1. **Goal**-principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)

   Refresh the Dual Enrollment program processes and procedures to further clarify and increase the efficiency, quality and effectiveness of communication with internal and external audiences or key stakeholders (i.e. students, parents, deans, faculty, counselors, APIs, principals, district office personnel, etc.) about student eligibility, admissions, and participation in the Dual Enrollment program.

2. **Objectives**-what will be accomplished and measured

   Provide more readily available and frequent information in electronic format to internal and external audiences or key stakeholders (i.e. students, parents, deans, faculty, counselors, APIs, principals, district office personnel, etc.) to reduce communication gaps and increase program quality and efficiency of service.

3. **Measures and Findings** – How specifically measures will be conducted. How will we know the objective has been achieved?

   The website will be updated on an ongoing basis as more current information becomes available; work with key staff/departments to discuss steps necessary (i.e. Admissions, Enrollment Services, Transitions, Department Deans/Staff, Graduation/Records, Assessment, Institutional Research, New Student Orientation, Marketing,) for the project to be completed and ready to transition to ongoing maintenance.

4. **Action Plan** – what is the implementation plan?

   Work with various staff/departments and teams to transition printed documents, manual program processes and procedures to electronic formats and decrease the amount of manual tasks, on an ongoing basis.
   
   A) Admissions/Records
   B) Department Deans/Staff
   C) Enrollment Services
   D) Transitions
   E) Assessment
5. Achievement Summary/Analysis - What was learned from the assessment results? What changes will you make in your initiative for the year to come?

It is acknowledged that program processes and procedures will require ongoing review, updates, and revisions. Progress continues to be demonstrated in each dual enrollment application and enrollment cycle.

A) Admissions/Records – Conversations are occurring again concerning the possibility of an online application. Additionally, a new staff member has been assigned to the project and will explore options in greater detail for the upcoming year.

B) Department Deans/Staff – Great strides have been made with the collaboration between Dual Enrollment (DE) and East Campus Deans. A meeting between Valencia and east Orange County schools allowed constituents to discuss goals for building and expanding DE within their schools. We are planning to organize a similar meeting with West Campus Deans. We met with Osceola Campus Deans and focused on the coordination of the program and improved communication with all schools within the districts.

C) Enrollment Services – Our collaboration with Enrollment Services has yielded great results as evidenced during the 2013-14 enrollment year; more frequent student communication throughout the application process; anticipate an even better process as a few wrinkles in the process are worked out in the coming year.

D) Transitions Planning – Through coordinated efforts, we will have a greater presence in Transitions Planning scheduled events, and their staff will communicate accurate information in our absence, and represent us in the HS.

E) Assessment – We collaborated to develop better methods for accepting and assisting our applicants with the submission of college level scores (PERT Repository) this year. We will continue to increase communications from both
6. General Education Learning Outcome

7. Strategic Plan Outcome

areas to stakeholders regarding changes that are going to affect student participation in future terms.

F) Graduation/Records – We met to discuss current procedures and opportunities to better serve and address the needs of DE students that are converting to Valencia degree-seeking students.

G) IR/OIT – this collaboration, particularly with the newly assigned OIT tech, has yielded great results in terms of the amount and frequency of information provided to stakeholders, Anticipate an even better process as a few wrinkles in the process are worked out in the upcoming year.

H) NSO – though much conversation and planning occurred in this area, due to new legislation, progress has come to a halt, as processes for all students are reconfigured; more to come as meetings will continue in this area for the upcoming year.

I) Marketing – made contact to discuss updates to previously established information; will continue to work on this area in the upcoming year.

This will be an ongoing plan, as we move forward with identifying possibilities as well as any barriers, and the areas/departments that are required, for increasing the availability of DE electronic formats. Thereby improving the ease and flow for which internal and external stakeholders can access pertinent information.

Lifemap Stage 2: Introduction to College