

VALENCIA COMMUNITY COLLEGE
Student Affairs Department Action Plan
WEAVE Online Form

Active Cycle (academic year): **2010-11**

Area (Department/Program): **Veteran's Affairs**

Person Responsible: **Bradley Honious**

	Plan
1. Goal -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	To enhance the online Veteran's benefits certification request and email notification to the Veteran students. An email will be sent to Veteran students to guide them in requesting certification for the next term in conjunction with the beginning of registration. A link to a Dynamic Form Veteran's Certification Request will be in the email to speed the process of these requests being completed. Students will not have to remember to come into the office to fill out the paper form.
2. Objectives -what will be accomplished and measured	The form will be created and an email created and added to the schedule to be sent to Veteran students. The objective is to make the certification process more efficient for the students and the office. We will measure the volume of request being made and completed.
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?	Compare the number of certifications received and completed to prior terms. The objective will be accomplished once the processes are in place and the process is more efficient. Also, more timely receipt of tuition and fees from the VA and the students receiving their direct VA benefits.
4. Action Plan – what is the implementation plan?	Create the form and work on programming banner to send emails to the Veteran students. We will begin in the spring of 2011.
5. Achievement Summary/Analysis - What was learned from the assessment results? What changes will you make in your initiative for the year to come?	The email notifications were successfully implemented and are automated. Veteran students receive an email when registration opens to register and complete their certification online. They then receive another email once they have been certified. The dynamic form has not been created and we will work on getting this done this year.
6. General Education Learning Outcome	
7. Strategic Plan Outcome	Ensure open-door access and student success.

#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.