

VALENCIA COLLEGE
Student Affairs Department Action Plan
WEAVE Online Form

Active Cycle (academic year): 2016-2017

Area (Department/Program): Dean of Students (DOS), Winter Park Campus

Person Responsible: Joseph Sarrubbo

	Plan
1. Goal -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	<p>During the last year 11 out of Winter Park’s 20 Student Services are either new hires or employees in new roles. We spent much of last year working on training everyone for their new role on the team. This year we will be continuing our training efforts but with a more concerted focus on presentation skills as well as engaging in an exercise that will assist the team with getting to know each other’s communication and work styles. Based on an exercise created by Adam Bryant entitled “The CEO’s User Manual”, the Winter Park Team will be creating its own team’s user manual.</p> <p>The manual will enable new hires to get to know existing staff more quickly and will require to think about and articulate their own work styles. As a larger team, we will understand our strength areas and opportunities for growth will be illuminated.</p>
2. Objectives -what will be accomplished and measured	Staff will report a better understanding of each other’s communication style and will find meaningful ways to support one another’s work.
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?	There will be a completed manual with each member having a summary brief included.
4. Action Plan – what is the implementation plan?	Two staff members will be highlighted at a Friday staff meeting once a month. Staff members will be tasked with creating a Power Point presentation and a written manual summary.
5. Achievement Summary/Analysis - What was learned from the assessment results? What changes will you make in your initiative for the year to come?	

6. General Education Learning Outcome	Information Literacy
7. Strategic Plan Outcome	Goal Three: Invest in Each Other