

**VALENCIA COMMUNITY COLLEGE**  
**Annual Department Action Plan (DAP)**

This form provides a documentation template for annual Department Action Plans (DAPs) designed to assess unit outcomes that are designed to impact the learning environment and improve the educational programs and processes of VCC. 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.

**UNIT: Transition Services**

**STEWARD: Jessica Morales**

**SUPPORTED BY COLLEGE FUNDS (If applicable, please provide approved amount):**

**DATE: May 20, 2009**

<b>CRITERIA</b>	<b>PLANNING PHASE Initial Information and Projections</b>	<b>EVALUATION PHASE Modifications, Outputs, Outcomes</b>
<b>1. Goal-principal purpose and objectives of plan</b>	Rebuild & strengthen relationships with other student affairs departments, high school counselors, Orange & Osceola Corporate human resource personnel, students and parents.	Expanded academic liaison areas, new & continued communication including posting in bulletin, presentations, attending more meetings within student affairs, partnering with Student Development, Admissions, Financial Aid, & Career Center has rebuilt and strengthened our relationships internally. Coordinating presentations to students at schools and community organizations, new visit opportunities, becoming more involved in Children's Cabinet, CFHEA, Education Foundation of Osceola, SACAC, NACAC and other organizations have increased our partnerships. New information packets are being sent to HR personnel and we are attending and hosting more fairs at organizations.
<b>2. Outcome Measures-how plan will be reviewed and measured outcomes</b>	Analyze outreach efforts extended by Transition Services. Serve as a liaison between Valencia's academic program areas and Orange and Osceola corporate HR personnel and high school counselors. Expand Valencia Previews to attract greater numbers of traditional and non traditional student visits to campus.	Outreach efforts were included on the Individual Recruitment Plans, new partnerships were created, territory list has grown, involvement with community partners has increased, and quality of communication with others has improved. Previews have been expanded and we intend on furthering this to include specific academic areas as well as an International Preview.
<b>3. Collaboration with Stakeholders-individuals and groups involved in the planning and implementation</b>	Transition Services, Admissions, College Transitions, Financial Aid, MMR, Assessment, College Transitions, & Academic Liaison.	Our increased collaboration with others has helped to build relationships and generate better ideas for implementing new initiatives and coordinating events. This also allows us to stay informed regarding college policies, program updates, and community events and issues.
<b>4. Evaluation-process employed to evaluate effectiveness</b>	Track prospective student communications and points of contact and the impact on application to yield.	Report being generated to show points of contact with prospects and which events have a greater yield. Survey to guidance counselor and community partners will provide feedback on the success of our efforts.
<b>5. Use of Results-how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes</b>	Align Transitions work with the goals of the College's enrollment plan.	With further partnerships we are able to generate more inquiries which, yields more applicants and enrollees. Our relationships with other areas help to keep us informed and able to share the most up to date and accurate information. These partnerships help us get the word out to prospective students of what they should be doing at each point in the admission process and of events we are hosting which increases attendance.