

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

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**Active Cycle (academic year): 2014-2015**

**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. Re-engineer the Admissions website.</li> <li>2. Provide system support for upcoming projects: NSE and General Education changes</li> <li>3. 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. Provide more visually appealing webpages and conforming to Valencia's website.</li> <li>2. Seamless intervention for students as students complete programs.</li> <li>3. 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. Website will be updated and the number of clicks to navigate will be reduced.</li> <li>2. NSE and general education requirement will be programmed into CAPP areas and will be seen on the degree audit.</li> <li>3. 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. Meet with OIT and Marketing once month until May to have rollout by the end of May 2015.</li> <li>2. Attend the monthly curriculum committee meetings and make the approved changes in banner as they are approved and rolled out by May 2015.</li> <li>3. 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?	<ol style="list-style-type: none"> <li>1. Reduced the number of clicks a student needs to make in order to find Residency information on our website. Refreshed the pictures and other graphics to conform to Valencia's website brand.</li> <li>2. Staff attended monthly curriculum committee meetings, built the programs and provided a timely and seamless update to incorporate the 2015-2016 general education changes in CAPP/degree audit.</li> <li>3. Cross training occurred during the year by staff working on projects in areas that were new to them. Staff worked together to accomplish projects and documentation was created and updated as needed.</li> </ol>
<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