VALENCIA COMMUNITY COLLEGE  
Student Affairs Department Action Plan  
WEAVE Online Form  

Active Cycle (academic year): 2012-2013  
Area (Department/Program): Career Centers - Collegewide  
Person Responsible: Dr. Jillian Szentmiklosi

<table>
<thead>
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<th>Plan</th>
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<tr>
<td><strong>1. Goal</strong>-principal purpose of plan  (include how this relates to serving students or increasing student success or supporting LifeMap)</td>
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<td><strong>2. Objectives</strong>-what will be accomplished and measured</td>
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| **3. Measures and Findings** – How specifically measures will be conducted. How will we know the objective has been achieved? | Tutorials for three audiences will be explored:  
- General students who independently seek out guidance from the Career Centers  
- Classroom students assigned work from faculty related to topics  
- Faculty/staff seeking assistance  
These tutorials will be available to use independently as a reference, as a classroom assignment, and as a tool for Career Center staff to work with students and faculty/staff on creating resumes and cover letters. Assessments for each tutorial will be developed to determine user understanding (quiz format). Users will have information and guidance accessible online and if seeking feedback from Career Center staff will come better prepared to have meaningful conversations about content. |
| **4. Action Plan** – what is the implementation plan? | Campuses will develop content for tutorials and to research online delivery and implementation.  
- Winter Park will research and develop content for general students  
- Osceola will research and develop content for classroom students/faculty assignments (presentation may also be developed to introduce/supplement the tutorial)  
- East will consult with Organizational Communication Department to determine assistance available for faculty/staff through their area (Edge, etc.) and determine: 1) if need is being met, and if so how Career Centers and support and promote 2) if they have like interests and can collaborate or 3) Career Centers should develop content and create tutorial  
- West will consult with Director of Atlas Information Systems and others to determine appropriate online delivery and implementation – considering access through MyCareerPlanner link (in Atlas) |
| 5. Achievement Summary/Analysis-What was learned from the assessment results? What changes will you make in your initiative for the year to come? | During research and development it was determined that there was similar content for general walk-in students and classroom students, therefore the team focused on creating a presentation that could be utilized in a classroom, online, and in the Career Centers to be shared with students on an individual basis.  

**Fall 2012** – Team created the content for resume/cover letter presentation.  
**Spring 2013** – Team piloted the presentation on Osceola Campus with four SLS courses (3/11, 3/12, 3/13, 4/1)  
**Summer 2013** – Team collaborated with Faculty and Instructional Development to record two videos that can be viewed online via YouTube. The first is focused on career planning and general information on the Career Center. The second video is a tutorial on resume and cover letter writing:  
[https://www.youtube.com/watch?v=gZlj9AGxuEk](https://www.youtube.com/watch?v=gZlj9AGxuEk) – Career Planning  

The team will review the final product and provide feedback on long term use. One early recommendation was to edit the videos to not be campus specific (i.e. introductions). The videos could be marketed to online SLS faculty and be available on the Career Center website for independent or guided use.  

Consultation with Human Resources determined that faculty would benefit from an overview of the Career Center. The Career Center team will gather additional feedback on how best they would like to receive information about the Career Center as there was not a clear indication that an online resource would be preferable. |

| 6. General Education Learning Outcome | Communication Skills and Critical Thinking |
| 7. Strategic Plan Outcome | Build Pathways |

#6 and #7 Under Outcomes in WEAVE, you can select “General Education Learning” and/or “Strategic Plan Outcome” from the drop down list in WEAVE. You can select all that you believe relates to your Goal and Objective.