

VALENCIA COMMUNITY COLLEGE
Student Affairs Department Unit Plan

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

Area (Department/Program): **Student Affairs**

Person Responsible: **Sonya Joseph**

	Plan
1. Goal -principal purpose of plan (include how this relates to increasing enrollment or student success or supporting LifeMap)	Create a Student Affairs plan for the Valencia/UCF Downtown Campus in collaboration with the UCF Student Affairs team.
2. Objectives -what will be accomplished and measured	<ol style="list-style-type: none"> 1. Develop an integrated student services model for the Downtown Campus 2. Determine overall Student Services staffing needs for the Downtown Campus 3. Develop a training plan for Valencia and UCF Student Services staff 4. Create a process for UCF and Valencia Student Services staff to access PeopleSoft and Banner student information systems 5. Develop an integrated conduct model for the Downtown Campus 6. Develop a Student Activities funding model that integrates activity fees from UCF and Valencia students 7. Assist in the design of the Student Services area and other student areas on the campus
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. Integrated model approved by VPSA Valencia, VPSA UCF, West Campus President, and Director of Student Services 2. Student Information System (Banner and PeopleSoft) access roles designed and assigned to Student Services Staff 3. Student Activity budget process in place for 2018/2019; baseline budget established for 2017/2018 4. Integrated Student Services model designed and ready for implementation
4. Action Plan – What is the implementation plan?	<ol style="list-style-type: none"> 1. Serve on the UCF/Valencia Downtown Campus planning team 2. Work with UCF and Valencia staff in advising, conduct, student activities, admissions, financial aid, and other areas of student services to begin integrating service models 3. Write new processes and practices to support delivery of services to the Downtown Campus 4. Set up on-going collaboration meetings to adjust services as needed once Downtown Campus opens 5. Develop student and staff feedback opportunities to determine improvements and/or changes to integrated model 6. Design integrated services training model 7. Participate in the hiring and training of staff
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	For students, the Downtown Campus will strengthen their Cultural & Historical Understanding and Communication Skills.
7. Strategic Plan Outcome	Build Pathways