

**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:** Student Affairs- Student Development  
**LEADER(S):** Chanda Torres, Student Development Director  
**TITLE OF PLAN:** Co-Curricular Programs  
**START DATE:** July 1, 2009

**END DATE:** June 30, 2010

CRITERIA	IMPLEMENTATION OF PLAN Initial Information and Projections	EVALUATION OF PLAN Modifications, Outputs, Outcomes
<b>1. Goal</b> -principal purpose and objectives of plan	<b>Strategic Goals: Learning Assured and Building Pathways. Design curriculum for college-wide co-curricular programs. The curriculum will include learning goals, outcomes, and assessments.</b>	
<b>2. Outcome Measures</b> -how plan will be reviewed and measured outcomes	<b>1. Design and implementation of curriculum for college-wide co-curricular programs.</b> <ul style="list-style-type: none"> <li>• Matador Day</li> <li>• Constitution Day</li> <li>• Earth Day</li> <li>• Veteran’s Day</li> </ul> <b>2. Review of outcomes to determine if they were met.</b>	
<b>3. Collaboration with Stakeholders</b> -individuals and groups involved in the planning and implementation	<b>Student Development Coordinators</b> <b>College-Wide Faculty from various disciplines</b> <b>College-Wide Institutional Assessment Staff</b>	
<b>4. Evaluation</b> -process employed to evaluate effectiveness	<b>The design of the curriculum will include:</b> <ol style="list-style-type: none"> <li><b>1. The development of program principles</b></li> <li><b>2. The creation of learning goals for each program</b></li> <li><b>3. The development of program outcomes</b></li> <li><b>4. The selection of assessment tools to evaluate</b></li> </ol>	

	<p style="text-align: center;"><b>outcomes</b></p> <p><b>5. Review of assessment tools to evaluate the program's learning process</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>The curriculum will enable Student Development to build partnerships with faculty and determine the impact of specific co-curricular programs on students. These results will then allow Student Development to modify its co-curricular programs or develop new ones.</b></p>	