



Tri-County Career Center Effectiveness of Student Retention Plan

Effectiveness of Student Retention Plan

The institution has a written plan for determining the effectiveness of Student Retention, for documenting an annual evaluation of these services, and for disseminating the results to the staff so that pertinent information can be used to improve the Student Retention services.

Student Retention activities are evaluated annually through the adult leader meetings. Each time a topic is put on the agenda, it is revisited until the adult leader team feels that a higher standard has been met.

Objectives:

Ensure that all students are advised of program curriculum, expectations, and job requirements before program begins.

Monitor student academic progress, attendance, and students' expectations.

Report annually student retention numbers

Solicit ideas from different committees and teams on how to improve student retention

Strategies:

Review documentation in catalogs, brochures, and handbooks to see that they have pertinent information.

Interview or meet with students before program begins to review program and expectations, and answer any questions student may have.

Instructors are to review students' performance on a quarterly basis or sooner if required by program.

Assist and counsel students that are not meeting expectations

Retention numbers will be summarized by program and reported to Adult Director for each term.

Director and Instructors will decide of any changes needed to program to improve retention.

Director and Office Manager will review data annually and make recommendations or suggestions



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Evidence of Progress or Completion:

Instructors to document students not meeting expectations to Student Service Coordinator

Develop a plan of improvement for students with timelines set for follow-up.

Document meetings and student interactions.

Student Retention Plan will be evaluated annually by the Adult team.

Orig. 5/20/21