

**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: Financial Literacy**  
**START DATE: July 1, 2009**

**END DATE: June 30, 2010**

| CRITERIA  | IMPLEMENTATION OF PLAN<br>Initial Information and Projections  | EVALUATION OF PLAN<br>Modifications, Outputs, Outcomes |
|---|--|--|
| <b>1. Goal</b> -principal purpose and objectives of plan  | <b>Increase financial literacy offerings for Valencia students</b>   |  |
| <b>2. Outcome Measures</b> -how plan will be reviewed and measured outcomes   | <b>Develop financial literacy programs and services and evaluate the participation and learning outcomes. In progress.</b>   |  |
| <b>3. Collaboration with Stakeholders</b> -individuals and groups involved in the planning and implementation                                 | <b>SLS Faculty, Student Development, deans of students, financial aid, &amp; LinC. Started a committee to develop a plan of action. The Committee is named FLIIRT (Financial Learning Initiative Implementation &amp; Research Team)</b> |  |
| <b>4. Evaluation</b> -process employed to evaluate effectiveness  | <b>To be determined based on the programs and services implemented</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>Increase the financial knowledge of our students in borrowing for college and planning financially for success at the college and life.</b>   |  |