

VALENCIA COMMUNITY COLLEGE
Student Affairs Department Action Plan
WEAVE Online Form

Active Cycle (academic year): **2013-14**

Area (Department/Program): **Career Program Advisors**

Person Responsible: **Dr. Cheryl Robinson**

	Plan
1. Goal -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	Create a strong Career Program Advisor team and support system. Half the team has changed in the last couple years so it is important that staff get to know each other and feel comfortable reaching out to other team members for assistance as needed. This will help build depth of knowledge in the work as well as provide individual support for the Career Program Advisors.
2. Objectives -what will be accomplished and measured	Career Program Advisors will report satisfaction with the working relationships with other Career Program Advisor teammates. Career Program Advisors will report comfort in using other Career Program Advisors as resources when questions arise. Career Program Advisors will recognize different personality types and strengths in other Career Program Advisor teammates. Career Program Advisors will recognize the diverse strengths and work styles of other Career Program Advisor teammates and can articulate how this positively contributes to the overall team.
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?	An online pre-survey will be administered to gain feedback on the team’s current knowledge of each other and their comfort level with the team. An assessment of the fall retreat will be administered at the end of the retreat in the fall to gain feedback on the plan and develop the spring follow up meeting. Career Program Advisors will share feedback with other teammates in a spring staff meeting noting how they can see each teammates style impact the group. An online post-survey will be administered using the same questions as the pre-survey to assess interventions and accomplishment of objectives.
4. Action Plan – what is the implementation plan?	Each Career Program Advisor will take either the Myers-Briggs Type Indicator or DiSC assessment (team will collectively decide which to use) as well as the Strengths Quest assessment. The team will have a retreat in the fall in which the assessments are processed as a group so we gain a deeper understanding of each other’s work styles and develop working relationships with each member of the team. We will have at least one follow up meeting in the spring as a refresher on the styles and where staff can articulate how each team member’s strengths and work style contribute to the group. Feedback will be given in a team meeting. An online survey will be administered to assess achievement of the objectives.
5. Achievement Summary/Analysis -What was learned from the assessment results? What changes will you make in your initiative for the year to come?	We did not do formal assessments (MBTI or DiSC) during the Fall as we had additional staff changes. We also had a shift of supervision of the Career Program Advisors in January which created a larger group. We did have a mini-retreat in the Spring to facilitate team building and brainstormed new ideas to improve our students and the programs we serve. We committed to four new areas of intervention in the upcoming year and are working well as a team.
6. General Education Learning Outcome	Not Applicable
7. Strategic Plan Outcome	Invest in Each Other