

**VALENCIA COMMUNITY COLLEGE
2008-09 Annual Department Action Plan (DAP)**

This form provides a documentation template for annual Department Action Plans (DAPs) designed to assess unit outcomes that are designed to impact the learning environment and improve the educational programs and processes of VCC. Initial information and projections describe the **PLANNING PHASE** of the process. At the conclusion of the project/activity time frame initial information and projections will be updated by completing an **EVALUATION PHASE** including modifications, outputs and outcomes. Both planning and evaluation information will be organized according to parallel criteria including: (1) a formal goal statement, (2) outcome measures, (3) collaboration with stakeholders, (4) evaluation methods and (5) use of results for improvement of unit performance in meeting established outcomes. The overall process will effectively review and document specific measures of educational effectiveness.

UNIT: Student Affairs, West Campus
STEWARD: Tyron S. Johnson
TITLE OF PLAN: Plan for Transition of the Unit Work Team
SUPPORTED BY COLLEGE FUNDS (If applicable, please provide approved amount):
DATE: May 30, 2008 **REVISED** 3/24/2009

CRITERIA	PLANNING PHASE Initial Information and Projections	EVALUATION PHASE Modifications, Outputs, Outcomes
1. Goal-principal purpose and objectives of plan	<p>Goal: to provide for a smooth and uninterrupted transition of services.</p> <p>Purpose: Replacement of retiring staff will require a training program for new team members.</p> <p>Objectives: To ensure that we will maintain quality and efficiency of services.</p>	Five new staff members have been hired to replace retiring or staff who have resigned from positions. New staff members (Academic Advisor/Counselor & Staff Assistant II) have individual, group and other training activities required in assigned position.
2. Outcome Measures-how plan will be reviewed and measured outcomes	Outcome Measures: Process will be reviewed at least twice each term	Each staff member including new staff conduct formal "academic advising scenarios" twice per term for full staff critique, review and input. The purpose of the advising scenarios is given to all staff.
3. Collaboration with Stakeholders-individuals and groups involved in the planning and implementation	Stakeholders: Student Affairs Staff	All staff participates in the training process through academic advisement shadowing and individual one-on-one sharing sessions.
4. Evaluation-process employed to evaluate effectiveness	Evaluation Process: Student surveys, monitor the work process within the department	Individual sessions have been conducted with new staff to evaluate training needs and review areas of uncertainty related to new job responsibilities. Student satisfaction survey needs to be developed.
5. Use of Results-how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes	It will support the college's mission statement by providing opportunities for staff collaboration, communication and effectiveness.	A formal training manual is needed for more consistency in training and for reference and. Staff has been asked to formally evaluate the process and provided recommendations and input.