### VALENCE COLLEGE

**Student Affairs Department Action Plan -- WEAVE Online Form**

**REMOVAL OF LEKTREIVER**

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<th>Active Cycle (academic year):</th>
<th>2012-13</th>
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<tr>
<td>Area (Department/Program):</td>
<td>Graduation and Records</td>
</tr>
<tr>
<td>Person Responsible:</td>
<td>Edwin Sánchez</td>
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<th>PLAN</th>
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1. **Goal** - principal purpose and objectives of plan (include how this relates to serving students or increasing student success or supporting (LifeMap)

Remove physical records from Lektriever at the West Campus by January 2013. Continue implementation of plan to become a paperless campus through the use of BDMS; continue to pull folders by alpha for 200910 and forward terms for EC; WC continue scanning folders in alphabetical order by student last name.

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

Remove Lektreiver from WC in preparation for reconfiguration of SSB space. Continue scanning all paper documents submitted by students to the Admissions/Records Office to reduce paper handling. This plan will contribute to the overall plan minimize the use of paper in our daily processes/work. The purpose is to eliminate the paper forms being used in the department and provide students opportunity to be self sufficient.

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

The measure will be achieved when the Lektreiver equipment is removed. The paperless process assessments will continue by identifying what daily processes the staff currently use paper and from those identify what could be migrated to electronic. Will continue to 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. Assess on a monthly basis status of objective.

4. **Action Plan** - What is the implementation plan?

Box up folders in Lektreivers and store until dollars are available for scanning. Prep student folders to be scanned and indexed. Train staff on what is required by the state in a student’s record in order to clean folders prior to scanning. Continue to scan all student folders for 200910 and forward to be completed by June 30, 2013. View all documents scanned and indexed (Quality Control) within 48-72 hours as identified in the previous year’s observations, time will be adjusted during peak periods. Prepare onsite location for files to be stored at the West Campus that have been cataloged.

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**