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

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**Active Cycle (academic year):** 2014-2015  
**Area (Department/Program):** Atlas Access Labs  
**Person Responsible:** Joseph Sarrubbo

| Plan |  
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| **1. Goal**—principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap) | To create a training program for the coordinators of the Atlas Access Labs. The more knowledgeable the Atlas Access Lab coordinators are with Atlas and Valencia policies and procedures, the more our students will benefit. |
| **2. Objectives**—what will be accomplished and measured | A training space will be created online in Blackboard. We will measure if any new knowledge was gained from this program. |
| **3. Measures and Findings**—How specifically measures will be conducted. How will we know the objective has been achieved? | A post survey/test will be created to measure what was learned. The outcome of the post survey/test will help us determine if the objective has been achieved. |
| **4. Action Plan**—what is the implementation plan? | Create an online training space in Blackboard, where all Atlas Access Lab coordinators are listed as instructors. Have the content developed by the entire team. All of the coordinators will participate in the training program. |
| **5. Achievement Summary/Analysis—What was learned from the assessment results? What changes will you make in your initiative for the year to come?** | Each Atlas Access Lab coordinator worked on different modules of this training course. Powerpoint slides were created on various topics (i.e. how to use CrossTec School Vue). The online training manual consists of the following modules:  
- Federal Work Study (FWS) and Institutional Work Study (IWS) Hiring Process  
- Budget - What to consider, approved vendors, contacts, Purchase Request Forms (PRF’s)  
- Advertising  
- Banner Reference - Screens and how to’s  
- How to unlock an account  
- Programming/Events  
- Payroll - Approving timesheets and tracking for budget  
- Lab security - sign ins, appropriate usage  
- CrossTec SchoolVue  
- Atlas Website/LifeMap  
- Scavenger Hunt  
This comprehensive online training shell will assist with the training needs when new Atlas Access Lab coordinators on onboarded and will also be used as a reference for current Atlas Access Lab managers. |
| **6. General Education Learning Outcome** | Critical Thinking |
| **7. Strategic Plan Outcome** | Goal Three: Invest in Each Other  
Objective 3.1: Collaboration |