VALENCIA COLLEGE
Student Affairs Department Action Plan
WEAVE Online Form

Active Cycle (academic year): 2012-13
Area (Department/Program): Dual Enrollment & PostSecondary Transition
Person(s) Responsible: Kiawania Heard

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 (ie. students, parents, deans, faculty, counselors, APIs, etc.) about student eligibility, admissions, and participation in the Dual Enrollment program.

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

The website will be updated on an ongoing basis as more current information becomes available; work with key departments to discuss steps necessary (ie. Admissions, Enrollment Services, Transitions, Assessment, etc.) for the project to be completed and ready to transition to ongoing maintenance.

Work with various departments and teams to transition printed documents to manual program processes and procedures to electronic formats and less manual.

There are several works in progress as a result of assessing needs and devising plans for the best route to take in order to accomplish meeting our needs. Initial contact to hear recommendations/proposed solutions and follow up meetings with various departments (see below), were required in the process of moving the DE program processes forward into electronic formats.

A) Admissions: devised a possible method for accepting DE application “online” via dynamic forms; staff member that was key in the planning has sinc

2. Objectives - what will be accomplished and measured

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

4. Action Plan – what is the implementation plan?

5. Achievement Summary/Analysis - What was learned from the assessment results? What changes will you make in your initiative for the year to come?
been promoted to another position with another organization; working to find another contact to continue with progress that has been made.
B) Enrollment Services: in the process of configuring a program/codes to help with communication to students, via email, letter, etc.; working to obtain all requisite access and permissions for implementation and completion of a “test run”.
C) Transitions: coordinating effort to increase presence during their high school/community events visits and providing information to share in our absence.
D) Assessment: director position vacant; awaiting new hire and settling into position to continue discussions regarding possible and acceptable methods of receiving scores.
E) Graduation/Records: will schedule meeting prior to commencement of fall term to discuss current procedures and how it can be better managed for student to maneuver.

6. General Education Learning Outcome

7. Strategic Plan Outcome

Lifemap Stage 2: Introduction to College