VALENCIA COMMUNITY COLLEGE  
Student Affairs Department Action Plan  
WEAVE Online Form  

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**Active Cycle (academic year): 2010-11**  
**Area (Department/Program): Student Affairs Administration**  
**Person Responsible: Sonya Joseph**

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<th>Plan</th>
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| **1. Goal**—principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap) | Develop Student Services support for Valencia’s Collegiate Academy at Lake Nona.  
| **2. Objectives**—what will be accomplished and measured | 1. Hire funded staff to begin work July 1  
2. Design training plan to prepare staff to serve as part of a cross-functional team  
3. Develop service hours and define support services to offer at current site  
4. Implement the Student Services plan for the new campus  
5. Monitor growth of campus  
6. Adjust Student Services plan to meet needs of new campus  
| **3. Measures and Findings**—How specifically measures will be conducted. How will we know the objective has been achieved? | Determine if objectives are met by observation, feedback from campus leadership, and documentation of number of students served. Determine if Action Plan items are completed.  
| **4. Action Plan**—what is the implementation plan? | 1. Full-time Answer Center Specialist hired and trained by July 30  
2. Student Development Advisor hired and trained by Fall 2010  
3. Training plan developed, implemented, and outcomes assessed  
4. Established hours of service  
5. Published list of services available  
6. Hiring plans made for 2011-2012 academic year  
7. Plans adjusted based on growth and demand  
| **5. Achievement Summary/Analysis**—What was learned from the assessment results? What changes will you make in your initiative for the year to come? | • All of the objectives were met.  
• Accomplishments of Collegiate Academy Students for 2010-2011:  
  ○ 39 graduating seniors  
  ○ 753 Valencia credit hours earned  
  ○ 9 of top 10 Collegiate Academy students  
  ○ 1.9 graduating with AA |
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- 2 Naval Academy appointments
  - Learned that the current staffing level is appropriate for number of students. Services offered are in line with what other campuses offer. Students travel to other campuses for only Assessment and in-depth financial aid issues.
  - Worked with Assistant Provost to provide 53 hours of service during Fall and Spring Term.
  - Currently 380 students enrolled in Collegiate Academy.
  - Will monitor number of students utilizing Lake Nona Student Services over the next Fall and Spring to determine staffing plans for 2012-2013. In addition, will use the tracking to assist in planning for staffing needed for new facility.
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| **1. Goal**—principal purpose of plan  
(include how this relates to serving students or increasing student success or supporting LifeMap) | Develop and implement an in-depth training plan for all of Student Affairs. |
| **2. Objectives**—what will be accomplished and measured | 1. Offer a minimum of 4 training sessions in Fall 2010  
2. Prepare needs assessment to determine additional training needed for Spring 2011 |
| **3. Measures and Findings**—how specifically measures will be conducted.  
How will we know the objective has been achieved? | Evaluations given at end of each training session. Review needs assessment at end of Spring to determine if department training needs are met. |
| **4. Action Plan**—what is the implementation plan? | 1. All newly hired staff will attend at least 2 training sessions in Fall 2010.  
2. Every full-time Student Affairs staff member will have attended at least one training session in Fall 2010.  
3. Needs assessment is developed and implemented.  
4. Training plan for Spring 2011 is in place by December 2010. |
| **5. Achievement Summary/Analysis**—What was learned from the assessment results? What changes will you make in your initiative for the year to come? | • Training plan developed and shared with Student Affairs staff in August and shared with staff during Professional Development Day. Seven training opportunities were offered to staff during the Fall Term. Full-time and part-time staff were encouraged to participate in at least one training in the fall. All were invited to participate in Professional Development Day in September.  
• Spring Training plan was in place by December 2010.  
• One-hour Friday morning training plan was implemented for all Student Affairs areas.  
• Met with Answer Center Managers, Director of College Transitions, and Assistant Vice President for College Transitions to discuss the planning of SASI (Student Affairs Spring Institute). Learned that training schedule needs to be in place earlier in the year for planning purposes – maybe published in the summer.  
• Director – Design and Operations Team will focus this next year on specific training needs of their staff and assist in creating the training plan. Will collaborate with this group to review Professional Development Day curriculum and SASI offerings. |
| **6. General Education Learning Outcome** |
| **7. Strategic Plan Outcome** |