

**VALENCIA COLLEGE**  
**Student Affairs Department Action Plan**  
**WEAVE Online Form**

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

**Area** (Department/Program): **Dean of Students (DOS), East Campus**

**Person Responsible:** **Joseph Sarrubbo**

	<b>Plan</b>
<b>1. Goal</b> -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	The purpose of this plan is to collaboratively evaluate current space needs on the second floor of Building 5 and to make recommendations for changes to better serve students. East Campus currently has the largest credit enrollment at the College (about 20,000 students). As the campus continues to grow, it is important to look at all areas that serve students, so we can adequately plan and ensure our future growth needs are being met. Because students thrive in a welcoming, safe, and attractive environment, it is critical to ensure our office spaces and locations are providing an optimal learning environment for all students to succeed. Actual space assignments may vary due to floor plan configurations and available building space.
<b>2. Objectives</b> -what will be accomplished and measured	The individual offices spaces on the second floor of building 5 will be evaluated to determine the need for any changes to better serve students. Students will be served more efficiently by having offices and spaces designed to more effectively meet their needs. It is important that students have clear access to offices that serve them most, so therefore the re-purposing of existing space will be analyzed.
<b>3. Measures and Findings</b> – How specifically measures will be conducted. How will we know the objective has been achieved?	A highlighted map of the second floor of Building 5 will be used as our baseline data. All spaces will then be evaluated based on the programmatic work needs of the individual departmental units and access and service to students. The objective will be achieved by ensuring ideas concerning our space needs are moved forward to better serve students.
<b>4. Action Plan</b> – what is the implementation plan?	Throughout the year, collaborative meetings will be held with various internal stakeholders and office leaders to take a holistic approach to this process. The design principle we will use is: “How is this going to help students?”
<b>5. Achievement Summary/Analysis</b> -What was learned from the assessment results? What changes will you make in your initiative for the year to come?	In an effort to build infrastructure, increase capacity, and better serve students, some immediate changes were implemented in 2013/2014. - Held a Building 5, Second Floor space meeting with various internal constituents on October 29, 2013. - Moved the Coordinator, New Student Orientation to Building 5, Room 211C – an office that was originally home to a part-time staff assistant. - Created an office for the Campus Director, Advising in Building 5, Room 210B. - Moved the Assistant Director, Transitions Planning from Building 5, Room 231 to Building 5, Room 230E. - Created a DirectConnect to UCF suite in Building 5, Room 231. This room is off of the main hallway. The UCF academic advisor is housed there. The move provided greater visibility for this important office. Signs were placed on the walls displaying the location of the office. - When Enrollment Services moved to West Campus, I created an Answer Center multi-purpose room in Building 5, Room 211E. - Space conversations are on-going. On May 8, 2014, Valencia applied for a Title V grant for East Campus. As part

	of this grant, \$510,750 was requested for “construction dollars.” If awarded, these funds will be used for remodeling of the student services area, to reposition offices to create greater visibility for students within key areas, to enhance technology throughout area to improve student intake and create more welcoming space. Additionally, to improve comfort and convenience for students with modern seating areas and collaborative discussion spaces.
<b>6. General Education Learning Outcome</b>	Communication
<b>7. Strategic Plan Outcome</b>	Goal 1: Build Pathways Objective 1.5: Access