

**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.

**DEPARTMENT: Office for Students with Disabilities (OSD)**

**LEADER(S): Jill Szentmiklosi, Director**

**TITLE OF PLAN: Improving Use of Banner**

**START DATE: July 1, 2009**

**END DATE: June 30, 2010**

CRITERIA	IMPLEMENTATION OF PLAN Initial Information and Projections	EVALUATION OF PLAN Modifications, Outputs, Outcomes
<b>1. Goal-principal purpose and objectives of plan</b>	<p><b>Purpose: Reduce the number of Banner forms being used to capture and track disability data by utilizing Banner student disability form SGADISA.</b></p> <p><b>Objective: To create a more confidential and efficient record-keeping practice for student disability data.</b></p>	Disability data was migrated to a single, secure Banner form (SGADISA), intended for disability use, and used effectively by staff by July 2011.
<b>2. Outcome Measures-how plan will be reviewed and measured outcomes</b>	<ol style="list-style-type: none"> <li><b>1. Determine information collected on Banner forms currently used by Office for Students with Disabilities staff.</b></li> <li><b>2. Review the Banner form SGADISA to determine what information would be transferred to new form and what information is not needed.</b></li> <li><b>3. Integrate SGADISA information into SZROSDN (print Notification to Instructor Forms).</b></li> <li><b>4. Transition data into new form.</b></li> <li><b>5. Train OSD staff on function of new form.</b></li> </ol>	<ol style="list-style-type: none"> <li>1. - 2. OSD staff researched current ways disability data was stored and functionality of new form during Fall 2009. Created proposal to OIT staff in Spring 2010 and collaborated during testing and implementation stages.</li> <li>3. Confirmed that SGADISA information was compatible with SZROSDN.</li> <li>4. Migrated data into new form on July 1, 2010.</li> <li>5. Created training materials and trained OSD staff on new procedures in preparation for migration. Disability data was successfully migrated. New forms are active and used by staff.</li> </ol>
<b>3. Collaboration with Stakeholders-individuals and groups</b>	<b>OSD staff college-wide, Office for Information Technology, Student Affairs Coordinator of Atlas</b>	<b>OSD Staff worked closely with the Coordinator of Atlas and Banner during the entire project. OIT staff</b>

involved in the planning and implementation	<b>Information</b>	<b>was consulted in the Spring of 2010 and worked with OSD during the testing and implementation stages. Also, consulted with Institutional Research and the Data Warehouse team to ensure accuracy of reporting.</b>
<b>4. Evaluation</b> -process employed to evaluate effectiveness	<b>1. SGADISA is used effectively used by OSD staff</b> <b>2. Student information is located on one Banner form and is readily available for staff use</b> <b>3. Disability records have additional level of confidentiality</b>	<b>1. OSD staff is using the new form.</b> <b>2. Student disability data is now located in one Banner form.</b> <b>3. OSD has verified with the Banner Security team who should, and should not, have access to SGADISA.</b>
<b>5. Use of Results</b> -how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes	<b>OSD staff will be able to access student disability information in a more efficient and accurate manner. Offers improvement in the determination of students' academic and support needs.</b>	<b>OSD have overwhelmingly provided positive feedback on the functionality of the new form.</b>