

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: Transition & Enrollment Services

LEADER(S): Jessica Morales

TITLE OF PLAN: Revise Future Student website

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	Create a new Future Student tab that has better functionality and is more user-friendly. This tab will share information with prospective students, parents/guardians, and guidance counselors regarding the Admission/Transition process as well as highlight key programs that showcase Valencia.	
2. Outcome Measures -how plan will be reviewed and measured outcomes	Better navigation for those interested in future student information. Ease of finding the information our web users are looking for and need regarding enrollment. Portray the feel of Valencia's culture as a learning environment students would want to be a part of.	
3. Collaboration with Stakeholders -individuals and groups involved in the planning and implementation	Future Student WPAG subcommittee. Various departments will be involved as needed to develop content.	
4. Evaluation -process employed to evaluate effectiveness	Focus groups, feedback from students, guidance counselors, and Valencia faculty and staff.	
5. Use of Results -how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes	This will enhance and develop a more cohesive Future student environment on our website in which the content reflects what life is like on campus while sharing pertinent information.	