

**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: Winter Park Campus Dean of Students

LEADER(S): Dr. Cheryl Robinson

TITLE OF PLAN: Continued revision of the Early Alert System

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	Support students showing early warning signs of behaviors that could lead to withdrawal to increase retention – Joint goal with Academic Affairs	
2. Outcome Measures-how plan will be reviewed and measured outcomes	<ul style="list-style-type: none"> • Counselor will compile data on number of students referred for service and those who followed through with an appointment • Retention data will be gathered on those students who followed though with an appointment compared to those who did not • Participating faculty and Student Services staff will be interviewed to gather information on satisfaction with the process and usefulness of interventions 	
3. Collaboration with Stakeholders-individuals and groups involved in the planning and implementation	<ul style="list-style-type: none"> • Meet with designated faculty at the beginning of each term to select courses for participation and explain the referral process • Give faculty members tools and resources they can use to communicate with students directly so they can be comfortable initiating conversations when they notice students in need of assistance • Set up communication structure between faculty and Student Services staff so faculty are updated 	

	<p>on their students' status post-referral</p> <ul style="list-style-type: none"> • Collaborate with Dean of Students – West Campus to expand referrals as all EAS referrals currently go through that office • Develop system for data gathering to ensure students are tracked for evaluation purposes • Work with Student Development to conduct in-class presentations on clubs and organizations • Schedule a class time for the Counselor to conduct a Wise Choice process with the class 	
<p>4. Evaluation-process employed to evaluate effectiveness</p>	<ul style="list-style-type: none"> • Percentage of students following up with appointments will be evaluated to determine what strategies are effective in engaging students in the process • Retention data will be considered and weighed to balance time and effort expended and increased student retention • We will also compile retention data for the class as a whole for comparison purposes as this year we will incorporate in-class strategies as well 	
<p>5. Use of Results-how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes</p>	<ul style="list-style-type: none"> • Revise engagement strategies for referral follow-up • Consider future direction for Early Alert System expansion at other campuses 	