DAP

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VALENCIA COMMUNITY COLLEGE
Annual Department Action Plan (DAP)

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This form provides a documentation template for annual Department Action Plans (DAPs) designed to assess unit outcomes that are designed to impact the learning environment and improve the educational programs and processes of VCC. 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.

UNIT: Student Affairs- Student Development
STEWARD: Chanda Torres, Student Development Director
TITLE OF PLAN: Student Development Staff Development
SUPPORTED BY COLLEGE FUNDS (If applicable, please provide approved amount):
DATE: June 2008

CRITERIA	PLANNING PHASE Initial Information and Projections	EVALUATION PHASE Modifications, Outputs, Outcomes
1. Goal-principal purpose and objectives of plan	**Strategic Goal: Invest in Each Other** **Design a staff development plan for Student Development Coordinators that will allow them to grow professionally as well as personally.**	**Developed a Student Development Staff Development Plan which involved the Student Development Coordinators and Staff Assistants. This plan involved training meetings, external professional development and an annual retreat.**
2. Outcome Measures-how plan will be reviewed and measured outcomes	**1. Establish a Staff Development Plan based on current literature and the Institution's Strategic Plan.**	**Established Monthly Meeting Trainings with the Student Development Coordinators. These trainings focused on current practices, future trends, and areas they felt they needed additional training.** **Implemented an annual retreat for Student Development Coordinators. This retreat focused on planning, teambuilding, assessments and goals.** **Established quarterly training meetings for Student Development Staff Assistants. These trainings focused on current practices, future trends, and areas they felt they needed additional training.** **Implemented an annual retreat for Student Development Staff Assistants. This retreat focused on planning, teambuilding, assessments and goals.**

		The Student Development Staff Assistants attended at a Staff Assistant's Conference in Orlando. The Student Development Coordinators attended FJCCSGA Advisor's Trainings throughout the year.
3. Collaboration with Stakeholders-individuals and groups involved in the planning and implementation	**Student Development Coordinators, Student Development Staff Assistants, Trainers, and Leadership Valencia Staff**	**Trainings:** **Student Development Staff Assistants** **Student Development Coordinators** **Cynthia Cerrato-DISC Assessment** **Liz Gombash- IRB Process** **Accounts Payable Team** **Joyce Romano- Policies/Procedures** **Valencia Foundation** **FJCCSGA Advisor's Trainers**
4. Evaluation-process employed to evaluate effectiveness	**1. Staff Development Plan will include creation of:** **a. An Annual Retreat** **b. Campus Trainings for Student Development Coordinators** **c. Campus Trainings for Student Development Staff Assistants** **2. Involvement in external professional development opportunities.**	• **100% of the Student Development Coordinators and Staff Assistants felt that the retreats and campus trainings were beneficial to their personal and professional development.** • **50% of our Student Development Coordinators completed the FJCCSGA Advisor's Training Certification Program.** • **50% of our Student Development Coordinators will complete this program in the Summer and Fall Terms.** • **75% of our Staff Assistants attended a Staff Assistant's Conference in Orlando.**
5. Use of Results-how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes	**The Staff Development Plan will provide the Student Development staff an opportunity to meet the needs of the institution as well as grow as student development professionals and individuals. This growth will enhance the overall effectiveness of the department.**	**The results provided evidence of an effective Student Development Staff Development Plan by means of an annual retreat, campus trainings, and external professional development opportunities thus improving the overall effectiveness of the department. As a result of this success, will continue this process in the future.**