

VALENCIA COMMUNITY COLLEGE
Student Affairs Department Action Plan
WEAVE Online Form

Active Cycle (academic year): **2013 -2014**

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

Person Responsible: **Renee Simpson**

	Plan
<p>1. Goal-principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)</p>	<p>1. Provide the tools needed (formal training) to the supervisory staff to address legal and ethical concerns, establish systemic approaches to best practices, and enhance opportunities for building relationships.</p> <p>2. Review and recommend best practices for local, state and federal enhancements that are to be implemented for the upcoming academic year.</p> <p>3. Continue the work that was started on the college-wide communication plan from student prospect, to enrollment and through graduation.</p>
<p>2. Objectives-what will be accomplished and measured</p>	<p>1. Supervisory staff are armed with the appropriate tools needed to make informed and accurate decisions regarding staffing issues.</p> <p>2. Staff will review and recommend modifications to the college's current system that will align with changes that are occurring at local, state and federal levels.</p> <p>3. Students will be informed of next steps in a timely manner and will receive college messages in the format that is most appealing to them.</p>
<p>3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?</p>	<p>1. Maintain a listing of professionals who attended the meetings; review the professional and practical situations of staff to identify use; observe staff interaction to identify improvements and opportunities for continued growth.</p> <p>2. Identify the local, state, and federal issues to be addressed; maintain a listing of the proposed changes at each level; identify systemic revisions required; note revisions to all processes impacted by the revisions; provide training as needed for any system adjustments.</p> <p>3. Establish and maintain a listing of all communication that is sent to a student and the timeline involved; periodic review to insure students are not receiving an abundance of emails from the college and they are receiving the communications in a timely manner.</p>
<p>4. Action Plan – what is the implementation plan?</p>	<p>1. Invite expert professionals to become part of the monthly department learning agenda; use learning agenda to develop practical applications; review results of the learning agenda.</p> <p>2. Review local, state, and federal recommendations for change, insure the college is meeting the letter of the law; provided recommendations for systemic modifications and reporting requirements.</p>

	<p>3. Continue the biweekly collaborations with the BlackBoard connect group; establish consistent messaging with the help of Marketing and Media Relations; continue to refine the dates and times that messages are sent as well as defining which messages are sent via text.</p>
<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>	<p>1. The formal training agenda for the supervisory team began in September with a review of each director’s plan for the upcoming year. In October and November HR specialists presented training on Sexual Harassment, Discrimination, and Employment Onboarding. All supervisors were also trained on the integration of MEP 2 – My Education Plan 2 with the student system. Plans to continue were interrupted by state and legislative mandates that were to be implemented in the spring 2014 term. The training agenda did provide supervisors with information important to fulfilling their job duties as well as responding to the needs of their staff. This training agenda will continue during the fall 2014 term.</p> <p>2. The best practices review of local, state, and federal began in January with assessing the system requirements for the implementation of state mandates associated with the Developmental Education changes (SB 1720). The team also began the pilot of the online residency process, review the manner in which subpoenas are processed, revisited the enrollment process by reconnecting with Stopped Out students, and partnered with Financial Aid to update programs to better service students. As a result the these reviews the student system was modified to: eliminate developmental education for select groups of students; created processes to require specific entry level readiness courses and started putting in place additional processes which will not be implemented until fall, spring and summer of the next academic year.</p> <p>3. Analysis of the BlackBoard connect meetings revealed there are a large number of messages that are being sent to student throughout the term for various reasons. Going forward, the group will strategically decide which messages are most important and the median used to notify the student.</p>
<p>6. General Education Learning Outcome</p>	<p>1. Enhanced knowledge of supervisory responsibilities in employee areas of concern; a better understanding of the liabilities that the college may face for failure to report employee concerns related to harassment, discrimination, and retaliation.</p> <p>2. Federal and state related updates will require significant changes to the student system which will also require re-training for many staff members.</p> <p>3. The BlackBoard connect group continues as we flush out messaging to target student populations including timeframes, median, and message content.</p>
<p>7. Strategic Plan Outcome</p>	<p>1. This plan helped to foster, Invest in Each Other for staff and college community.</p> <p>2. This plan helped to Build Pathways and Partner with the Community (Valencia) student, staff and community.</p> <p>3. This plan helped foster Learning Assured and Build Pathways for students</p>