

**VALENCIA COLLEGE**

**Student Affairs Department Action Plan -- WEAVE Online Form**

Development and implementation a series of online forms that support student interest.

**Active Cycle (academic year):** 2016-17  
**Area (Department/Program):** Admissions and Registration  
**Person Responsible:** Andy Oguntola

	<b>PLAN</b>
<b>1. Goal-</b> principal purpose and objectives of plan (include how this relates to serving students or increasing student success or supporting (LifeMap)	As a result of purchasing a new CRM in hopes of increasing efficiency and introducing a better application for Valencia students, the Admissions office will focus on training, automating admissions letters, and creating beneficial edit reports in order to create a seamless student experience for Valencia students.
<b>2. Objectives</b> What will be accomplished and measured	<ol style="list-style-type: none"> <li>1. Automate 75 percent of Admissions letters</li> <li>2. Create edit reports through the CRM</li> <li>3. Train Admissions staff members in regards to the CRM</li> </ol>
<b>3. Measures and Findings</b> – How specifically measures will be conducted. How will we know the objective has been achieved?	<ol style="list-style-type: none"> <li>1. Create monthly reports that demonstrate productivity</li> <li>2. Review and research how students are moving through the enrollment process</li> </ol>
<b>4. Action Plan</b> -What is the implementation plan?	There will be a series of training geared towards to Admissions and Records Specialist college wide. During these training the focus will be on finding new ways to process admissions applications and automating admissions letters. Go-live month will be September of 2016.
<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?	
<b>6. General Education Learning Outcome</b>	
<b>7. Strategic Plan Outcome</b>	Build pathways.