

VALENCIA COLLEGE
Student Affairs Department Action Plan
WEAVE Online Form

Active Cycle (academic year): 2015-2016

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>The will be the “Year of Transition” for the Winter Park Campus Student Services team. Dr. Julie Corderman has assumed a larger leadership role as manager of student services and I took over as dean of students on March 16, 2015. The goal is to ensure a smooth transition of staff members throughout the 2015/2016 year. The student services team at Winter Park campus has remained relatively unchanged for many years. So far, we have experienced multiple staff changes in a relatively short period of time. During the 2015/2016 year, we have hired a new staff assistant II, two new part-time online academic advisors, two new support specialist II positions in our Atlas Access Lab, and a new support specialist I. We will also potentially be hiring our first career program advisor position for this campus. Additionally, our counselor has been with Valencia for 25 years and is looking to retire within the next two-three years. We have to ensure we have a succession plan in place to take over her duties and responsibilities.</p> <p>If all staff are sufficiently trained, students will receive accurate and thorough information which will allow them to progress to degree completion with the minimal amount of barriers.</p>
2. Objectives-what will be accomplished and measured	We will ensure all staff members are appropriately and sufficiently trained to complete their roles and responsibilities. We will also ensure that all staff are subject matter experts for their area of responsibility.
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?	We will measure our findings by employee satisfaction results and the minimization of mistakes and errors. The objective will be achieved when all team members have the knowledge base and skillset to complete their roles and responsibilities with ease, confidence, and competence.

4. Action Plan – what is the implementation plan?	We will ensure all staff are appropriately and sufficiently trained in all areas in their scope of responsibilities.
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 Two: Learning Assured