

**VALENCIA COLLEGE**  
**Student Affairs Department Action Plan**  
**Admissions and Records Systems Support**

**Active Cycle (academic year): 2016-2017**

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

**Person Responsible: Reyna Rangel**

	<b>Plan</b>
<b>1. Goal</b> -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	<ol style="list-style-type: none"> <li>1. Provide system support for upcoming Recruit project.</li> <li>2. Cross train staff in all areas we support.</li> </ol>
<b>2. Objectives</b> -what will be accomplished and measured	<ol style="list-style-type: none"> <li>1. Seamless intervention for students as students complete programs.</li> <li>2. Support all areas of the enrollment funnel thru training tools for staff.</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. Seamless transition from current admissions application to the new admissions application.</li> <li>2. Identify training areas completed and those to be completed.</li> </ol>
<b>4. Action Plan</b> – what is the implementation plan?	<ol style="list-style-type: none"> <li>1. Attend schedule meetings and work on tasks assigned.</li> <li>2. Review and update current documentation, identify needed documentation, disseminate documentation and provide training based on documentation.</li> </ol>
<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>	Information literacy, critical thinking and establishing stronger relationships within our division.
<b>7. Strategic Plan Outcome</b>	Building pathways and investing in each other