

# PROGRAM AND INSTITUTIONAL OUTCOMES FOLLOW-UP PLAN

## Tom P. Haney Technical College



### GOALS & OBJECTIVES

The objectives and goals are to obtain program completion, employment placement, and licensure exam passing (if applicable) information from all students who leave Tom P. Haney Technical College (TPHTC) Career Technical Education (CTE) programs. Information from employers of former TPHTC CTE students also will be gathered and analyzed to recognize successes, improve curricula, update policies & procedures, and determine equipment and/or program needs.

This plan is written to ensure that follow-up is systematic and continuous, and adheres to standards set forth by its accreditation agency, including the Council on Occupational Education (COE) and any state or federal agency as applicable by law or administrative rules for reporting and/or disclosure requirements. The follow-up data is collected, entered into the student information system (FOCUS) and then evaluated to determine what, if any, changes are needed in the specific program. These changes are then implemented.

### RESPONSIBILITY FOR COORDINATION OF SERVICES:

#### Completion, Placement & Licensure (CPL) Committee:

Designated staff members gather and track data (completion, placement, and licensure) for students who withdraw from the school. These staff members include but are not limited to Administration, the Data Specialist, School Counselor, Career Specialist, and COE Chair. This task force and all CTE instructors coordinate efforts to manage this plan.

### METHODS FOR COLLECTION OF DATA ON COMPLETION, PLACEMENT AND LICENSURE EXAM PASS RATES:

#### Collection of Data and Data Entry:

Staff meets as needed and reviews student withdrawal data to determine which students have incomplete information. The designated staff members follow up with staff, students, and employers to gather the information, post it in FOCUS (student database), and monitor this data for trends and accuracy.

**Contact Information:** Each student completes an Admission Application for enrollment at Haney that includes general demographic information that may be helpful for the follow-up process when that student leaves Haney, either as a graduate or via withdrawal prior to

program completion. This information includes telephone numbers, mailing address, and e-mail addresses. Demographic information from online applications transfers into FOCUS. Student Services employees are responsible for entering updates, as needed, into FOCUS. Relevant staff members at TPHTC have access to this information for updating and reporting purposes.

**Credentials:** As credentials (Occupational Completion Points or OCP's or diplomas) are earned, students meet with the School Counselor or Career Specialist to complete and sign an OCP Certification/Diploma Form which updates demographic information and placement data. Information is then entered into FOCUS by the School Counselor or Career Specialist. The paper copy is placed in the student's cumulative folder.

**Licensure Information:** Licensure programs include Aviation Airframe Mechanics, Aviation Powerplant Mechanics, Cosmetology, Massage Therapy, and Practical Nursing. CTE students who graduate from TPHTC's licensure programs may have a limited time to apply and take their state or national licensing exam for certification. For example, Practical Nursing students must test within six months or complete continuing education before taking their respective certification exam.

The Data Specialist coordinates with the CTE Instructors and searches state and national databases to verify licensure for former students. Licenses earned by former students are entered into FOCUS for further reporting to the Workforce Education Data System (WEDS) of the Florida Department of Education (FLDOE), as well as for data calculation for the annual report to COE. Students in some licensure programs may be eligible for reimbursement of the cost of licensure exams after providing proof of payment and of passing scores when funding is available. This incentive assists with gathering proof of passing scores. Follow-up information is used to report to various governing bodies of the school or programs.

**Completion Information:** As the students complete courses, CTE instructors enter grades into FOCUS. FOCUS automatically progresses the student to the next course and assigns the OCP earned as applicable. Regularly, the Data Specialist updates FOCUS to reflect those students who have become graduate completers.

**Withdrawals:** All CTE instructors are responsible for communicating any known placement information for students who leave their respective programs. This is done by submitting a Tom P. Haney Technical College Withdrawal Form to Student Services. Completed Withdrawal Forms are due as soon as the enrollment status of the students is known.

TPHTC's Data Specialist, Career Specialist, and School Counselor are responsible for insuring follow-up placement and licensure information is entered into FOCUS. This is a coordinated effort. The Data Specialist and CPL staff analyze and communicate to faculty and staff the data for missing or incomplete student placement and licensure information.

**Placement Information:** Placement is tracked continuously as students earn credentials and/or exit TPHTC or find employment in field. The School Counselor, Career Specialist, and Data Specialist enter data into FOCUS as it is collected.

**Follow-Up:** As CTE students successfully complete their programs, the Student Services Data Entry Manager prepares the diploma which will be mailed or picked up depending on the student's preference. Students receive an email once the diploma is ready. They are asked to provide placement information via a form included in the email prior to picking up the diploma.

**INFORMATION COLLECTED FOCUSED ON PROGRAM EFFECTIVENESS DATA:**

The completion, placement, and licensure rates from the COE Annual Report are one of the tools used to measure program effectiveness. Meeting COE benchmarks of Completion (60%), Placement (70%), and Licensure (70%) is considered an acceptable standard. The results on the COE Annual Report are shared annually with faculty and administration as well as with Occupational Advisory Committees and the Institutional Advisory Committee. Annual surveys of students, staff, and stakeholders provide feedback on program effectiveness.

Occupational advisory committees are very active with each program. Committees meet at least twice annually, and topics include employment opportunities and feedback regarding student completers/employees and their skill levels. Occupational Advisory Members who are in a position to hire complete the Employer Program Verification Forms documenting their review of the program and listing the verification range of remuneration for those who enter the career field.

**METHODS FOR SURVEYING COMPLETERS AND EMPLOYERS OF COMPLETERS:**

In order to gather completion, placement, or licensure data, and program effectiveness information, annual surveys of students and stakeholders take place. Current and former (current school year) students are contacted to complete the survey and are asked to notify the school of employment information and are asked about positives, negatives, and suggestions for the program. Stakeholder surveys seek input from employers and industry partners and ask a variety of questions intended to assess the level of satisfaction with the programs and students/employees educated at Haney.

Haney uses data collected from annual surveys of both students and stakeholders to assess the level of satisfaction with the education that was received. All currently-enrolled students are given the opportunity to take the anonymous online survey during school hours or at home. Current year students who have exited the program are contacted via email and asked to complete the survey. Stakeholders including employers and advisory committee members are asked via email and in person via committee meetings to complete a stakeholder survey. Survey results are shared with staff and the institutional advisory committee and help drive policy and curriculum.

Annual Student Surveys and Stakeholder Surveys provide information and feedback from completers and employers of completers regarding program effectiveness, quality of instruction, relevance to job requirements, and student readiness for the workforce.

**REVIEW/EVALUATION/REVISION**

After the information is received, the data is analyzed and reviewed by administration, CTE teachers, and the School/Institutional Advisory Committee at least annually. Based on the data, decisions are made to review program needs and suggest changes to improve the quality of program outcomes. Strategies are incorporated based on deficiencies. Additional tracking and follow-up take place for completion, placement or licensure rates that do not meet minimum COE requirements. If required, improvement plans are written for triggered programs.

This plan is reviewed annually by administration and faculty and revised as needed. The plan is emailed annually to faculty and administration for review and feedback. It is also located on the Haney website under the Disclosures tab.

**DATA SHARING:**

Data and evaluation final results via the COE Annual Report are shared annually with instructional staff members. Data is also shared at regular intervals during the ongoing data collection process in order to fill in reporting gaps. Completion, Placement, and Licensure information is entered in FOCUS in the COE tab, and this data is continuously available based on staff member access levels. Instructors have COE tab FOCUS viewing accessibility for their students.