

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: ATLAS Access

LEADER(S): Linda Vance

TITLE OF PLAN: (Building Pathways) Share ATLAS with Academic Departments

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	Partner with Academic Departments on each campus to share what is available through ATLAS to assist students (i.e. where to find important student forms, how to register, how to find important dates and deadlines, etc). Help foster stronger relations with Academic departments and help them have a better understanding of ATLAS.	
2. Outcome Measures -how plan will be reviewed and measured outcomes	Atlas Managers will contact Academic deans or/and departmental staff assistants and invite their departments to come to the ATLAS lab or visit their staff meetings to share ATLAS information.	
3. Collaboration with Stakeholders -individuals and groups involved in the planning and implementation	Atlas managers and staff, Academic Deans and their staff, and faculty.	
4. Evaluation -process employed to evaluate effectiveness	We will track how many departments, faculty, staff assistant follow up on our offer to train. We will develop a simple survey to find out if the program was helpful or not.	
5. Use of Results -how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes	Use survey to see if participants felt it was a good use of their time and informative. Decide if this is something that might be helpful as part of TLA training? For Staff once a term? Once a year?	