



Student Services Effectiveness Plan	Plans
	Effective Date: May 16, 2019
	Approved Revision Date: May 16, 2019

- (1) Introduction. Dixie Technical College evaluates the operation of Student Services on an annual basis to determine the effectiveness of the department and make necessary improvements.
- (2) Evaluation. Each Student Services employee participates in an annual performance evaluation. The employee's immediate supervisor conducts the evaluation. Employees and supervisors work together to complete the performance evaluation.
 - (a) The evaluation is based on job duties and responsibilities. Performance evaluations are kept on file with Human Resources.
 - (b) During the performance evaluation review, the employee and immediate supervisor identify areas of improvement and establish employee performance objectives for the upcoming year. Training is conducted at annual Dixie Tech In-Service Days. Individual employee training is also provided as necessary.
- (3) Student Survey. Each program completer is asked to submit a Student Course/Program Evaluation Survey. Part of this survey evaluates Student Services. Results are reviewed with the Student Services Staff to evaluate and improve services. Strengths are celebrated and strategies are developed and implemented to address areas needing improvement.