

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

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

**Area** (Department/Program): **International Student Services**

**Person Responsible:** **Tyron S. Johnson**

**End of Year Report:** **July 16, 2012**

	<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)	Development and identify training opportunities for staff working with internal students to ensure proficiency and knowledge of government regulations, policies and training for the new technology required for the admission and monitoring of international students (SEVIS) enrolled at the college.
<b>2. Objectives</b> -what will be accomplished and measured	Formal training and workshops will provide staff with skills and knowledge required to perform responsibilities as Designated School Officials (DSO) and other designated staff in working with international students.
<b>3. Measures and Findings</b> – How specifically measures will be conducted. How will we know the objective has been achieved?	Interactive training activities as a group and individualized training activities will be conducted by experienced staff who will monitor and make recommendations for on-going training needs. Evidence of the objective being achieved will be based on job performance in areas of responsibility.
<b>4. Action Plan</b> – what is the implementation plan?	To conduct a review of training needs based updates from SEVIS and changes in our use of new technology and processing of student information and monitoring.
<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?	<p><b>The assessment results reinforced the need to develop and support a continuous training program for all staff with responsibilities for the admission and advisement for international students. The training program must reflect current and updated training in compliance with federal regulations governing the enrollment of international students.</b></p> <p><b>The frequency of the training must be a major consideration. The quarterly time frame must be adjusted based on involvement of staff in professional development activities in-house as well as those occurring on a state, regional and national level.</b></p>
<b>6. General Education Learning Outcome</b>	<b>New and returning staff working with responsibilities for the admission and advisement of international students demonstrated required skills and efficiency in daily work, program reporting and general academic advisement.</b>
<b>7. Strategic Plan Outcome</b>	<b>Invest in Each Other</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.