

VALENCIA COMMUNITY COLLEGE
Student Affairs Department Unit Plan

Active Cycle (academic year): **2016/2017**

Area (Department/Program): **Student Affairs - Lake Nona Campus**

Person Responsible: **Melinda Smith**

	Plan
1. Goal -principal purpose of plan (include how this relates to increasing enrollment or student success or supporting LifeMap)	Strengthen relationship between Academic Affairs and Student Services at Lake Nona Campus (LNC). This will support student success as faculty and Student Services will partner to connect students to important resources they may need.
2. Objectives -what will be accomplished and measured	<ol style="list-style-type: none"> 1. Clarify the services provided in Atlas, Advising, and the Answer Center 2. Assign each Student Services staff member a meta-major and/or academic department 3. Communicate with faculty members bi-monthly providing updates and important deadline information 4. Create survey to determine results
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. Increase number of students being directed to the correct places (example - being sent to Atlas rather than the Answer Center or vice versa) 2. Increase in emails to staff from faculty with questions or information 3. Increase in faculty participation in co-curricular activities (GoBes and Skillshops) 4. Results of survey for both faculty and Student Services staff at the end of the year
4. Action Plan – What is the implementation plan?	<ol style="list-style-type: none"> 1. Conduct a meet and greet session between faculty and Student Services 2. Attend faculty events (example – Faculty Welcome Back) 3. Develop a monthly newsletter sent to faculty 4. Send bi-monthly email correspondence to faculty
5. Achievement Summary/Analysis -What was learned from the assessment results? What changes will you make in your initiative for the year to come?	
6. General Education Learning Outcome	
7. Strategic Plan Outcome	Invest in Each Other