Active Cycle (academic year): 2014-15
Area (Department/Program): Dual Enrollment & PostSecondary Transition
Person(s) Responsible: K. Heard, Staff

1. Goal—principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)

Keeping in line with the Valencia College goal of Building Pathways the goal for the Dual Enrollment program will be to continue to renew and develop ways to refresh the Dual Enrollment program processes and procedures to further clarify and increase the efficiency, quality and effectiveness of communication with internal and external audiences or key stakeholders (i.e., students, parents, deans, faculty, counselors, APIs, principals, district office personnel, etc.) about student eligibility, admissions, and participation status in the Dual Enrollment program, as a means to minimize and remove barriers for successful enrollment; thereby increasing program quality and efficiency while enhancing the student experience from beginning to end.

2. Objectives—what will be accomplished and measured

Provide more readily available and frequent information in electronic format to internal and external audiences or key stakeholders (i.e., students, parents, deans, faculty, counselors, APIs, principals, district office personnel, etc.) to reduce communication gaps and increase program quality and efficiency of service.

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

Program methods of communication will be renewed and updated on an ongoing basis as more current information becomes available; work with key staff/departments to discuss steps necessary (i.e., Admissions, Enrollment Services, Transitions, Department Deans/Staff, Graduation/Records, Assessment, Institutional Research, New Student Orientation, Marketing,) for the project(s) to be completed and ready to transition to ongoing maintenance on an annual or term by term basis.

4. Action Plan – what is the implementation plan?

Work with various staff/departments and teams to transition printed documents, manual program processes and procedures to electronic
formats and decrease the amount of manual tasks, on an ongoing basis; as well as ensuring more information is more readily available and via a variety of media modes. Establish rapport with new contacts if necessary to move previously initiated projects along to production.

A) Admissions/Records
B) Department Deans/Staff
C) Enrollment Services
D) Transitions
E) Assessment
F) Graduation/Records
G) IR/OIT
H) NSO
I) Marketing

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

   Lifemap Stage 2: Introduction to College

7. Strategic Plan Outcome