

VALENCIA COMMUNITY COLLEGE
Student Affairs Department Unit Plan

Active Cycle (academic year): **2014 - 2015**

Area (Department/Program): **Admissions and Registration**

Person Responsible: **Andy Oguntola**

	Plan
1. Goal – principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	Teach Train & Develop 1. The Director of Admissions must teach and trains admissions leaders (assistant directors) on all that is related to Admissions and Records 2. As a result of the trainings admissions leaders can concentrate on the development of their teams.
2. Objectives – what will be accomplished and measured	1. Teach and Train Assistant Directors will be trained in their monthly sessions meetings 2. Teach and Train Assistant Directors will be assessed each term on the number of errors his/her team has produced during that timeframe 3. Assistant Directors will develop their teams and measure their results through monthly reports
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?	1. Schedule one-on-one meetings with Assistant Directors monthly in order to focus on their individual level of development 2. Assistant Directors will set up monthly meetings with Admissions Specialists which will incorporate conversations with staff 3. Establish three trainings (one per term) on each of the respective campuses.
4. Action Plan – what is the implementation plan?	Stage1: Teach Assistant Directors on processes related to guidelines, statue, policy, etc... Stage 2: Train Assistant Directors through monthly meetings 20 minute sessions and measure their success through assessments Stage 3: Assistant Directors will develop their team members through monthly team meetings/trainings. Results will be compared through errors that are produced by staff in the beginning and end of the fiscal year
5. Achievement Summary/Analysis – What was learned from the assessment results? What changes will you make in your initiative for the year to come?	This year the Assistant Directors and I met twice a month. This meeting were our monthly Assistant Directors meetings where we discussed issues and trained on every aspect of the admissions process. All three of the AD's were trained on: Bachelors process, High School Transcripts, Change of Major, Florida Residency, Admissions Web Application, Banner systems, Catalogs, Statutes, Guidelines, Rules, FLVC, R2T4, Change of Grades, Reports, and General Navigation. By focusing on these processes the results I noticed were immediate. Each Ad's specialized in specific areas that helped their campuses to better serve our students at Valencia. I gave assessments at our meetings to make sure that the team understood and had a clear understanding of the processes in

	<p>admissions. This year we were able to have a seamless spring and summer semester because of the knowledge that the teams had. In addition, the AD's were able to attend the FCRAO conference where they met their colleagues throughout the state. This conference also enhanced their knowledge base, but also showed them that Valencia was ahead of the curve in many areas as we were deemed the experts in many of the processes that were discussed at the conference.</p> <p>This upcoming year I believe based on the trainings and knowledge gained, we will work closely understanding and implementing Banner XE. Due to the better understanding of the admissions and records process, the AD's will be able to train and guide their teams to understanding our future systems.</p>
<p>6. General Education Learning Outcome</p>	
<p>7. Strategic Plan Outcome</p>	<ol style="list-style-type: none"> 1. Build Pathway 2. Invest in Each other 3. Learning Assured