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.

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**UNIT:** Assessment  
**STEWARD:** Cynthia Cerrato  
**TITLE OF PLAN:** Staff Development  
**SUPPORTED BY COLLEGE FUNDS** (If applicable, please provide approved amount):  
**DATE:** May 2008

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>PLANNING PHASE</th>
<th>EVALUATION PHASE</th>
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<tr>
<td><strong>1. Goal</strong>—principal purpose and objectives of plan</td>
<td>Develop and grow Assessment staff from both the individual and team perspective.</td>
<td>The goal to work on the growth of Assessment staff was successfully implemented. Certain areas, such as those involving meetings, were not fully completed; significant progress was made related to the essence of the objective, however, and is continuing.</td>
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| **2. Outcome Measures**—how plan will be reviewed and measured outcomes | A. Establish a training plan for all staff members  
   a. Each member of the Assessment team will meet with the Director to identify at least one area of training need directly related to their career goals and then follow through with obtaining the needed training.  
   b. Part-time staff members will meet with the director as a group to identify and address training needs that are common to them across campuses. A plan to include two training sessions will be developed and implemented.  
B. Implement a team building development plan  
   a. Meet as a full team at least twice during the year in addition to the annual retreat.  
   b. Utilize these meetings for team building activities directed by outside speakers/guests.  
C. Improve communication between the different assessment | A.a. Implemented as planned  
A.b. Unable to implement as planned.  
Part-timers were not able to meet with the director as a group, but the discussions about training needs did take place. An informal training plan was developed and will be implemented during the 2009-2010 academic year.  

B.a. Unable to implement as planned.  
Ensuring service to our students took precedence over our ability to meet during this year. We will prioritize these |
| **3. Collaboration with Stakeholders**- individuals and groups involved in the planning and implementation | In order to achieve this objective, the Assessment staff will work with:  
- Leadership Valencia to provide needed training/development activities.  
- Assistant Vice-President of Student Affairs to support training/development needs. | Collaborated with the AVP of Student Affairs to schedule a discussion session. |
|---|---|---|
| **4. Evaluation**- process employed to evaluate effectiveness | Effectiveness will be evaluated by the following:  
1. Each staff member will have, and complete, a professional development plan for the year.  
2. The full team will meet twice in the next year to complete team building activities. | 1. Staff members have had the opportunity to identify areas of professional development and have made significant progress in those areas.  
2. Although the full team was unable to meet as planned, the Assessment Coordinators met bi-monthly and their work as a team resulted in a more unified Assessment Department across campuses. |
| **5. Use of Results**- how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes | This plan will greatly impact Valencia’s environment by encouraging individual employees as well as the team to grow. | The staff has grown professionally and they have a better understanding of how their work impacts their colleagues and the college. We will continue to work as a team by prioritizing time as a team and encouraging each other. |