

VALENCIA COMMUNITY COLLEGE
Student Affairs Department Action Plan
WEAVE Online Form

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

Area (Department/Program): **Career Program Advisors**

Person Responsible: **Dr. Cheryl Robinson**

	Plan
1. Goal -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	Partner with Graduation and Records to develop a streamlined system for expiring catalog years and moving students to a new catalog year.
2. Objectives -what will be accomplished and measured	Students will be moved to an available program and catalog year that best meets their needs and allows them to complete their degree in the earliest possible time frame.
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?	G&R and CPAs will report challenges with procedure implementation. Areas of pain for students and staff will be noted along the way so the process can be tweaked for improvement. At the end of the year, we will conduct a qualitative review of the process and make recommendations for moving forward.
4. Action Plan – what is the implementation plan?	One CPA will be the primary liaison with G&R to explore catalog expiry issues. This CPA will bring options to the entire CPA team for review and recommendation. Once the process has been decided, G&R will implement the new procedure and the CPAs will follow up with individual students as appropriate. CPAs will track submitted changes to catalog years to note the number of students seen for this issue and to ensure catalog year and program are accurately updated.
5. Achievement Summary/Analysis -What was learned from the assessment results? What changes will you make in your initiative for the year to come?	Launa Sickler was the CPA liaison working on this project. She had multiple meetings with the G&R staff to determine their processes and come up with possible solutions to the catalog expiry issue. Launa presented the options to the group and one was approved for use. Launa gets a spreadsheet from G&R listing students with expiring catalog years and breaks them up by degree and campus sending out a list to all CPAs for research and follow up. This has only been in effect for one term so we will need to continue this process for at least one more term before making suggestions on changing the process. The biggest challenge was the time it takes for the CPAs to research each student situation but this will continue to be a manual, individual process. Recommendations for changes and improvements will be made during the 2012-13 year.
6. General Education Learning Outcome	Not Applicable
7. Strategic Plan Outcome	Build Pathways