## VALENCIA COLLEGE
### Student Affairs Department Action Plan -- WEAVE Online Form
### DEPARTMENT WEBSITE

<table>
<thead>
<tr>
<th>Active Cycle (academic year):</th>
<th>2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area (Department/Program):</td>
<td>Graduation and Records</td>
</tr>
<tr>
<td>Person Responsible:</td>
<td>Edwin Sánchez</td>
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</tbody>
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### PLAN

1. **Goal**: principal purpose and objectives of plan (include how this relates to serving students or increasing student success or supporting (LifeMap)

   Review & revise the Records Office Department website.

2. **Objectives**: What will be accomplished and measured

   To be able to navigate through the website with greater ease. The content will be streamlined to make it more appealing.

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

   To streamline website for easier navigation. Make a more appealing website.
   - Conduct series of information sessions with staff and students to identify areas of change.
   - Implement change

4. **Action Plan** - What is the implementation plan?

   - Assess the website. November – December
   - Identify content November – January
   - Update changes to the website by June 30, 2015

5. **Achievement Summary/Analysis**

   What was learned from the assessment results? What changes will you make in your initiative for the year to come?

   Some revisions of the department website have been completed throughout the year related to the graduation ceremony and how information displays on the website with the collaboration of the Marketing Department. We believe the display provides greater ease with navigation within the website. We continue to work with Marketing to further improve the navigation of information as well as intuitiveness for students. Will be an ongoing activity in the new year.

6. **General Education Learning Outcome**

   This project will continue into the new academic year however, the college has several major projects that will impact the continuation of revision, content, and look of our website. We continue to work with Marketing to further improve the navigation of information as well as intuitiveness for students.

7. **Strategic Plan Outcome**

   Revisions will be in alignment with the new content management system that has been purchased by the college we expect will provide opportunity to incorporate a more intuitive navigation approach on the website (Build Pathways).