



Follow-Up	Plans
	Effective Date: January 28, 2020
	Review Date: January 28, 2020

### 1. Introduction

Dixie Technical College follows up with program completers. Placement and follow-up includes the collection of data from students and employers to evaluate the impact and resulting quality of programs and training. Instructors and instructional support personnel play a key role in the follow up of program completers. The following plan has been established and it is the intent that the information gathered using these procedures will be used in a constructive manner to assist administration, program directors, faculty, and staff to ensure that follow-up is systematic and continuous.

### 2. Responsibility for Coordination of Services

Placement assistance and coordination of all follow-up activities for program completers are the direct responsibility of the instructors and instructional support personnel. Student Services assists by maintaining and processing job placement data. Once a student has completed or left a program, the following procedures are implemented:

- 2.1 Instructors or instructional support personnel submit a Program Exit Form at the time of a student's completion or withdrawal from a program indicating the current employment status of the student. Instructors enter outcome data into the student information system.
- 2.2 Students whose employment is unknown when they exit a program are contacted by their instructor or instructional support in order to obtain employment data. A list of these students is provided to program personnel regularly to improve outcome accuracy.
- 2.3 Program instructors track their students in the placement and follow-up process, and are responsible for completing the Program Exit Form. Completed forms are submitted to the Registrar for processing.

### 3. Methods for Collection of Data

The following methods are used for collection of data on completion, placement, licensure exam pass rates and to assess the level of satisfaction with the education that was received. Information from completers and employers of completers is collected, reported, and used to evaluate program effectiveness in meeting student, employer, and industry needs:

#### 3.1 Student Survey

Each student in a program is asked to complete a Student Course/Program Evaluation Survey. These surveys are collected and monitored by instructional support personnel.

### 3.2 Program Exit Form

A Program Exit Form is completed for each student that completes or withdraws from a program. Follow-up data is entered into the student information system (SIS).

### 3.3 Employer Survey

In an effort to determine program effectiveness in relation to job requirements, employers of program completers are asked to complete an Employer Survey.

## 4. Program Effectiveness

The information collected from student and employer surveys focuses on program effectiveness relevance to job requirements, and includes questions about instruction, facilities, and overall satisfaction. Placement and follow-up data is evaluated on a regular basis to ensure continuous program relevance and improvement.

Once the data is collected, the information developed from the responses is used to evaluate and improve the quality of program outcomes. These reports are made available at least annually to instructional personnel and administrative staff for further evaluation and action. Occupational Advisory Committees (OAC) use collected information to review programs for relevance and identify areas of improvement.

## 5. Evaluation and Improvement

Placement and follow-up information is used to evaluate and improve the quality of program outcomes. Programs undergo a review to identify issues impacting successful student outcomes. Improvement plans are created and implemented, when applicable, in an effort to meet accreditation requirements.

## 6. Distribution of Placement and Follow-up Data

Placement and follow-up information is reviewed and revised (if necessary) annually by faculty and administration. It is distributed to instructional personnel and administrative staff for program development and continuous improvement.