

## **New Community Career & Technical Institute's Written Plan for Follow-up Services**

This plan captures New Community Career & Technical Institute's coordinated effort to ensure program outcomes are achieved. The plan is focused on the following key areas:

### **Coordination Responsibility**

### **Collection of Information**

### **Information Collected**

### **Evaluation of Information Collected**

### **Information Availability**

### **Job Placement Follow-up Plan**

#### Identification of responsibility for coordination of all follow-up activities

The responsibility for coordination of all follow-up activities is shared by several NCCTI staff members which includes the job developer and student service/case manager. The job developer manages placement database that include student completion, placement, and licensure information. The job developer enters student outcomes into the school's software system which is aligned to COE's completion, placement, and licensure (CPL) requirements.

#### Collection of Information from completers and employers of completers

The collection of information from completers and employers is accomplished by utilizing several collection methods. The information is gathered through the following methods:

- Telephone calls
- Emails
- Instructor information
- Student Survey
- Social media searches

These collection methods are gathered by the placement specialist and student services/case manager with assistance and support from current students, peers of completers, instructors, and employers.

#### Information collected from completers and employers of completers focused on program effectiveness for various modes of delivery and relevance to job requirements

NCCTI maintains a focus on program effectiveness for various modes of delivery and relevance to job requirements by regularly analyzing placement data. Program advisory committees evaluate the curriculum, facilities, equipment, and program competencies. Program specific completion, placement, and licensure requirements are shared at advisory committee meetings. NCCTI staff value feedback from committee members, considering all of them are employers within their respective sectors.

Placement and follow-up information used to evaluate and improve the quality of program outcomes

NCCTI program staff analyzes annual report data (completion, placement, and licensure) regularly to aid the school in making informed decisions about each program. Program outcomes are shared with advisory committee members, instructors, and other stakeholders seeking their input on how best to meet or exceed program outcomes. If completion, placement, and/or licensure rates for any program fall below the minimum COE requirements NCCTI will follow the prescribed protocol for initiation of an improvement plan as outlined in the COE Handbook of Accreditation.

Placement and follow up information made available at least on an annual basis to all instructional personnel and administrative staff

Institutional program outcomes are shared during full staff meetings and placement results are noted in the school's software system. The software system placement module captures:

- Employer's Name and Contact Information
- Date of Employment
- Pay Rate
- Position
- Benefits Package

Instructional and administrative staff has direct access to the software system, ensuring all staff is aware of program outcomes.