

**VALENCIA COLLEGE**

**Student Affairs Department Action Plan -- WEAVE Online Form**

Continuation of the development and implementation of online forms that support student interest.

**Active Cycle (academic year):** 2016-17  
**Area (Department/Program):** Graduation and Records  
**Person Responsible:** Edwin Sánchez

<b>PLAN</b>	
<b>1. Goal-</b> principal purpose and objectives of plan (include how this relates to serving students or increasing student success or supporting (LifeMap)	<i>Develop online forms in Atlas to assist students in submission, processing, and identifying the status of their record changes. Form included: Changer of Major, Transcript Request, Records Request, and Confidential Release.</i>
<b>2. Objectives</b> What will be accomplished and measured	<i>The objective is to reduce processing and support system accuracy.</i>
<b>3. Measures and Findings</b> – How specifically measures will be conducted. How will we know the objective has been achieved?	<i>Utilize the daily distribution report to compare the number of forms received this year to prior years. Decrease the number of calls, emails and complaints by students related to not knowing the status of a request.</i>
<b>4. Action Plan</b> -What is the implementation plan?	<i>Meet and share with the different stakeholders (Deans of Students, Director of ATLAS and IT) the intended plan and timeline for the process being developed -- will meet with the stakeholders throughout the summer and into mid or late fall 2016, implementation expected to be in late fall 2015.</i>
<b>5. Achievement Summary/Analysis</b> What was learned from the assessment results? What changes will you make in your initiative for the year to come?	
<b>6. General Education Learning Outcome</b>	
<b>7. Strategic Plan Outcome</b>	<i>Building Pathways</i>