

Student Affairs Division  
 Department: Verde Student Affairs  
 2008-2009 Action Plan

2008-09 Dept. Goals	Projects to be Accomplished in 2008-09 (How and by Whom)	Ongoing Projects	Success Indicators	Supports Division Strategic Priorities	Supports College Strategic Priorities	Results
<p>1. Assess student needs and resources required to improve retention efforts from Fall 08 to Fall 09.</p>	<p>Open Student Health Center FA 08</p> <p>Support Student Leadership Council</p> <p>Survey students to determine reasons for dropping/stopping out.</p> <p>Review &amp; revise academic advising processes/forms.</p> <p>Implement Career Services Plan.</p> <p>Explore way to maximize utilization of features of Banner to facilitate data gathering and analysis as relates to retention.</p> <p>Strengthen and develop more tutor training to include an advisory board which includes students with disabilities.</p> <p>Support and encourage faculty/students in implementation of the</p>	<p>Staff training through TESS, and in-services, to ensure high quality customer service.</p> <p>Engage students in Campus Activities; Welcome Week, workshops, campus clubs, etc.</p> <p>Implement SAGE Program.</p> <p>Continue to implement and review new underage admission policy.</p> <p>Implement the new reading policy for 08-09.</p> <p>Regular tutor training and workshops.</p> <p>Assess how effective the various communication efforts</p>	<p>Faculty &amp; staff in place, Fall 08; state licensure by Aug. 08.</p> <p>Report improved customer service and increases in Career services, June 2009.</p> <p>Increase visitation to LC by 10% end of fall 08. Compare data to Fall 07.</p> <p>80% of tutors pass the class.</p> <p>80% of tutors receive CRLA certification.</p>	<p>1, 2 &amp; 3</p>	<p>1, 2 &amp; 6</p>	

	Learning Styles initiative	are for students.				
2. Develop plan to communicate transfer requirements and options for in-state universities to students.	<p>Create opportunities to collaborate with NAU &amp; ODU advisors.</p> <p>Educate faculty regarding transfer requirements &amp; updates.</p> <p>Evaluate effectiveness of high school visits.</p> <p>Enhance on-line transfer resources for students through web portal &amp; degree audit as part of ERP implementation.</p>	<p>Advising-on-the-go.</p> <p>Transfer Days.</p> <p>NAU Advisory partnership in the LC.</p> <p>Design a website that links transfer colleges from the LC website.</p> <p>Extend invitations to university reps to come on campus.</p>	<p>Increase student participation numbers.</p> <p>Faculty debriefing April, 2009.</p> <p>Report comparing feeder-school's enrollment data Dec., 2008, June, 2009.</p>	1, 2 & 3	1, 2 & 6	
3. Establish collaborative relationships with faculty.	<p>Attend monthly faculty meetings.</p> <p>Present workshops for faculty on campus safety issues, student code of conduct, student engagement strategies.</p> <p>Develop a variety of workshops to be presented to students/staff/faculty (Poverty, Study Skills, Critical Thinking, Learning Styles, Graphic Calculators, MLA/APA.</p>	<p>Continue Faculty Tea through Learning Center.</p> <p>Continue exploring possibilities for testing on-line and hybrid classes in the testing center.</p> <p>Invite faculty to provide relevant program updates at advisor trainings.</p>	<p>Monitoring report, June, 2009.</p>	1, 2 & 3	1, 2, 3 & 6	

	Increase classroom participation by SA staff.	Semester trainings on assistive technology for staff/faculty/tutors in the VLC.				
4. Play an active role in long-range planning for the Verde Campus.	Seek input from students on their vision for Yavapai College.	Continue to participate in GVVC-YCF planning meetings.	Publish draft plan for Verde YCF property.	1 & 2	6 & 7	
5. Participate in implementation of new ERP.	Facilitate staff participation in ERP trainings.  Support Student Affairs staff participation in implementation of relevant components of Banner.	Participate in Functional Team Trainings.	Completion of training.  Begin implementation Fall 08.	1, 2 & 3	1, 2, 3, 4 5 & 6	