

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: Tech Prep
STEWARD: Nicole Schneller
TITLE OF PLAN:
SUPPORTED BY COLLEGE FUNDS (If applicable, please provide approved amount)
DATE: April 3, 2009

CRITERIA	PLANNING PHASE Initial Information and Projections	EVALUATION PHASE Modifications, Outputs, Outcomes
1. Goal -principal purpose and objectives of plan	Begin process of converting all existing career pathways to a new state template, adjusting programs and articulation as needed. Process to be completed in 5 years	The first 12 pathways were successfully converted to the new templates.
2. Outcome Measures -how plan will be reviewed and measured outcomes	Process will be completed in appropriate format within the 5 year time frame	Progressing on schedule
3. Collaboration with Stakeholders -individuals and groups involved in the planning and implementation	High School Teachers, District school staff, students, parents, Valencia Provosts, Deans, faculty, Admissions staff, Workforce Development, business partners	
4. Evaluation -process employed to evaluate effectiveness	Annual report of progress toward 5 year completion	Annual report has become part of the Basic Perkins Grant application
5. Use of Results -how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes	Programs of study will be adjusted as needed	Articulation meetings are held each year to review the details of all programs of study and coordinate any changes with school district staff.

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1. Goal -principal purpose and objectives of plan	Maximize opportunities for student outreach by integrating activities into existing strategies and services offered by both the Student Affairs and Academic Affairs Divisions	Career pathways has partnered with College Transitions to share information and marketing materials and to participate in events such as the Career Carnival
2. Outcome Measures -how plan will be reviewed and measured outcomes	The number of students using Tech Prep credit at Valencia will increase	Annual Outcomes Report is due in July.
3. Collaboration with Stakeholders -individuals and groups involved in the planning and implementation	Student Affairs staff, Deans, faculty	
4. Evaluation -process employed to evaluate effectiveness	Annual reports of student participation	Annual Outcomes Report is due in July.
5. Use of Results -how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes	Programs will be modified based on enrollment and academic achievement	Unable to determine at this time.