

**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: Graduation and Records**

**STEWARD: Edwin Sanchez**

**TITLE OF PLAN: Records and Graduation – Automatic Awarding of Degrees and Certificates**

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

**DATE: July 1, 2009**

CRITERIA	PLANNING PHASE Initial Information and Projections	EVALUATION PHASE Modifications, Outputs, Outcomes
<p><b>1. Goal-principal purpose and objectives of plan</b></p>	<p><i>Goal:</i></p> <ol style="list-style-type: none"> <li>1.) The Automatic Certification of Degrees plan will assist and ensure that all requirements of the degree are accounted for prior to programmatic posting of degrees awarded.</li> <li>2.) This BDMS plan continues building on steps taken to become a paperless campus through use of BDMS (pull folders for 200920 term for EC and OC).</li> </ol> <p><i>Purpose:</i></p> <p>To increase the efficiency of the graduation review  To convert student paper records into an electronic scanned image</p> <p><i>Objectives:</i></p> <ol style="list-style-type: none"> <li>1.) Using Life Map benchmarks and CAPP, construct an electronic interface to indicate student completion toward desired curriculum.</li> <li>2.) Identify students who have met degree requirements.</li> <li>3.) Submit a strategic initiative that will allow the institution to expand scanning and indexing operations college wide.</li> </ol>	<p><b>1.</b></p>

<p><b>2. Outcome Measures</b>-how plan will be reviewed and outcomes measured</p>	<p><i>Outcome Measures:</i></p> <ol style="list-style-type: none"> <li>1.) <b>Documentation of students within the selected population.</b></li> <li>2.) <b>Documentation of the numbers of the degrees awarded.</b></li> <li>3.) <b>Degrees certified -with minimal intervention from graduation staff.</b></li> </ol>	
<p><b>3. Collaboration with Stakeholders</b>-individuals and groups involved in the planning and implementation</p>	<p><i>Stakeholders:</i>  <b>Students; Academic Deans; Career Program Advisors; Deans of Students; Answer Center Managers; IT and Functional Tech Teams; A &amp; R Staff.</b></p>	
<p><b>4. Evaluation</b>-process employed to evaluate effectiveness</p>	<p><i>Artifacts:</i>  <b>Student CAPP compliance, Degree audit, system comments. Data captured via selected reports. Electronic notification of progression towards degree.</b></p>	
<p><b>5. Use of Results</b>-how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes</p>	<p><b>This plan will communicate progression towards degree requirements within an earlier time frame and allow Students/advisors to aid students in planning for the future.</b>  <b>System will allow paper to be processed into system immediately for viewing.</b></p>	