### Active Cycle (academic year): 2010-2011
### Area: Dual Enrollment 2
### Person Responsible: Jackie Cole

<table>
<thead>
<tr>
<th>Plan</th>
<th>1. Goal - principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)</th>
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<tbody>
<tr>
<td>Improve efficiency and effectiveness in communicating with internal and external audiences.</td>
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<tr>
<td>2. Objectives - what will be accomplished and measured</td>
<td>Update and expand both our print and electronic communication vehicles with students, parents, high school personnel, and internal VCC audiences, and enhance our departmental interactions with each other.</td>
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</tbody>
</table>
| 3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved? | Feedback from stakeholders and recipients.  
Reduced number of problems associated with insufficient information. |
• Update and expand the DE website.  
• Develop a checklist for steps and timeline for textbook ordering.  
• Assimilate and prepare a handout for DE minority students identifying activities on campus of interest to them.  
• Create a list of “frequently asked questions” for website, handbook, and as a handout.  
• Develop a handout for home schooled students outlining processes specific to them.  
• Develop a plan for better communicating DE processes to all high school counselors.  
• Expand the DE student and faculty handbooks.  
• Hold quarterly staff meetings outside of the office and include a planned agenda with submissions from each in the department. |

**Achievement Summary/Analysis**

What was learned from the assessment results?  
What changes will you make in your initiative for the year to come?

Much of this plan was not accomplished due to the retirement of the Coordinator for Dual Enrollment. The website has been updated and expanded, and most “handbook” and procedural information has been included there, with printed handbooks being eliminated.

### 6. General Education Learning Outcome

### 7. Strategic Plan Outcome

Operational