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

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**Active Cycle (academic year):** 2012-2013  
**Area (Department/Program):** Office for Students with Disabilities  
**Person Responsible:** Debbie Larew, Director, Students with Disabilities

<table>
<thead>
<tr>
<th>Plan</th>
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<tr>
<td><strong>1. Goal</strong> - principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)</td>
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| 2. Objectives - what will be accomplished and measured | 1. Communicate with faculty through the development and implementation of an OSD newsletter. (Faculty)  
2. Provide purchasing agents (Deans) with a recommended procurement policy that takes into consideration compliance with accessibility laws and standards. (Faculty)  
3. Hold an OSD student and family Orientation in the fall to orient them to the college’s resources, calendars, and requirements. (Student and Family)  
4. Due to the ADAAA and updated documentation requirements from the AHEAD organization and to reduce barriers for students with disabilities the intake procedures and documentation guidelines will be revised and updated. (Student and Family) |

| 3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved? | 1. I will conduct a brief survey to faculty to elicit their feedback regarding the usefulness of the OSD newsletter.  
2. The Director will research the procurement requirements and develop a recommended policy. This will then be communicated to the AVP and the Academic Deans for their consideration.  
3. I will conduct a pre/posttest during the fall OSD Orientation to measure the extent that attendees learned about Valencia resources and requirements.  
4. The review and revision of the intake procedures and documentation requirement will conclude in February 2013; the results will be fully implemented by the summer of 2013. |

| 4. Action Plan – what is the implementation plan? | 1. The newsletter will be designed by the Staff Assistant II with content coming from OSD Director and Staff. It will be delivered via email to faculty and staff no less than twice during the fall and spring semester.  
2. The Director will research the procurement requirements and develop a recommended policy to be given to the AVP and then to the Academic Deans for their consideration.  
3. The Director will host an OSD Orientation in the fall semester on East, West, and Osceola. Family and students recently registered with the OSD will be invited to attend a session to: 1. Acquaint the student with resources at Valencia College, 2. Distribute information regarding important dates and requirements, 3. Remind the students of the procedures and services available through the OSD.  
4. Each of the coordinators will engage in a collaborative review of the ADAAA and the AHEAD documentation guidelines. They will then review our intake procedures and documentation guidelines and make appropriate revisions. These recommended revisions will be submitted to the Director by March 1, 2013 for implementation summer 2013. |
5. **Achievement Summary/Analysis**
   - What was learned from the assessment results? What changes will you make in your initiative for the year to come?
   - TBD

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<tr>
<th>6. <strong>General Education Learning Outcome</strong></th>
<th>Ethical Responsibility: Demonstrate awareness of personal responsibility in one's civic, social, and academic life.</th>
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<tr>
<td>7. <strong>Strategic Plan Outcome</strong></td>
<td>Building Pathways, Transition and Persistence</td>
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#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.