Chuck Shaw Technical Education Center

Program and Institutional Outcomes Plan

2023-2024

Purpose

Chuck Shaw Technical Center offers quality programs that lead to employment within a student's chosen field of study. Student services such as academic support, counseling, career exploration, and job placement are provided to students to ensure their success. To evaluate our programs, we ensure that we collect both quantitative and qualitative data from the people we serve. Program completion, job placement, and State licensure information, if applicable, are also used to evaluate and improve program quality and student outcomes.

Identification of Responsibility for Coordination

1. Faculty – Provide course and program completion information
2. Data Processor- Enters information into SIS
3. Case Manager- Provides
   a. Resume Building
   b. Interview Preparation
   c. Job Posting
   d. Job Searches
   e. Job Fairs
   f. Verifies job placement information for each student
   g. Manages the employer surveys

4. Assistant Principal- disseminates student surveys at the end of each term and compiles analytics of the results.

Methods for Collection of Data

Completion Data- Faculty enter data (grades) into SIS. The data team reviews and enters completion and certificate code into SIS (Student Information System).

- **Placement Data-** Placements are tracked by the Case Manager and are collected on the Placement Tracking database.
- **Satisfaction Surveys-** The Assistant Principal sends out the student survey to all students at the end of the term via an online survey tool. The Case Manager manages the employer surveys.

Information Collected from Completers and Employers

The Student Satisfaction Survey was created with faculty, career services, and staff input. The survey is reviewed annually to ensure CSTEC is capturing the necessary feedback from students for our institution.

The Employer Survey was created with faculty, career services, and staff input. The survey is reviewed annually to ensure CSTEC captures the necessary feedback from employers.

Methods for Surveying Completers and Employers

CSTEC utilizes an online tool, Google Forms, to send out surveys and to collect data.

Annual Review of Program and Institutional Outcomes

During in-service professional development week in the fall of each school year, the team of administrators at CSTEC facilitate the annual review of program and institutional outcomes. This team also meets with program Instructors to review and discuss completion and placement data prior to establishing new school improvement goals (SIP) aligned to the state School improvement Plan. In this manner, completion and placement goals are systematically reviewed and addressed. The assistant principal will review and share job placement data from the previous year with the team and the team will develop an improvement plan if necessary.

Evaluate and Improve Program Quality

Program quality is evaluated and improved by analyzing qualitative and quantitative data collected from Program Completion Forms, District Reports, Surveys, and Department Meetings, which are then shared with Faculty and staff and used to make program improvements.