

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

LEADER(S): Dr. Sonya Joseph

TITLE OF PLAN: Coordinate Developmental Education Initiatives, FoE, etc. in Student Affairs

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	Serve as primary Student Affairs contact and coordinator for Developmental Education Initiative and other grant-related activities.	
2. Outcome Measures -how plan will be reviewed and measured outcomes	<ol style="list-style-type: none"> 1. Determine Student Affairs role in grant(s) 2. Work with Grant Director(s) to ensure appropriate Student Affairs staff participate in grant(s) 3. Review Student Affairs budget and staffing to determine how to mainstream successful grant initiatives 4. Continue to guide the recommendations from the Foundations of Excellence Dimension Teams into the grant work and into our work with students 	
3. Collaboration with Stakeholders -individuals and groups involved in the planning and implementation	Academic Affairs, Student Affairs, Office for Information Technology, Students	
4. Evaluation -process employed to evaluate effectiveness	<ol style="list-style-type: none"> 1. Successful grant initiatives are infused into everyday practice of Student Affairs staff 2. Foundations of Excellence recommendations are addressed in grant initiatives and new 	

	<p>processes/practices</p> <p>3. Budget and staff plan created to support mainstreaming of successful grant initiatives</p>	
<p>5. Use of Results-how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes</p>	<p>Review of grant(s) after year one to determine if Student Affairs has served as partners in the design and implementation of the initiatives. Make changes for second and third year of the grant(s) as needed.</p>	