**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: Atlas Access Lab Team**

**STEWARD: Linda Vance – Dean of Students**

**TITLE OF PLAN: Incorporate Technology to Improve Atlas Lab Process to provide support for Students with FASFA**

**SUPPORTED BY COLLEGE FUNDS (If applicable, please provide approved amount): N/A**

**DATE: May 16, 2007**

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| **CRITERIA** | **PLANNING PHASE**  **Initial Information and Projections** | **EVALUATION PHASE**  **Modifications, Outputs, Outcomes** |
| **1. Goal-**principal purpose and objectives of plan | Atlas lab staff will be able to assist students to complete FASFA form. | Each lab has implemented FASFA training for lab assistants. Students are now given FAFSA worksheets ahead of time so that they can complete the online form more quickly and accurately. We talked about dedicating specific computers in each area for FASFA, but did not implement because computers were more often needed for general use. |
| **2. Outcome Measures-**how plan will be reviewed and measured outcomes | Students will have a more accessible resource to get help with completing the FASFA. |
| **3. Collaboration with**  **Stakeholders-**individuals and groups  involved in the planning and  implementation | Financial Aid Staff, Answer Center Managers, Enrollment Services Staff. |
| **4. Evaluation-**process employed to  evaluate effectiveness | More students will complete the FASFA form. |
| **5. Use of Results-**how plan will/has  impacted learning environment of VCC and improvement of the educational programs and/or processes | More students will make it through the qualification process to be eligible for Financial Aid, hence greater access to higher education. |