

**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: Financial Aid**

**LEADER(S): Brad Honious**

**TITLE OF PLAN: Early Awarding for Incoming High School Students**

**START DATE: July 1, 2009**

**END DATE: June 30, 2010**

<b>CRITERIA</b>	<b>IMPLEMENTATION OF PLAN Initial Information and Projections</b>	<b>EVALUATION OF PLAN Modifications, Outputs, Outcomes</b>
<b>1. Goal</b> -principal purpose and objectives of plan	<b>To explore the possibility of awarding high school students before we receive their final high school transcript</b>	
<b>2. Outcome Measures</b> -how plan will be reviewed and measured outcomes	<b>To evaluate the financial aid impact and service levels of awarding earlier and the impact on college transitions</b>	
<b>3. Collaboration with Stakeholders</b> -individuals and groups involved in the planning and implementation	<b>Admissions, Answer Center, SALT, Financial Aid, Business Office, College Transitions, and others.</b>	
<b>4. Evaluation</b> -process employed to evaluate effectiveness	<b>To be determined</b>	
<b>5. Use of Results</b> -how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes	<b>To review the impact on the student enrollment process.</b>	