

Chuck Shaw Technical Education Center

CSTEC Retention Plan

2025-2026

Scope

CSTEC strives to provide new students, current students, and alumni with services that will help them start a career or grow in their current careers. To help students achieve their goals, the services we provide must meet the needs of our students. We believe retention is one of the most important measures of success at our center and in our programs. The services we provide are proactive and supportive in reaching students before they decide to leave a program and the school. We strive to improve the quality of the student experience and increase student success rates.

A Student Retention Plan is in place to ensure CSTEC has a systematic plan to review and improve student retention.

Major Activities

School Counselor

The School Counselor helps the student plan their higher education experience, serve as a mentor/counselor, and make sure that the student is on track to complete their program and graduate. Our Guidance Counselor is an advocate for the students and is essential in guiding students to stay connected to our school.

Career Counselor (Case Manager)

The Career Counselor works closely with students, identifying their strengths, weaknesses, and interests and researching career possibilities and job openings.

Orientation Process for New Students

New and returning students participate in an orientation which helps them become acquainted with the center. The orientation also includes a welcome from the Principal, an overview of the school, important rules and policies, contact information of key people in the school, and more. Individual programs also have information sessions specific to the program.

Professional Development

CTE instructors and other staff take part in district/school-wide professional development training and other activities designed to improve student achievement. The professional development for instructors includes teaching strategies and best practices that support learning in their courses.

Resources/ Referrals

If students' immediate basic needs are not met, it is difficult for students to complete their programs. In order to minimize non-completion, counselors and teachers have a list of resources for students that can be found on the website.

Remedial Coursework for Basic Skills Testing

Students needing to remediate for the basic skills exam have access to instructional materials and technology.

Input from Faculty and Staff

Input on retention is discussed annually at the beginning year faculty meeting and updated as necessary.

Annual Review

Staff review the plan during in-service week and the plan is revised based on input.

Sharing Results with Faculty and Staff

Student retention results are shared through department or leadership meetings.