

**VALENCIA COMMUNITY COLLEGE
Student Affairs Department Action Plan**

This form provides a documentation template for annual Departmental Action Plans designed to describe unit outcomes that contribute to the College Strategic Plan and/or improve the educational programs and processes of Student Affairs at Valencia. Each Student Affairs Department will develop at least one department action plan annually. 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.

DEPARTMENT: AVP, College Transitions and Financial Aid
LEADER(S): Linda Downing
TITLE OF PLAN: Align Strategic Plan Goals
START DATE: July 1, 2009

END DATE: June 30, 2010

CRITERIA	IMPLEMENTATION OF PLAN Initial Information and Projections	EVALUATION OF PLAN Modifications, Outputs, Outcomes
1. Goal -principal purpose and objectives of plan	Design and implement a plan to increase the impact of the scholarship selection process on Valencia enrollment and on donor recognition.	Not completed. Defer this project for a future date.
2. Outcome Measures -how plan will be reviewed and measured outcomes	Students receiving Foundation Scholarships will be recognized at their high school Awards ceremonies.	While some students were able to be recognized at high school ceremonies, improvements were not achieved in this area during 2009-10
3. Collaboration with Stakeholders -individuals and groups involved in the planning and implementation	Valencia Foundation staff	
4. Evaluation -process employed to evaluate effectiveness	Comparison of number of scholarships presented at each high school from year to year.	
5. Use of Results -how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes	Donors, especially those from particular geographic areas of the counties, will be recognized at public events held at the high school. Students will have confirmation of the scholarships awarded to them prior to high school graduation so a better informed decision about college attendance can be made.	This project is reliant upon changes within the financial aid processing cycle that will allow earlier awarding of financial aid to students, prior to their high school graduation. Until financial aid is able to complete their project to develop processes that will support earlier awards, improvements to the scholarship awards cannot take place.

