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PROGRAM OUTCOMES FOLLOW-UP PLAN:

COE Standard 3

Reviewed/Updated: 3/21/DPW, 4/23/DPW

RESPONSIBILITY FOR ACTIVITY COORDINATION:

The oversight and coordination of Ben Franklin Career Center's Programs and Institutional Outcomes Follow-up activities are shared by the principal, assistant principal, and COE liaison. Collecting the individual student completion and placement data is primarily the responsibility of program instructors.

COLLECTION AND DOCUMENTATION OF DATA:

Before the end of each program year instructors meet with every student to verify and update personal contact information. Contact and completion/placement/licensure (if applicable) information is documented on the instructor's student contact form and on the institution's Adult Program Completion, Placement, and Licensure (CPL) report (provided by and returned to the principal). Related documentation is maintained by the instructor in the student's file.

Completers are contacted by the instructors at various intervals until employment/placement status is verified. Students may be tracked up to one full year after program completion for placement verification. They are contacted by:

- ✓ Telephone calls,
- ✓ Emails,
- ✓ Text Messaging,
- ✓ Written communication, and
- ✓ Personal conversations with students and employers

Documentation of contacts is maintained by the instructor. Once placement is verified, the instructor enters the employer's data in the student's file and on the Adult Programs CPL report (provided by and returned to the principal). The completer/placement/licensure report is used by the Adult Counselor and/or Principal to complete required reports. Related reports include, but are not limited to: the COE Annual Report and the West Virginia Office of Career & Technical Education for Advanced Career Education reports. The Annual COE Report is shared with instructors and staff each year for review.

SURVEYING METHODS:

Students complete an Exit Survey regarding their satisfaction level with the program. Employers participate in our bi-annual Advisory meetings. A portion of each meeting is used to obtain follow-up information from employers regarding program completers' level of preparedness.

Instructors that have students in clinical settings also visit the sites regularly and obtain follow-up information regarding the effectiveness of their students and the education they have received.

The information obtained during clinical visits and/or advisory meetings is reviewed and used to determine the strengths and weaknesses of programs; and, to stay current with changing industry needs. This information plus the student exit survey responses and completer/placement/licensure data are used by both staff and advisory teams to evaluate program effectiveness and to make any needed program changes.

AVAILABILITY OF THE PLAN TO EMPLOYEES:

The Programs and Institutional Outcomes Follow-Up Plan is available to all faculty and staff. It is also posted in our main office and on the school website.

ANNUAL EVALUATION OF THE PLAN:

Administration reviews the information collected throughout the year for follow-up activities and shares with the instructors each year. The Principal meets with any instructor who has not met the required minimum percentage to develop a plan of improvement and the time line for the upcoming year for the improvements to be completed. The Programs Outcomes Follow-Up Plan is reviewed and updated (if needed) annually by faculty and staff. Prior year data is utilized in updating the plan.