### 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:** Standardized Testing  
**LEADER(S):** Cynthia Cerrato, Ruby Raffo  
**TITLE OF PLAN:** CPT Testing – Partnerships with the School Districts  
**START DATE:** July 1, 2009  
**END DATE:** June 30, 2010

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>IMPLEMENTATION OF PLAN</th>
<th>EVALUATION OF PLAN</th>
</tr>
</thead>
</table>
| **1. Goal**-principal purpose and objectives of plan | **Purpose:** Strengthen the current partnerships with public high schools in Orange and Osceola counties and to improve the Expanded Postsecondary Readiness Assessment (EPRA) testing process at their sites.  
**Objectives:**  
A. To meet with representatives from each school to discuss last year’s testing process and identify any barriers we experienced.  
B. To discuss how we can ensure our EPRA testing partnerships are providing the best possible conditions for student success.  
C. To develop a plan for process improvement. | **A.a.** Contacted all public, non-charter high schools in Orange and Osceola Counties to schedule meetings. Director of Standardized Testing and Staff Assistant visited all high schools in the district and met with Assistant Principals and the staff in charge of CPT testing at each school  
B.a. High school personnel provided feedback at our request, which was immediately incorporated into the testing processes |
| **2. Outcome Measures**-how plan will be reviewed and measured outcomes | A. Meet with representatives from each school to discuss last year’s testing process and identify any barriers we experienced.  
a. Schedule and attend individual meetings with the Assistant Principal and assigned guidance counselor(s) at each school.  
B. Outline how we can ensure our partnerships can provide the best possible testing conditions for student success.  
a. Request feedback from high school personnel on | **B.b.** Director of Standardized Testing provided high |
how Valencia staff can improve the EPRA testing experience for their students.

b. Provide high school personnel more detailed information about the process from the perspective of standardization and regulations.

C. Develop and communicate a plan for process improvement.
   a. Identify barriers.
   b. Develop and implement a strategy to remove or minimize those barriers.
   c. Identify and implement approaches that will allow us to be aware of and prevent other potential challenges.
   d. Share Process Improvement Plan with high school and district personnel.

school personnel information pertaining to the need for standardized processes and the changes dictated by the modifications to Florida Department of Education (FLDOE) rules and regulations related to SB 1908

B.c. Working with school personnel, we identified barriers to a successful experience for all stakeholders. Plans to minimize those barriers have been developed and will be implemented during the next cycle of testing.

| 3. Collaboration with Stakeholders - individuals and groups involved in the planning and implementation | High school assistant principals, high school guidance counselors, Orange County Public Schools (OCPS) Testing Coordinator, School District of Osceola County (SDOC) Testing Coordinator. |
| 4. Evaluation - process employed to evaluate effectiveness | Effectiveness will be evaluated by the following:
   1. Meetings with high school personnel will be requested and scheduled.
   2. A process improvement plan will be developed, communicated, and implemented. |
| 5. Use of Results - how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes | At the end of the year, the discussions and the implementation of this plan will provide us with new information on what works best for CPT testing at the high schools. Improvements will be implemented the following year; assessment results will be tracked. |

Prior to the next testing cycle, the Director of Standardized Testing and the Staff Assistant will publish a handbook for high school personnel that will guide the CPT testing process on the high school end.