

VALENCIA COLLEGE
Student Affairs Department Action Plan
WEAVE Online Form

Active Cycle (academic year): **2012-2013**

Area (Department/Program): **Admissions and Records**

Person Responsible: **Sonja Boles-Melvin**

	Plan
1. Goal -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	Perform a business process analysis of specific Admissions and Records documented procedures and practices.
2. Objectives -what will be accomplished and measured	The objective is to review existing procedural and business practices for revision or change so that the department procedures are current.
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?	
4. Action Plan – what is the implementation plan?	Meet with Admissions and Records training team each month to review all documentation and keep an excel listing as each of the documentations have been reviewed.
5. Achievement Summary/Analysis -What was learned from the assessment results? What changes will you make in your initiative for the year to come?	
6. General Education Learning Outcome	
7. Strategic Plan Outcome	

#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.

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	Plan
1. Goal -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	Identify training needs and reduce data entry errors.
2. Objectives -what will be accomplished and measured	The objective is to provide a series of refresh training sessions for the Admissions and Records Unit.
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?	Develop a numerical chart of the weekly FA and Admissions error report as a means to monitor the percentage of errors.
4. Action Plan – what is the implementation plan?	Meet with stakeholders to create timelines, topics for training, and evaluation of training.
5. Achievement Summary/Analysis - What was learned from the assessment results? What changes will you make in your initiative for the year to come?	
6. General Education Learning Outcome	
7. Strategic Plan Outcome	Establish annual trainings and continue with improving data entry error rates.

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	Plan
1. Goal -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	Engage and increase Admissions and Records Department presence at college functions and activities.
2. Objectives -what will be accomplished and measured	The objective is to provide support, collaborate and partner with other student affairs departments to share detailed Admissions and Records information to prospective students.
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?	Listing of events will be reported in the Admissions and Records Department annual report.
4. Action Plan – what is the implementation plan?	Connect with contact person responsible for the college activity.
5. Achievement Summary/Analysis - What was learned from the assessment results? What changes will you make in your initiative for the year to come?	
6. General Education Learning Outcome	
7. Strategic Plan Outcome	Build Pathways

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