## Pike County Career Technology Center



**Adult Education**

**Plan: Student Follow-up**

**Identification of responsibility for coordination of follow up activities**

Overall Coordination Adult Education Director

**Method of Follow-up of Graduates for Placement**

Phone Calls All Staff: Instructors, Admin Assistant, Adult Ed Director

E-mail All Staff: Instructors, Admin Assistant, Adult Ed Director

Surveys All Staff: Admin Assistant, Adult Ed Director

 *Mail & SurveyMonkey*

Social Media All Staff: Instructors, Admin Assistant, Adult Ed Director

Direct Contact All Staff: Instructors, Admin Assistant, Adult Ed Director

**Method of Follow-up of Graduates for Completion**

Pike CTC Records

**Method of Follow-up of Graduates for Licensure/Certification**

NHA, National Registry, STNA Registry, Students can self-report test results.

**Records and Reporting**

Placement Log Admin Assistant, Adult Ed Director

Data Entry (Local) Admin Assistant, Adult Ed Director

State/HEI Admin Assistant, Adult Ed Director

IPEDS Admin Assistant, Adult Ed Director, Fiscal

COE Annual Report Admin Assistant, Adult Ed Director

Program Accreditation Data Admin Assistant, Adult Ed Director

**Information Collected focuses on program effectiveness and how it relates to job requirements.**

Graduate Surveys via SurveyMonkey or Mail is mailed to all graduates. Data is collected, compiled and a summary report is made. Data is reviewed for strategic planning and school/program improvements are implemented.

Employer Surveys via SurveyMonkey or Mail is mailed to known places of employment for recent graduates. Data is collected, compiled and a summary report is made. Data is reviewed for strategic planning and school/program improvements are implemented.

**Information collected from Completers and Employers focuses on program effectiveness for various modes of delivery and relevance to job requirements.**

Completer surveys are conducted at the end of each program (in class or via mail). The data is collected, compiled and a summary report is made. Data is reviewed for strategic planning and school/program improvements are implemented.

Employer Surveys via SurveyMonkey or Mail is mailed to known places of employment for recent graduates. Data is collected, compiled and a summary report is made. Data is reviewed for strategic planning and school/program improvements are implemented.

**Placement and follow-up information is used to evaluate and improve programs**

Follow data is reviewed at strategic planning meeting(s) and at advisory committee meetings. The data is used to identify areas of performance that need improvement in terms of three major student performance indicators: completion, placement, and licensure pass rate. Areas of student performance indicators within each program that do not meet the minimum performance levels required by The Commission (COE) will be identified. For these identified programs, improvement strategies and practices will be developed and implemented for purposes of program improvement.

**Placement and follow-up information is made available to all staff at least annually**

Placement and follow-up information will be made available to all staff by posting the data on the school’s website.