

VALENCIA COMMUNITY COLLEGE
Student Affairs Department Unit Plan

Active Cycle (academic year): 2016 - 2017

Area (Department/Program): Admissions, Registration, Records, and Graduation

Person Responsible: Linda Herlocker

	Plan
1. Goal -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	Create and implement enhanced department-wide communications strategies to enhance team building, improve efficiency by assuring consistent dissemination of information, and provide sustainable systems for conducting business effectively and seamlessly despite geographical separation.
2. Objectives -what will be accomplished and measured	<ol style="list-style-type: none"> 1. Establish a monthly department-wide meeting via technology. 2. Codify departmental procedures to assure consistency across practices. 3. Establish a process for creating, communicating, and implementing new departmental procedures as needed from emergent requirements.
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?	<ol style="list-style-type: none"> 1. All staff will have the technology resources to participate in department-wide meetings. The minutes from department-wide meetings will be archived to demonstrate successful implementation of objective #1. 3. A shared folder will contain departmental procedures memos. Email archives will document dissemination of these memos to stakeholders. This will demonstrate successful implementation of objectives #2 and #3.
4. Action Plan – what is the implementation plan?	<ol style="list-style-type: none"> 1. Purchase technology for staff. 2. Schedule monthly department-wide meetings via Skype. 3. Draft department procedures memos and disseminate via email. 4. Create shared drive folder wherein departmental procedure memos are stored for access and reference by ARRG staff.
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	
7. Strategic Plan Outcome	1. Invest in each other.