VALENCIA COLLEGE
Student Affairs Department Action Plan
WEAVE Online Form

Active Cycle (academic year): 2013-14
Area (Department/Program): Dual Enrollment & PostSecondary Transition
Person(s) Responsible: Kiawania Heard

1. Goal - principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)

   Refresh the Dual Enrollment program processes and procedures to further clarify and increase the efficiency, quality and effectiveness of communication with internal and external audiences or key stakeholders (ie. students, parents, deans, faculty, counselors, APIs, principals, district office personnel, etc.) about student eligibility, admissions, and participation in the Dual Enrollment program.

   Provide more readily available and frequent information in electronic format to internal and external audiences or key stakeholders (ie. students, parents, deans, faculty, counselors, APIs, principals, district office personnel, etc.) to reduce communication gaps and increase program quality and efficiency of service.

   The website will be updated on an ongoing basis as more current information becomes available; work with key staff/departments to discuss steps necessary (ie. Admissions, Enrollment Services, Transitions, Department Deans/Staff, Graduation/Records, Assessment, Institutional Research, New Student Orientation, Marketing,) for the project to be completed and ready to transition to ongoing maintenance.

   Work with various staff/departments and teams to transition printed documents, manual program processes and procedures to electronic formats and decrease the amount of manual tasks, on an ongoing basis.
   A) Admissions/Records
   B) Department Deans/Staff
   C) Enrollment Services
   D) Transitions
   E) Assessment

2. Objectives - what will be accomplished and measured

3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?

4. Action Plan – what is the implementation plan?
5. **Achievement Summary/Analysis** - What was learned from the assessment results? What changes will you make in your initiative for the year to come?

6. **General Education Learning Outcome**

7. **Strategic Plan Outcome**