

**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: Standardized Testing

LEADER(S): Cynthia Cerrato, Ruby Raffo

TITLE OF PLAN: CPT Testing – Partnerships with the School Districts

START DATE: July 1, 2009

END DATE: June 30, 2010

CRITERIA	IMPLEMENTATION OF PLAN Initial Information and Projections	EVALUATION OF PLAN Modifications, Outputs, Outcomes
<p>1. Goal-principal purpose and objectives of plan</p>	<p>Purpose: <u>Strengthen the current partnerships with public high schools in Orange and Osceola counties and to improve the Expanded Postsecondary Readiness Assessment (EPRA) testing process at their sites.</u></p> <p>Objectives:</p> <ul style="list-style-type: none"> A. To meet with representatives from each school to discuss last year’s testing process and identify any barriers we experienced. B. To discuss how we can ensure our EPRA testing partnerships are providing the best possible conditions for student success. C. To develop a plan for process improvement. 	
<p>2. Outcome Measures-how plan will be reviewed and measured outcomes</p>	<ul style="list-style-type: none"> A. Meet with representatives from each school to discuss last year’s testing process and identify any barriers we experienced. <ul style="list-style-type: none"> a. Schedule and attend individual meetings with the Assistant Principal and assigned guidance counselor(s) at each school. B. Outline how we can ensure our partnerships can provide the best possible testing conditions for student success. <ul style="list-style-type: none"> a. Request feedback from high school personnel on 	

	<p>how Valencia staff can improve the EPRA testing experience for their students.</p> <ul style="list-style-type: none"> b. Provide high school personnel more detailed information about the process from the perspective of standardization and regulations. <p>C. Develop and communicate a plan for process improvement.</p> <ul style="list-style-type: none"> a. Identify barriers. b. Develop and implement a strategy to remove or minimize those barriers. c. Identify and implement approaches that will allow us to be aware of and prevent other potential challenges. d. Share Process Improvement Plan with high school and district personnel. 	
3. Collaboration with Stakeholders -individuals and groups involved in the planning and implementation	High school assistant principals, high school guidance counselors, Orange County Public Schools (OCPS) Testing Coordinator, School District of Osceola County (SDOC) Testing Coordinator.	
4. Evaluation -process employed to evaluate effectiveness	Effectiveness will be evaluated by the following: <ul style="list-style-type: none"> 1. Meetings with high school personnel will be requested and scheduled. 2. A process improvement plan will be developed, communicated, and implemented. 	
5. Use of Results -how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes	At the end of the year, the discussions and the implementation of this plan will provide us with new information on what works best for CPT testing at the high schools. Improvements will be implemented the following year; assessment results will be tracked.	