

VALENCIA COMMUNITY COLLEGE
Student Affairs Department Action Plan
WEAVE Online Form

Active Cycle (academic year): **2011-12**

Area (Department/Program): **Assessment**

Person Responsible: **Cynthia Cerrato, All Assessment Staff**

	Plan
1. Goal -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	To implement a comprehensive professional development plan for all Assessment staff.
2. Objectives -what will be accomplished and measured	<p>O1. Implement an online professional development course to be completed by all Assessment staff.</p> <p>O2. Implement a training program for Assessment staff to better understand the enrollment funnel.</p> <p>O3. Ensure that all Assessment staff members are making use of the free training opportunities offered by Leadership Valencia.</p>
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?	<p>O1. All Assessment staff will complete the online course.</p> <p>O2. All Assessment staff will complete a training session on the application process and attend a New Student Orientation (NSO) session.</p> <p>O3. All Assessment staff will attend at least 2 Leadership Valencia offerings.</p>
4. Action Plan – what is the implementation plan?	<p>O1(a) The Director of Standardized Testing will develop the curriculum, create the online course, and act as the instructor for the course.</p> <p>O1(b) Assessment staff will complete 1 session every 2 weeks during the Friday professional development hour</p> <p>O1(c) Assessment staff's progress will be monitored by course instructor</p> <p>O1(d) Assessment staff will be awarded a certificate of completion on finishing the course</p> <p>O2(a) The Director of Standardized Testing and Assessment Coordinators will make arrangements for and ensure that all Assessment staff to complete a short training session on the student's experience of the application process.</p> <p>O2(b) The Director of Standardized Testing and Assessment Coordinators will make arrangements for and ensure that all Assessment staff attend an NSO session.</p> <p>O2(b) All Assessment staff will write a short summary of their experiences with the application process training and NSO.</p> <p>O3(a) All Assessment staff will make arrangements, in collaboration with their campus Assessment Coordinator, to attend at least 2 Leadership Valencia workshops.</p> <p>O3(b) All Assessment staff will write a short summary of what they learned in those workshops and submit them to</p>

	their campus Assessment Coordinator.
5. Achievement Summary/Analysis- What was learned from the assessment results? What changes will you make in your initiative for the year to come?	<p>O1. The Director of Standardized Testing developed a professional development curriculum (see attached syllabus), established the online course and acted as the instructor for the course. All assessment staff completed all their assigned lessons and contributed to the online discussion. The course allowed for assessment staff to both gain access to professional development tools, and to interact with each other across campuses. The course will be continued permanently as part of the Assessment Department professional development plan with some slight modifications. In the future, the course will used to ensure that Assessment staff members are making the best possible use of current college resources such as The Edge. The course will continue to be an online offering where staff members will continue to interact with each other across campuses.</p> <p>O2. Most assessment staff members were able to complete a training session on the application process by either attending a workshop or meeting with admissions staff on a one-on-one basis. All Assessment staff attended NSO and/or a workshop related to NSO. In their reports back to the director, assessment staff reported described things they learned for the first time and how this knowledge would impact their interactions with students. In general, Assessment staff reported that the increased awareness of the different steps of the enrollment process was a constructive experience that had a positive impact on student service. For the future, all new members of the staff will be required to have a training session on the application process and to attend NSO as part of their induction into the department.</p> <p>O3. All assessment staff members were able to attend at least 2 professional development workshops and they all reported these activities impacted their work in positive ways. For the future, departmental leadership will continue to ensure that all staff members attend at least 2 professional development activities in addition to required trainings.</p>
6. General Education Learning Outcome	
7. Strategic Plan Outcome	Goal Three – Invest in Each Other. Demonstrate support for employee professional development, career growth and healthy living.

#6 and # 7 Under Outcomes in WEAVE, you can select “General Education Learning” and/or “Strategic Plan Outcome” from the drop down list in WEAVE. You can select all that you believe relates to your Goal and Objective.

Attachment # 1

Assessment Professional Development Course July 2011- June 2012 Instructor: Cynthia Cerrato

Basic Information

This course is required of all Assessment staff and it will be conducted through Blackboard. Blackboard is the tool Valencia faculty use in their courses, whether online, hybrid or even as an addition to their face-to-face classes. If you have not used Blackboard before, you are encouraged to take the *Valencia Online 101 for Blackboard* tutorial available through your Atlas access under the *My Courses* tab.

Each session of the course will include an activity that may include reading an article, viewing a power point presentation, taking an assessment, or watching a video. Once you complete the assigned activity, you will be required to post your answers to questions posed by the instructor. Your responses will be viewable by all staff in the department. The requirement for this course is for you to post your responses only, but you may also view and respond to other people's responses as well.

Your participation in this course will impact your Professional Development Plan, so you are encouraged to keep up with your assignments in a timely manner. For those of you who work Fridays, you must use your 8:00 to 9:00 AM professional development hour to complete the course's assignments. Part-time staff will need to work with their coordinator to ensure they get 1 hour every two weeks to work on this course. The expectation is that everyone will have time during work hours to complete the course. Each session is designed to be completed in an hour or less. For each session you complete, you will receive 1 point on the course's grading system – at the end of the year, you should have a total of 22 points

Course Schedule		
1.	Jul 1, 2011 to Jul 15, 2011	Your Personality
2.	Jul 16, 2011 to Jul 29, 2011	Your Behavioral Style
3.	Aug 1, 2011 to Aug 12, 2011	Identifying Your Values
4.	Aug 15, 2011 to Aug 26, 2011	Understanding Your Motivation
5.	Aug 29, 2011 to Sep 9, 2011	Emotional Intelligence
6.	Sep 12, 2011 to Sep 23, 2011	Personal Vision Statement
7.	Sep 26, 2011 to Oct 7, 2011	Understanding Your Role
8.	Oct 10, 2011 to Oct 21, 2011	Understanding Assessment Policies
9.	Oct 24, 2011 to Nov 4, 2011	Time Management and Establishing Priorities
10.	Nov 7, 2011 to Dec 2, 2011	Writing Clearly and Concisely
11.	Jan 9, 2012 to Jan 20, 2012	Writing Professional E-Mails
12.	Jan 23, 2012 to Feb 3, 2012	Exemplary Practices For Student Affairs Professionals
13.	Feb 6, 2012 to Feb 17, 2012	Exemplary Practices in Standardized Testing
14.	Feb 20, 2012 to Mar 2, 2012	Managing Stress
15.	Mar 12, 2012 to Mar 23, 2012	Managing Emotions Under Pressure
16.	Mar 26, 2012 to Apr 6, 2012	Communicating With Tact and Professionalism
17.	Apr 9, 2012 to Apr 20, 2012	Communicating Assertively
18.	Apr 23, 2012 to May 4, 2012	Making Effective Requests
19.	May 7, 2012 to May 18, 2012	Dealing With Difficult People
20.	May 21, 2012 to Jun 1, 2012	Maintaining a Positive Attitude
21.	June 4, 2012 to June 15, 2012	Critical Thinking in the Workplace
22.	Jun 18, 2012 to Jun 29, 2012	Healthy Professional Habits for Career Success