

**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 Information Systems**

**LEADER(S): Liz Gangemi**

**TITLE OF PLAN: International Students Systems**

**START DATE: July 1, 2009**

**END DATE: June 30, 2010**

<b>CRITERIA</b>	<b>IMPLEMENTATION OF PLAN Initial Information and Projections</b>	<b>EVALUATION OF PLAN Modifications, Outputs, Outcomes</b>
<b>1. Goal-principal purpose and objectives of plan</b>	<b>Research and evaluate a more consistent and automated way to track, record and report SEVIS student data.</b>	
<b>2. Outcome Measures-how plan will be reviewed and measured outcomes</b>	<b>1. Production of accurate enrollment reports. 2. Reporting of accurate student status to Home Land Security via SEVIS. 3. Understanding of recording and tracking processes by International Student Services (ISS)Team. 4. 0% error in Institutional Research edit reports</b>	
<b>3. Collaboration with Stakeholders-individuals and groups involved in the planning and implementation</b>	<b>Admissions, International Student Services, Deans of Students, Answer Centers, AVP of Admissions &amp; Records, OIT, Functional Techs</b>	
<b>4. Evaluation-process employed to evaluate effectiveness</b>	<b>1. Enrollment reports are accurate based on the information in Banner. 2. Information transmitted through SEVIS matches the information in Banner for each student. 3. ISS team is accurately entering data in a timely fashion with minimal to no errors. 4. Error free IR report</b>	
<b>5. Use of Results-how plan will/has impacted learning environment of VCC</b>	<b>By establishing accurate reporting methods and cleaning the data in Banner keeps us in compliance</b>	

and improvement of the educational programs and/or processes	<b>with Home Land Security policies. In addition, creating a structured, agreed upon reporting method will ensure the data reported on international students is accurate.</b>	
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