

**VALENCIA COMMUNITY COLLEGE
Student Affairs Department Action Plan
WEAVE Online Form**

Active Cycle (academic year): **2011-2012**

Area (Department/Program): **Admissions and Records**

Person Responsible: **Sonja Boles-Melvin**

	Plan
1. Goal -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	<i>Research feasibility of automating Dual Enrollment process.</i>
2. Objectives -what will be accomplished and measured	<i>Utilize technology to eliminate paper admission processing for Dual Enrollment student population.</i>
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?	<i>Provide information on research that was conducted.</i>
4. Action Plan – what is the implementation plan?	<i>Meet with stakeholders (Institutional Research, Assistant Vice President Transitions, BDMS Manager, to assess current practice and offer new ideas for Dual Enrollment process.</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>In summary, our department has been able to successfully provide assistance to the Dual Enrollment (DE) Office by scanning the old versions of the DE application to student’s records, batch print Valencia transcripts DE students, and meet with Orange and Osceola school districts regarding the electronic receipt of Valencia transcripts for DE student population. The configuration of systems between Orange County Schools and Valencia is scheduled for launch this coming Fall (201410). Also conducted research on other Florida Banner community colleges regarding their Dual Enrollment application process and found that all were still utilizing a paper version for the admissions process. Our office is exploring the use of dynamic forms for the DE application and this continues to be work in progress.</i>
6. General Education Learning Outcome	
7. Strategic Plan Outcome	Establish a electronic Dual Enrollment process.

#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.

