Virtual College
Student Affairs Department Action Plan
WEAVE Online Form

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 (ie. students, parents, deans, faculty, counselors, APIs, etc.) about student eligibility and participation in the Dual Enrollment program.

2. **Objectives** - what will be accomplished and measured

   Provide more readily available and frequent information in electronic format to students, parents, deans, high schools and reduce the communication gaps with quality and efficiency of service.

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

   The website will be updated on an ongoing basis as more current information becomes available; work with key departments to discuss steps necessary (ie. Admissions, Enrollment Services, Transitions, Assessment, etc.) for the project to be completed and ready to transition to ongoing maintenance.

4. **Action Plan** – what is the implementation plan?

   Work with various departments and teams to transition printed documents to electronic formats and less manual.

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**

   Lifemap Stage 2: Introduction to College

7. **Strategic Plan Outcome**