VALENCIA COMMUNITY COLLEGE  
Annual Department Action Plan (DAP)

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.

UNIT:  Student Affairs  
STEWARD:  Dr. Sonya Joseph  
TITLE OF PLAN:  Start Right Experience  
SUPPORTED BY COLLEGE FUNDS (If applicable, please provide approved amount):  
DATE: June 2009

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>PLANNING PHASE Initial Information and Projections</th>
<th>EVALUATION PHASE Modifications, Outputs, Outcomes</th>
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<tbody>
<tr>
<td><strong>1. Goal</strong>-principal purpose and objectives of plan</td>
<td>Provide Student Affairs and college-wide leadership on a self-study determining Valencia experiences making a difference in first-year students’ retention and success rate.</td>
<td>Foundations of Excellence final report was approved by College Learning Council on May 7, 2009. A little over ninety recommendations were given by the Dimension Teams which included representatives from both Academic and Student Affairs.</td>
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| **2. Outcome Measures**-how plan will be reviewed and measured outcomes | 1. Three groups reviewing the 9 Dimensions for community colleges established by the Policy Center for the Study of the First Year Experience will complete the final report and determine Valencia’s progress on the assigned Dimensions.  
2. Student Affairs Leadership Team (SALT) will know the opportunities for participation, progress of the self-study, and outcomes of the self-study.  
3. College-wide Student Affairs staff will receive a presentation of the final outcomes of self-study at Student Affairs Professional Development Day June 2009.  
4. A plan for developing and implementing ideas generated from the Dimensions will be created. | 1. Nine Dimension Teams formed each providing a final report on their assigned Dimensions.  
2. All of SALT participated in project as a team member or Dimension leader.  
| **3. Collaboration with Stakeholders**-individuals and groups involved in the planning and implementation | Student Affairs staff, Assistant Vice President Academic Affairs, Director for Institutional Assessment, SRE Strategic Planning Committee, OIT | All parties listed collaborated in the process. |
2. Participation of Student Affairs staff in the self-study.  
3. Alignment of self-study outcomes with College mission, vision, and goals. | 1. Self-study process was collaborative and had input from all areas of the college; over 180 staff and faculty participated in the self-study; Policy Center staff reviewed each Dimension report and provided feedback during the process.  
2. Student Affairs staff were actively involved in the self-study.  
3. Currently working on an implementation plan that does align the recommendations with the Strategic Plan and the work beginning on implementing this work. |
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<td><strong>5. Use of Results</strong> - how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes</td>
<td>Will use the results of the self-study to begin development of a Start Right Experience for Valencia students.</td>
<td>Beginning to follow implementation plan outlined in final report. New Student Experience Committee to be created this summer and begin meeting in September.</td>
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