

VALENCIA COMMUNITY COLLEGE
Student Affairs Department Action Plan
WEAVE Online Form

Active Cycle (academic year): **2014 - 2015**

Area (Department/Program): **Admissions and Records**

Person Responsible: **Renee Simpson**

	Plan
1. Goal -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	<ol style="list-style-type: none"> 1. To educate and empower direct reports by providing the tools needed to grow in their professional. 2. To engage supervisors and staff as unique individuals and help explore their individual gifts and talents. 3. To energize supervisors and staff search for the inner child, to look beyond celebrate and search other possibilities.
2. Objectives -what will be accomplished and measured	<ol style="list-style-type: none"> 1. Educate direct reports on the enrollment processes including: calendar and scheduling, creating and maintaining parts of term, Florida Virtual Campus, National Student Clearinghouse etc. 2. Supervisors will gain a greater understanding of the strengths of their colleagues and be able to utilize the knowledge to enhance department/division goals and objectives. 3. Continuously celebrate the milestones of the supervisors and the staff.
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?	<ol style="list-style-type: none"> 1. Meet with direct reports once per month to teach/discuss/plan priorities; provide documentation of teaching/learning objectives, minutes of discussion and planning meetings. 2. Engage supervisors in a series of exploratory and supervisory workshops to assess values, goal, and motivational triggers both personal and professional. 3. Resurrect departmental newsletter to showcase staff accomplishments.
4. Action Plan – what is the implementation plan?	<ol style="list-style-type: none"> 1. This goal will begin in July 2014 and will continue until June 2015. 2. This goal will begin in October 2014 and continue until February 2015. 3. This goal will begin in November 2014 and run monthly.

<p>5. Achievement Summary/Analysis- What was learned from the assessment results? What changes will you make in your initiative for the year to come?</p>	<ol style="list-style-type: none"> 1. Based on the knowledge gained and their assessments, each direct report have a clear understanding of how to and why's associated with the beginning of term processes including: system set up by term and year for registration; design and rationale aligned with the important dates calendar; identifying the local, state, and federal regulations most often used or connected to the work and function of the registrar's office. During the coming year direct reports will be asked to initiate and or take the lead with various aspects of several processes and procedures. 2. With the assistance of HR department directors, assistant directors, and staff assistants participated in leadership plan that helped to identify: predictive indicators related to behavior and management style; strategies for developing extraordinary leaders; strategies to initiate, monitor, and resolve stressful situations using crucial conversations. The element that I would add for the future will be to identify specific opportunities where the strategies and behaviors can be used to initiate growth and/or change that is intentional. 3. This goal was started but has not become a major priority to showcase the talents and gifts of the team. The annual department celebration appears to be a more preferred venue to showcase staff talents and gifts. This year was the first time in several years where staff genuinely engaged on another, played game, danced, participated in karaoke, and just let go. There were many who commented on the fun, comradery, and the special unique team we have.
<p>6. General Education Learning Outcome</p>	
<p>7. Strategic Plan Outcome</p>	<p>All of these goals align with the strategic goals: Build Pathways and Invest in Each Other</p>