**UNIT:** Career Development Services  
**STEWARD:** Dr. Cheryl Robinson  
**TITLE OF PLAN:** Probation Student Collaboration  
**DATE:** May 22, 2009

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>PLANNING PHASE</th>
<th>EVALUATION PHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Goal-</strong></td>
<td>Effectively support the college’s work with probation students</td>
<td>Implemented as planned</td>
</tr>
</tbody>
</table>
| **2. Outcome Measures-** | - CDS staff will work with every probation student referred  
- Deans of Students will report satisfaction with the services provided by CDS staff to probation students | - CDS staff worked with all referred students  
- Deans of Students reported satisfaction with the CDS staff support to probation students |
| **3. Collaboration with Stakeholders-individuals and groups involved in the planning and implementation** | - Collaborate with AVP Student Affairs for Banner security clearance and training  
- Collaborate with Deans of Students to outline process to be followed on each campus  
- Collaborate with Advisors and Counselors to ensure appropriate referrals and feedback loop | - Banner security changed and staff trained on changes  
- Responsive to requests of Dean of Students (support request varied by campus)  
- Students were referred directly to CDS via newly developed probation pass so no Advisor/Counselor feedback loop was necessary |
| **4. Evaluation-process employed to evaluate effectiveness** | - Deans of Students will be asked for feedback on the CDS support for probation students on their campuses  
- CDS staff will keep a record of probation students seen  
- CDS staff will be interviewed to gather input on the process of probation student support to determine areas of strengths and weakness | - Individual notes kept on each student meeting  
- Meeting documented in SPACMNT  
- Deans of Students reported satisfaction with the process and the service to students with no recommended changes |
| **5. Use of Results-how plan will/has impacted learning environment of VCC and improvement of the educational programs and/or processes** | Results will be used to refine the process for working with probation students to ensure appropriate course load and selection | - No changes suggested as Deans of Students reported CDS was responsive and appropriate  
- CDS staff will continue probation student support as implemented |