

VALENCIA COLLEGE

Student Affairs Department Action Plan -- WEAVE Online Form

RE-ENGINEERING THE ARTICULATION PROCESS (CONTINUED FROM 2011-12)

Active Cycle (academic year):**2012-13****Area (Department/Program):****Graduation and Records****Person Responsible:****Edwin Sánchez**

		PLAN
1. Goal- principal purpose and objectives of plan (include how this relates to serving students or increasing student success or supporting LifeMap)		<i>Continue the work of improving the course articulation practices and procedures by creating better descriptors for students, staff and the college transcript. Use of discipline specific subject course prefixes would ensure that students as well as Valencia staff could interpret with greater ease how a course is articulated. It would also be easier to determine where a course will fall in the degree audit for the student's program of study. This will help staff advising students on what courses to take for the subsequent terms.</i>
2. Objectives What will be accomplished and measured		<i>Use the developed Subject Prefix and Course Numbers created in 2010 in the evaluation process. Develop 1-2 training workshops that will serve as refresher training to college staff advising students utilizing college transcripts (CPA's, Advisors, department staff). Purpose to improve student/staff understanding of how course work equivalencies fall into their degree.</i>
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?		<i>Will track activity sent to Records/Graduation mailbox/staff to determine if objectives are met by observation, feedback from staff, Answer Center Specialists, CPA's and Advisors. Staff servicing students will be able to answer questions related to non-equivalency courses for all transferring students with greater ease and confidence.</i>
4. Action Plan -What is the implementation plan?		<i>A small team of staff members from the Records Office will manually create the course being modified and the new non-equivalency Subject Prefix that will be used to update the catalogs for the new course designations. It is expected that the process will take 3.5 years to complete based on 1 hr. of work completed by each TDSS daily for 169 weeks. Other alternatives would be to use outside sources to complete project as well. Implementation of new subject prefix/course numbers by fall 201410.</i>
5. Achievement Summary/Analysis What was learned from the assessment results? What changes will you make in your initiative for the year to come?		<i>Due to a staffing levels during the year, a smaller number of institutions catalogs have completed (4- 6) for the 2014 term to indicate specific subject course prefixes. The process how to enter the course work will continue throughout the year and into the next few years until all institutions have been updated to include the new naming convention of courses that don't have a direct equivalency to Valencia. The EDI process will also be modified to account for the changes in the articulation of credit process.</i>
6. General Education Learning Outcome		<i>When entering transcripts in SHATAEQ coursework cannot be entered based on the term the student took the course, but entering coursework for 201410. This will pick up the transfer converted records from the system</i>
7. Strategic Plan Outcome		<i>Continue the work throughout the next 3 years until all courses with "XFER" designation have been reviewed and changed to the naming convention being implemented – more discipline specific.</i>