

VALENCIA COMMUNITY COLLEGE
Student Affairs Department Action Plan
WEAVE Online Form

Active Cycle (academic year): **2011-2012**

Area (Department/Program): **Admissions and Records**

Person Responsible: **Renee Simpson**

	Plan
1. Goal -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	<ol style="list-style-type: none"> 1. Revamp Curriculum Advising and Program Planning Instrument (CAPP). 2. Continue to tweak the policies, procedures, and protocols associated with the upper level certificates and degrees, catalog/curriculum, residency and distance learning. 3. Continue team building activities
2. Objectives -what will be accomplished and measured	<ol style="list-style-type: none"> 1. Provide a more user friendly degree audit tool for students and staff. 2. Streamline processes for greater efficiencies and service to students, all departments including academic disciplines and program chairs, curriculum committee, graduation and records, as well as systems support 3. Strengthen the teams skill sets.
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. Research current CAPP protocols and review the protocols of HTML interface for the CAPP process, develop timeline for transition to new protocols, test and train for rollout. 2. Continue to support periodic meetings of all constituents, review and revise edits and other reports, and identify and adjust written documentation. 3. Provide opportunity for periodic and timely trainings and celebrations for supervisory staff/managers as well as functional staff.
4. Action Plan – what is the implementation plan?	<ol style="list-style-type: none"> 1. Research current CAPP protocols and review the protocols of HTML interface for the CAPP process, develop timeline for transition to new protocols, test and train for rollout. 2. Continue to support periodic meetings of all constituents, review and revise edits and other reports, and identify and adjust written documentation. 3. Have staff identify the training that is to be conducted and the number of celebrations the team will experience throughout the year.
5. Achievement Summary/Analysis -What was learned from the assessment results? What changes will you make in your initiative for the year to come?	<ol style="list-style-type: none"> 1. Process of revamping the curriculum and program planning instrument has begun and we have made progress towards updating the document, however the tool is not available at this time. 2. We made several changes to policies and procedures for the bachelor’s degree and advanced technical certificate programs. We have made several modifications to the Florida Residency process to insure all documents are captured and retained permanently in the system. The process was tested for two months and we are currently soliciting feedback before moving to a college wide implementation. As a result of the state changes we have had to modify all processes associated with acceptance of transient student applications. 3. Several team building activities resulted in staff getting to know one another focusing on behavioral strengths. There was much less anxiety and stress among all coworkers. Peers appear to be genuinely concerned about each other and what happens within their units.
6. General Education Learning Outcome	

7. Strategic Plan Outcome	1. Building Pathways: Transition to College , Access 2. Invent in Each Other: Collaboration 3. Invest in Each Other: Career Growth, Employee Wellness
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#6 and # 7 Under Outcomes in WEAVE, you can select “General Education Learning” and/or “Strategic Plan Outcome” from the drop down list in WEAVE. You can select all that you believe relates to your Goal and Objective.