

**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: Office for Students with Disabilities (OSD)**

**LEADER(S): Jill Szentmiklosi**

**TITLE OF PLAN: Faculty Resource Guide Update**

**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	<p><b>Purpose: To provide faculty a resource guide that will inform them about Office for Students with Disabilities policies and procedures and assist in working with students with disabilities in their classrooms.</b></p> <p><b>Objective(s): Develop a user-friendly resource guide targeted to faculty.</b></p>	
2. Outcome Measures-how plan will be reviewed and measured outcomes	<ol style="list-style-type: none"> <li>1. Update information in current Faculty Resource Guide.</li> <li>2. Publish useful strategies for working with students with disabilities.</li> <li>3. Include Universal Design in Learning concepts</li> <li>4. Incorporate an audio companion piece to help explain in a more interactive way (Jing).</li> <li>5. Complete Faculty Resource Guide by June 2010.</li> <li>6. Put Guide on the OSD website by June 2010</li> <li>7. Develop a communication plan to inform faculty.</li> </ol>	
3. Collaboration with Stakeholders-individuals and groups involved in the planning and implementation	<p><b>OSD Staff, hand-selected faculty to use in review of guide, and OIT web staff.</b></p>	
4. Evaluation-process employed to	<ol style="list-style-type: none"> <li>1. Will develop a survey to be given to faculty to</li> </ol>	

<p>evaluate effectiveness</p>	<p><b>determine if Guide is useful. Will use results of survey to update Guide.</b>  <b>2. Will measure number of hits on online guide to determine if Guide is being used</b>  <b>3. Will benchmark number of questions/concerns raised by faculty that are addressed in the Guide to determine if faculty is accessing the information.</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>Faculty will be referred to new Resource Guide at large and on a case-by-case basis as situations arise to assist in working with students with disabilities. OSD staff will be able to communicate with faculty using the same resources/information for consistency college-wide. Will use the questions from faculty as a resource to update the Guide yearly.</b></p>	