DAP

VALENCIA COMMUNITY COLLEGE
Annual Department Action Plan (DAP)

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: College wide Tutoring Team
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 Learning Plan Goal: Learning Assured** **Create optimal conditions for student learning through Valencia's tutoring program.**	**Developed a college-wide Tutoring Annual Report, established bi-monthly team meetings, and established budget principles.**
2. Outcome Measures-how plan will be reviewed and measured outcomes	**1. Establish a college-wide tutoring team** **2. Develop an annual report that streamlines tutoring services and programs.** **3. Establish budget management principles that coordinate tutoring services and programs.** **4. Develop a college-wide Tutor Training Program.**	**Established Bi-Monthly Tutoring Team Meetings** **a. Discussed Best Practices** **b. Revised Tutoring Training** **c. Streamlined Tutoring Services and Programs** **a. Developed a Tutoring Annual Report.Connected the report to Valencia's Strategic Learning Goals** **b. Included an assessment component** **c. Streamlined programs/services** **d. Included purpose/outcomes for Tutor Training.** **Established Budget Principles** **a. Received training on budget development** **b. Streamlined tutoring budget content**
3. Collaboration with Stakeholders-individuals and groups involved in the planning and implementation	**Student Development Director, Campus Provosts, Tutors and Tutoring Coordinators, Assistant Provosts**	**Meetings:** **Tutoring Coordinators** **Student Development Director** **Brian Macon- Tutoring Certification Program**

		Sheri Dixon- Budget Development **Kurt Ewen- Assessment Ideas**
4. Evaluation-process employed to evaluate effectiveness	**1. Creation of Tutoring Coordinating team** **2. Established monthly team meetings** **3. Shared tutor training program** **4. Creation of an annual report** **5. Streamline tutoring services/programs**	**1. 100% of the tutoring team felt that the bi-monthly meetings were beneficial to the success of their programs/services** **2. Implementation of Tutoring Certification Program in 2009. This program will provide training college-wide for our tutors. Implementation of Tutoring Accounts for more effective budget management.** **3. Development and implementation of a college-wide tutoring annual report.** **4. Implementation of campus Math Fairs.**
5. Use of Results-how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes	**Coordination of the tutoring programs college-wide will increase the level of service provided to students on each campus and begin building plans for future campus tutoring support services.**	**These results provided an effective collaboration among the tutoring campus coordinators and Student Development Department by means of a tutoring team, annual report and budget principles. As a result, we will continue to meet in the future.**