VALENCIA COLLEGE
Student Affairs Department Action Plan -- WEAVE Online Form
Research Automation of Change of Major for Students Self Service

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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)	• *Research the automation of Change of Major for Students through Self Service* • *Minimize processing time* • *Increase accuracy by having system auto populate/update change on student record* • *Help reduce or eliminate line at Answer Center, Scanning/indexing and processing from TDS staff*
2. **Objectives** What will be accomplished and measured	• *This plan will contribute to overall plan of going paperless.* *Purpose is to increase the efficiency of the processes by reducing the paper handling and increase electronic processing.*
3. **Measures and Findings –** How specifically measures will be conducted. How will we know the objective has been achieved?	• *Track activity to determine if objectives are met by observation, feedback from staff and documentation of the number of student records scanned/indexed utilizing data warehouse reports.*
4. **Action Plan**-What is the implementation plan?	• *Research the possibilities of implementing students having ability to change their major through self-service online.* • *If feasible, propose this for discussion to APIT for approval on how it will impact BANNER* • *Train staff on what would be required for change of student record*
5. **Achievement Summary/Analysis** What was learned from the assessment results? What changes will you make in your initiative for the year to come?	*The change of major process has been researched and it has been concluded that it is not feasible to automate the change of major process, but rather to make the form electronically available to students to submit through Dynamic Forms.* *Automated end-to-end process will need person to turn on and off when the process is not available based on parts of term. The availability of department functional techs has not allowed for this process to move forward. IT department suggested we defer moving forward with this project until the new BANNER 9 upgrade is in production.* *Dynamic Forms will be used to develop process of Change of Major. Waiting for resources to be made available to complete /develop reports and process.*
6. **General Education Learning Outcome**	*It's learned that the Change of Major process is a "sensitive" document that requires additional time in order to automate.*
7. **Strategic Plan Outcome**	*Dynamic Forms will be used to develop process of Change of Major. Waiting for resources to be made available to complete*

	/develop reports and process. Waiting for resources to be made available to complete /develop reports and process. ***Building Pathways/Learning Assured.***