

**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, Director**

**TITLE OF PLAN: Improve OSD Tracking**

**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. <b>Goal</b> -principal purpose and objectives of plan	<p><b>Purpose: Reduce the number of Banner forms being used to capture and track disability data by utilizing Banner student disability form SGADISA.</b></p> <p><b>Objective: To create a more confidential and efficient record-keeping practice for student disability data.</b></p>	
2. <b>Outcome Measures</b> -how plan will be reviewed and measured outcomes	<ol style="list-style-type: none"> <li>1. Determine information collected on Banner forms currently used by Office for Students with Disabilities staff.</li> <li>2. Review the Banner form SGADISA to determine what information would be transferred to new form and what information is not needed.</li> <li>3. Integrate SGADISA information into SZROSDN (print Notification to Instructor Forms).</li> <li>4. Transition data into new form.</li> <li>5. Train OSD staff on function of new form.</li> </ol>	
3. <b>Collaboration with Stakeholders</b> -individuals and groups involved in the planning and implementation	<p><b>OSD staff college-wide, Office for Information Technology, Student Affairs Coordinator of Atlas Information</b></p>	
4. <b>Evaluation</b> -process employed to evaluate effectiveness	<ol style="list-style-type: none"> <li>1. SGADISA is used effectively used by OSD staff</li> <li>2. Student information is located on one Banner form</li> </ol>	

	<b>and is readily available for staff use</b> <b>3. Disability records have additional level of confidentiality</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>OSD staff will be able to access student disability information in a more efficient and accurate manner.</b> <b>Offers improvement in the determination of students' academic and support needs.</b>	