

**VALENCIA COMMUNITY COLLEGE**  
**Student Affairs Department Unit Plan**

**Active Cycle (academic year): 2016 - 2017**

**Area (Department/Program): Valencia Promise- Take Stock in Children (College Transitions)**

**Person Responsible: Kelly Astro**

	<b>Plan</b>
<b>1. Goal-principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)</b>	<b>The major focus for 2016-2017 will be the redesign and re-implementation of the Valencia Promise/Take Stock in Children program. This will include assessing all areas of the program and designing a plan so that we meet the program requirements set forth by the statewide TSIC organization as well as meeting the personal, professional and academic needs of our students and the training needs and on-going support of our mentors. Additionally, there will be a focus on the training of a new team of coordinators and staff assistant.</b>
<b>2. Objectives-what will be accomplished and measured</b>	<ul style="list-style-type: none"> <li>• <b>Increase mentor-student match from 60% to 100%</b></li> <li>• <b>Ensure that mentors are meeting the required number of mentor sessions</b></li> <li>• <b>Develop a comprehensive training program and on-going support for mentors</b></li> <li>• <b>Develop strong partnerships with participating middle and high schools</b></li> <li>• <b>Increase student participation in workshops from one to the required four</b></li> <li>• <b>Ensure that student success coordinators are meeting with their students one-on-one four times a year</b></li> <li>• <b>Design new workshops that meet the developmental needs of our students</b></li> <li>• <b>Clean up and maintain accurate internal records as well as an up to date STAR database</b></li> <li>• <b>Redesign the program website</b></li> <li>• <b>Design program marketing materials including flyers, program overviews, powerpoint presentation, etc</b></li> <li>• <b>Hold contract signing and graduation events for students</b></li> <li>• <b>Build a fully operational Advisory Board</b></li> <li>• <b>Create partnerships with other Valencia College departments (NSE, NSO, Registrar, DE, Peace and Justice, School of Public Safety, grants, etc)</b></li> <li>• <b>Create community based partnerships to promote mentor recruitment, in-kind donation opportunities, etc.</b></li> <li>• <b>Improve the recruitment, retention and recognition of mentors</b></li> <li>• <b>Identify and engage former VP/TSIC students who are at Valencia and at other institutions of higher education</b></li> <li>• <b>Attend training sessions/conferences by TSIC and other mentor/at-risk youth related conferences</b></li> <li>• <b>Visit other TSIC sites throughout the state</b></li> </ul>
<b>3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?</b>	<p><b>The measures that will be used are:</b></p> <ul style="list-style-type: none"> <li>• <b>Quarterly GPA and attendance audits of participating students</b></li> <li>• <b>Monthly communication with mentors on student progress, concerns, and successes</b></li> <li>• <b>Program evaluations of participating students and mentors</b></li> </ul>
<b>4. Action Plan – what is the implementation plan?</b>	<ul style="list-style-type: none"> <li>• <b>Assign new staff specific areas of focus and work with each of them to ensure success</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Visit with each school principal and designated school based coordinator multiple times a year</li> <li>• Meet individually with Advisory Board Members</li> <li>• Assignment of schools and students to each school success coordinator</li> <li>• Provide immediate follow up regarding student and/or mentor questions, comments or concerns</li> <li>• Work closely with TSIC to ensure program requirements are met</li> <li>• Identify appropriate training opportunities for the team</li> </ul>
<p><b>5. Achievement Summary/Analysis</b>-What was learned from the assessment results? What changes will you make in your initiative for the year to come?</p>	
<p><b>6. General Education Learning Outcome</b></p>	
<p><b>7. Strategic Plan Outcome</b></p>	<p>Goal 1: Build Pathways; Goal 2: Learning Assured; Goal 3: Invest in Each Other; Goal 4: Partner with the Community</p>