This form provides a documentation template for annual Department Action Plans (DAPs) designed to assess unit outcomes that are designed to impact the learning environment and improve the educational programs and processes of VCC. Initial information and projections describe the PLANNING PHASE of the process. At the conclusion of the project/activity time frame initial information and projections will be updated by completing an EVALUATION PHASE including modifications, outputs and outcomes. Both planning and evaluation information will be organized according to parallel criteria including: (1) a formal goal statement, (2) outcome measures, (3) collaboration with stakeholders, (4) evaluation methods and (5) use of results for improvement of unit performance in meeting established outcomes. The overall process will effectively review and document specific measures of educational effectiveness.

### UNIT: Graduation and Records

**STEWARD:** Renee Simpson  
**TITLE OF PLAN:** Records and Graduation – Automatic Awarding of Degrees and Certificates

**SUPPORTED BY COLLEGE FUNDS** (If applicable, please provide approved amount): 
**DATE:** June 1, 2009

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<th>CRITERIA</th>
<th>PLANNING PHASE</th>
<th>EVALUATION PHASE</th>
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| 1. **Goal:** principal purpose and objectives of plan | **Goal:**  
1.) The Automatic Certification of Degrees plan will assist and ensure that all requirements of the degree area accounted for prior to programmatic posting of degrees awarded.  
2.) This BDMS plan continues building on steps taken to become a paperless campus through use of BDMS (pull folders for 2009-20 term for EC and OC).  

**Purpose:**  
To increase the efficiency of the graduation review.  
To convert student paper records into an electronic scanned image.  

**Objectives:**  
1.) Using the LifeMap benchmarks and CAPP, construct an electronic interface to indicate student completion toward desired curriculum.  
2.) Identify students who have met degree requirements.  
3.) Submit a strategic initiative that will allow institution to expand scanning and indexing operations college wide. | 1. Technical Certifications were posted and verified programmatically.  
The automatic posting of degrees was put into production Spring 2010. The staff identified areas that need to be added in order for the process to run as intended. Will continue to work in this goal for the next fiscal year.  
2. Initial steps were taken to scan/index all incoming mail received as of January 22, 2010 college wide.  

A strategic initiative was submitted and approved; staff will be hired during the early part of summer 2010.  
The hiring of staff will permit us to continue building on steps to become a paperless campus. |
| 2. Outcome Measures-how plan will be reviewed and measured outcomes | **Outcome Measures:**  
1.) Documentation of students within the selected population.  
2.) Documentation of the numbers of the degrees awarded.  
3.) Degrees certified- with minimal intervention from graduation staff. | Reports were published identifying the number of graduates by term that identifies which graduates meet the degree requirements and which are not meeting the degree requirements. Staff assisted with the review of 100% of the applicants that the system identified and posted. With the continuation of this process it is expected that staff time review will diminish. |
|---|---|---|
| 3. Collaboration with Stakeholders-individuals and groups involved in the planning and implementation | **Stakeholders:**  
Students; Academic Deans; Career Program Advisors; Deans of Students; Answer Center Managers; IT and Functional Tech Teams; A & R Staff. | |
| 4. Evaluation-process employed to evaluate effectiveness | **Artifacts:**  
Student CAPP compliance, degree audit, system comments. Data captured via selected reports. Electronic notification of progression towards degree. | SZPPOST, SZPCERT, SZPAWRD Job submissions created and used in the programmatic posting of Technical Certificates and Degrees. ARG060 SAS report and summary was created and used to identify electronic documents that needed to be processes by staff. |
| 5. Use of Results-how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes | This plan will communicate progression towards degree requirements within an earlier time frame and allow students / advisors to aid students in planning for the future. System will allow paper to be processed into system immediately for viewing. | The programmatic awarding of certificates & degrees initiates a comment for SPACMNT describing the outcome of the degree, in order to ensure that advisors/staff are fully informed of student’s progression towards degree. College staff/advisors are now able to view all incoming documents within 48 hours of being scanned /indexed. With the hiring of new staff the department will begin working on previous terms that have not been scanned /indexed yet. |