

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

**Active Cycle** (academic year): **2011-12**

**Area** (Department/Program): **Office of Student Financial Assistance**

**Person Responsible:** **Bradley Honious**

	<b>Plan</b>
<b>1. Goal</b> -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	<b>To enhance the students experience with the Satisfactory Academic Progress (SAP) policy and process.</b>
<b>2. Objectives</b> -what will be accomplished and measured	<b>An online process for submitting appeals 24 hours a day 7 days a week. The number of appeals submitted via online versus the number turned in on paper.</b>
<b>3. Measures and Findings</b> – How specifically measures will be conducted. How will we know the objective has been achieved?	<b>Measure the number of appeals received online versus on paper by term. We will know we achieved our objective when more students are applying online and appeal decisions are made in a more efficient and effective way. Measure those on appeal and their success rate when they experience the online process and intervention with academic advisors.</b>
<b>4. Action Plan</b> – what is the implementation plan?	<b>Work on a Dynamic Form for use by students which allow for documents to be attached.  Work with AVP, Deans and Advisors to determine how we can implement the education plan to be included with the online form.  Meet with the Student Affairs Leadership Team to review proposed enhancements to the SAP policy and process.  Implement the online form and the other processes in stages as meetings and time permits.</b>
<b>5. Achievement Summary/Analysis</b> - What was learned from the assessment results? What changes will you make in your initiative for the year to come?	<b>The appeal form was created in Dynamic Forms and students began using it, however a tracking system to measure usage was not developed due to the Director’s resignation mid-year. The SAP policy and process discussions have been initiated and are on-going pending the arrival of the new Director who will complete this work.</b>
<b>6. General Education Learning Outcome</b>	<b>Students would learn the importance of submitting documents by the deadlines and using technology.</b>
<b>7. Strategic Plan Outcome</b>	

#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.