

Student Affairs Department Action Plan -- WEAVE Online Form
RE-ENGINEERING THE ARTICULATION PROCESS (CONTINUED FROM 2010-11)

Active Cycle (academic year): 2011-12
Area (Department/Program): Graduation and Records
Person Responsible: Edwin Sánchez

	PLAN
1. Goal- principal purpose and objectives of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	<i>Continue the work of improving the course articulation practices and procedures by creating better descriptors for students, staff and the college transcript. Use of discipline specific courses would ensure that students as well as Valencia staff could interpret with greater ease how a course transferred in is being equated in the system. This will help staff advising students on what courses to take for the subsequent terms.</i>
2. Objectives What will be accomplished and measured	<ul style="list-style-type: none"> • <i>Use the developed Prefix and Course Numbers created in 2010 in the evaluation process</i> • <i>Develop 1-2 training workshops through Leadership Valencia that will serve as refresher training to college staff advising students utilizing college transcripts (CPA's, Advisors, department staff).</i> <i>Purpose to Improve student/staff understanding of how course work equivalencies fall into their degree. Course prefixes were developed and input into Banner.</i>
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?	<i>Will track activity sent to Records/Graduation mailbox/staff to determine if objectives are met by observation, feedback from staff, Answer Center Specialists, CPA's and Advisors. Staff servicing students will be able to answer questions related to non-equivalency courses for all transferring students with greater ease and confidence.</i>
4. Action Plan- What is the implementation plan?	<i>Meet with Records/Graduation, Financial Aid, and Institutional Research Office for input on the impact this will have for the college. Use the Prefix and Course numbers created as part of the discussion. Implementation of new prefix/course numbers by December 2012..Based on the statistical information described in the project plan, further rollout of the process in on hold until which time it can be determined that we are good to move forward with catalog processing.</i>
5. Achievement Summary/Analysis What was learned from the assessment results? What changes will you make in your initiative for the year to come?	<i>Worked with Tech Team with to obtain statistical data related to how many transfer institution courses need to be changed to the new course prefix descriptors. Project Plan and analysis has been developed. Analysis did not make this project feasible at this time based on the time needed to complete this task. Manual process of updating catalogs for the new course designations would take 3.5 years to complete based on 1 hr. of work completed by each TDSS daily for 169 weeks. Other alternatives are to use outside sources to complete project as well.</i>
6. General Education Learning Outcome	<i>Continue dialogue with Tech team in order to identify schools that have the most transfer institutions. Check with Registrars' Listserv in order to get information on how other schools handle this.</i>
7. Strategic Plan Outcome	<i>Continue the work of improving the course articulation practices and procedures by creating better descriptors for students, staff and the college transcript. Use of discipline specific courses would ensure that students as well as Valencia staff could interpret with greater ease how a course</i>

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