcomes
1. Goal-principal purpose and objectives of plan	We want to continue our work from 08/09 to reinforce the development of students to become more in charge of their academic information. This year, New Student Orientations will be giving out very nice folders to organize their academic information and store their college catalog. Students will be encouraged to bring them with them when seeking advising. Students will work with front office Peer Educators to review their academic records and prepare to speak with their Advisor/Counselor.	
2. Outcome Measures-how plan will be reviewed and measured outcomes	Students will have a deeper understanding of what they need to graduate. They will also gain a better understanding of how to organize and track their progress through the education system, not just at Valencia.	
3. Collaboration with Stakeholders-individuals and groups involved in the planning and implementation	Student Development has supported this by purchasing the folders. New Student Coordinator will emphasize to presenters to explain the use/importance of using the folders for organization. Peer Educators are trained by the Peer Coordinator to prompt students to bring their folders to advising sessions. Advisors are noting which students are actually bringing folders with them and assessing the depth of questions and level of preparedness of students.	

4. Evaluation -process employed to evaluate effectiveness	Advisors will track students that have been given folders (New Students will be given the folders in Orientations beginning in September 09) and level questions students with folders ask.	
5. Use of Results -how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes	Students should learn to be better prepared for conversations about their academic record if the expectation is put upon them to be in control of their academic information.	