**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: Student Services – East Campus**

**STEWARD: Linda Vance**

**TITLE OF PLAN: Partner with Student Development to Support Student Leadership Training with Atlas Lab Staff**

**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 | Lab Managers will strongly encourage staff to participate in and or provide leadership training on a regular basis. | Atlas lab staff attended more student leader activities. The kick off leadership retreat was made mandatory for Atlas lab staff. More programs college based leadership activities were offered and leadership stipends were awarded for attending them. Programs such as Financial Aid workshops, Habitat for Humanity, Leadership movies with discussion and essays after were provided. |
| **2. Outcome Measures-**how plan will be reviewed and measured outcomes | Atlas Lab Staff will be better trained student leaders. |
| **3. Collaboration with**  **Stakeholders-**individuals and groups  involved in the planning and  implementation | Atlas Lab Managers, Lab Staff, Student Development. |
| **4. Evaluation-**process employed to  evaluate effectiveness | Lab staff will be more responsible and self directed. |
| **5. Use of Results-**how plan will/has  impacted learning environment of VCC and improvement of the educational programs and/or processes | Stronger student leaders will come out of our Atlas labs. |  |