This form provides a documentation template for annual Department Action Plans (DAPs) designed to assess unit outcomes that are designed to impact the learning environment and improve the educational programs and processes of VCC. Initial information and projections describe the **PLANNING PHASE** of the process. At the conclusion of the project/activity time frame initial information and projections will be updated by completing an **EVALUATION PHASE** including modifications, outputs and outcomes. Both planning and evaluation information will be organized according to parallel criteria including: (1) a formal goal statement, (2) outcome measures, (3) collaboration with stakeholders, (4) evaluation methods and (5) use of results for improvement of unit performance in meeting established outcomes. The overall process will effectively review and document specific measures of educational effectiveness.

**UNIT:** Admissions and Registration  
**STEWARD:** Renee K. Simpson  
**TITLE OF PLAN:** Admissions and Registration Exchange Plan  
**SUPPORTED BY COLLEGE FUNDS** (If applicable, please provide approved amount):  
**DATE:** September 21, 2006

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>PLANNING PHASE</th>
<th>EVALUATION PHASE</th>
</tr>
</thead>
</table>
| 1. **Goal**-principal purpose and objectives of plan | **Goal:** Create an Admissions and Registration Information Exchange Plan.  
**Purpose:** To establish communication tools that will facilitate student learning from application through registration.  
**Objectives:**  
1.) Educate college community on requirements for admission  
2.) Refine admissions completion process and procedures.  
3.) Review and revise Web and paper documents to facilitate more timely completion of the admissions process. | Modified online signature page to clarify Florida residency for tuition purposes.  
Expanded Valencia Admissions web site and the Atlas registration channel to include important dates for future and current students.  
Revised Admission letters and created a sequence of follow-up e-mails to maintain student contact and provide next steps (needs Marketing and Media Relations approval).  
Completed extensive training for new and current designated residency updaters.  
Increased electronic communication to students. |
| 2. **Outcome Measures**-how plan will be reviewed and measured outcomes | **Outcome Measures:**  
1.) Documentation of training sessions and evaluative comments.  
2.) Date specific electronic communication plan that notifies students at specific intervals through completion of the admission process.  
3.) Feed back from student focus groups. | Evaluations are being compiled for training and student focus groups. |
| 3. **Collaboration with Stakeholders**-individuals and groups | **Stakeholder:**  
Students, Student Development Coordinators, Answer |
<table>
<thead>
<tr>
<th>involved in the planning and implementation</th>
<th>Center staff, Career Program Advisors, Academic and Student Deans.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5. Use of Results</strong> - how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes</td>
<td>This plan is designed to provide students with information (early and often) to take action and make appropriate and informed decisions about admissions and registration.</td>
</tr>
</tbody>
</table>