### VALENCIA COLLEGE
Student Affairs Department Action Plan
WEAVE Online Form

**Active Cycle (academic year): 2013-14**  
**Area (Department/Program):** Assessment/Standardized Testing  
**Person Responsible:** Assessment/Standardized Testing Leadership Team

| Plan |  
| --- | --- |
| **1. Goal** - principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap) | To improve our systems to protect personally identifiable information. |
| **2. Objectives** - what will be accomplished and measured | O1. Identify areas of workflow that involve student information and make appropriate changes  
O2. Train staff on correct procedures for handling personal student information.  
O3. Ensure appropriate equipment to secure the safety of personal identifiable information. |
| **3. Measures and Findings** – How specifically measures will be conducted. How will we know the objective has been achieved? | O1. Will document procedures in staff workflow to identify areas that involve student information.  
O2. & O3 Will document training materials and agenda items for staff training  
O2. & O3 Will provide list of secure places and appropriate locking procedures |
| **4. Action Plan** – what is the implementation plan? | O1 (a) The Director of Standardized Testing will meet with Assessment Coordinators to discuss the workflow of staff and placement of student information.  
O1 (b) The Director of Standardized Testing and Assessment Coordinators will observe the workflow and continue to make changes as needed.  
O2 & O3 (a) The Director of Standardized Testing and Assessment Coordinators, will work on a training agenda and materials  
O2 & O3 (b) The Director of Standardized Testing and Assessment Coordinators will collect end of training evaluation to identify any other needed areas for training.  
O2 & O3 (d) The Director of Standardized Testing and Staff Assistant will ensure appropriate equipment for the safety of student information. |
<p>| <strong>5. Achievement Summary/Analysis</strong> - What was learned from the assessment results? What changes will you make in your initiative for the year to come? | We have surveyed our Assessment Centers and found areas we needed to make more secure. Staff is now responsible for shredding all scratch paper before the end of the day. We have been given larger shredders to help with this initiative. Our trainings have included FERPA discussions. Our Coordinators have decided on an appropriate amount of time to shred other important documents. Next year, we would like to find ways to eliminate |</p>
<table>
<thead>
<tr>
<th>6. General Education Learning Outcome</th>
<th>more unnecessary information from our cabinets and find other ways to store student information.</th>
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<tr>
<td>7. Strategic Plan Outcome</td>
<td>Goal One – Build Pathways. Remove barriers to college.</td>
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#6 and #7 Under Outcomes in WEAVE, you can select “General Education Learning” and/or “Strategic Plan Outcome” from the drop down list in WEAVE. You can select all that you believe relates to your Goal and Objective.