VALENCIA COMMUNITY COLLEGE  
Student Affairs Department Action Plan

This form provides a documentation template for annual Departmental Action Plans designed to describe unit outcomes that contribute to the College Strategic Plan and/or improve the educational programs and processes of Student Affairs at Valencia. Each Student Affairs Department will develop at least one department action plan annually. 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.

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**DEPARTMENT**: Office for Students with Disabilities (OSD)  
**LEADER(S)**: Jill Szentmiklosi  
**TITLE OF PLAN**: Faculty Resource Guide Update  
**START DATE**: July 1, 2009  
**END DATE**: June 30, 2010, still in progress, extended to December 2010

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<th>CRITERIA</th>
<th>IMPLEMENTATION OF PLAN</th>
<th>EVALUATION OF PLAN</th>
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| **1. Goal**—principal purpose and objectives of plan | Purpose: To provide faculty a resource guide that will inform them about Office for Students with Disabilities policies and procedures and assist in working with students with disabilities in their classrooms.  
Objective(s): Develop a user-friendly resource guide targeted to faculty. | OSD Staff completed draft version of a new Faculty Resource Guide. |
| **2. Outcome Measures**—how plan will be reviewed and measured outcomes | 1. Update information in current Faculty Resource Guide.  
2. Publish useful strategies for working with students with disabilities.  
3. Include Universal Design in Learning concepts  
4. Incorporate an audio companion piece to help explain in a more interactive way (Jing).  
6. Put Guide on the OSD website by June 2010  
7. Develop a communication plan to inform faculty. | 1. OSD staff researched current topics relevant to disability access in the classroom.  
2. Strategies for working with student with disabilities are included in the draft version of the Resource Guide that is being reviewed and edited.  
3. Universal Design concepts are incorporated into the guide.  
4. When the guide is finalized, the audio companion will be incorporated.  
5. Date of completion has been extended to December 2010, to account for the extended time on the research piece.  
6. Will be posted on the OSD Website by December 2010. |
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<th>3. Collaboration with Stakeholders - individuals and groups involved in the planning and implementation</th>
<th>OSD Staff, hand-selected faculty to use in review of guide, and OIT web staff.</th>
<th>Selected faculty have been recruited, and agreed, to review the guide and provide feedback. There is faculty representation from different campuses and disciplines. The OIT staff will be involved when we have the document posted to track the ‘traffic’.</th>
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| 4. Evaluation - process employed to evaluate effectiveness | 1. Will develop a survey to be given to faculty to determine if Guide is useful. Will use results of survey to update Guide.  
2. Will measure number of hits on online guide to determine if Guide is being used  
3. Will benchmark number of questions/concerns raised by faculty that are addressed in the Guide to determine if faculty is accessing the information. | 1. Survey will be developed and sent out after it is posted.  
2. In Spring 2011, will coordinate with OIT staff to track ‘traffic’ related to the posted resource guide.  
3. Will benchmark number of questions/concerns raised by faculty that are addressed in the Guide to determine if faculty is accessing the information. |
| 5. Use of Results - how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes | Faculty will be referred to new Resource Guide at large and on a case-by-case basis as situations arise to assist in working with students with disabilities. OSD staff will be able to communicate with faculty using the same resources/information for consistency college-wide. Will use the questions from faculty as a resource to update the Guide yearly. | Faculty will be referred to new Resource Guide at large and on a case-by-case basis as situations arise to assist in working with students with disabilities. OSD staff will be able to communicate with faculty using the same resources/information for consistency college-wide. Will use the questions from faculty as a resource to update the Guide yearly. |