DAP

VALENCIA COMMUNITY COLLEGE
Annual Department Action Plan (DAP)

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.

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UNIT: Graduation and Records
STEWARD: Renee Simpson
TITLE OF PLAN: Records and Graduation Communication
SUPPORTED BY COLLEGE FUNDS (If applicable, please provide approved amount):
DATE: September 21, 2006

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>PLANNING PHASE: Initial Information and Projections</th>
<th>EVALUATION PHASE: Modifications, Outputs, Outcomes</th>
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| 1. Goal - principal purpose and objectives of plan | **Goal:**  
Create a Record and Graduation Information Exchange Plan  
**Purpose:**  
To establish communication tools that continues student learning from registration through student’s goal attainment.  
**Objectives:**  
1.) Educate the college community on privacy rights related to student records.  
2.) Develop automated messaging system that targets select student populations at various intervals of the Valencia experience.  
   A. Midterm  
   B. Restrictive Holds  
   C. LifeMap Benchmarks  
   D. Graduation Newsletter | Established a timeframe for FERPA notification; notifications began Fall 2006.  
Create reports to identify students at benchmark intervals (15, 30,... credits) and have started the communication exchange.  
Began sharing Direct Connect information with UCF and students.  
Created graduation newsletter.  
Modified graduation website and refined electronic application to more accurately identify and process graduates. |
| 2. Outcome Measures - how plan will be reviewed and | **Outcome Measures:**  
1.) Automated documentation of Federal compliance. | Ongoing |
<table>
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<th>measured outcomes</th>
<th>2.) Analysis of LifeMap benchmarks, identification of information needed at each stage; script messages to be delivered.</th>
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<tbody>
<tr>
<td><strong>3. Collaboration with Stakeholders:</strong> individuals and groups involved in the planning and implementation</td>
<td><strong>Stakeholders:</strong> Deans of Students; Answer Center Managers; Career Program Advisors; Academic Advisors; Students; Technical Staff; Marketing and Media Relations; Student Development Coordinators</td>
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<td><strong>4. Evaluation:</strong> process employed to evaluate effectiveness</td>
<td><strong>Artifacts:</strong> Review of website hits; Answer Center and student focus group feedback.</td>
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<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><strong>This plan will provide students with tools to manage, map and achieve career/personal goals.</strong></td>
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