

Garnet Career Center Student Retention Plan Student Services and Activities

Goal and Objectives:

Garnet Career Center's goal is to retain students to ensure their success in completing the Career and Technical Training program of their choice, which leads to career success. Retention strategies begins prior to enrollment in order to assist student in appropriate program selection.

Admission procedures serve to start students off in a program in which they can successfully finish and find employment. Retention strategies continue while the student is enrolled to assist student with any barriers that should arise. Part of Garnet Career Center's Strategic Plan involves meeting all areas of student need to assist students in meeting their completion goals: educational, emotional, social and basic.

Activities to Achieve Objectives:

- All students meet with counselor for support services.
- Counselor reviews TABE/TEAS scores with student and discusses remediation strategies if needed.
- Counselor meets with prospective students to discuss program requirements and expectations.
- Intervention meetings are held involving program chairs, counselor and principal if needed.

Strategies prior to enrollment:

- The institution provides academic advisement services to assist students in planning for the occupational education programs they seek to pursue.
- TABE is given to assess students' chosen career decision.
- Counselor meets with students interested in a program to review requirements, expectations and answer questions to assist student in making the appropriate career choice for them. Any special considerations or accommodations that arise are discussed with principal and program coordinator.

Strategies during enrollment:

- At orientation, the counselor, program chair, and principal introduce themselves and discuss the importance of grades, attendance, study habits and strategies for program success.
- The counselor meets with each student at the beginning of each program to welcome the students and encourage them to come to the counselor with any issues or concerns they encounter.

- The counselor and/or principal and the program chairs hold intervention meetings with each instructor to review each student. Items confidentially reviewed are attendance, academic and personal concerns. If a concern arises, an appropriate course of action is determined.
- Program chairs administer WIN assessment within the first quarter of the program. The counselor meets with students who do not make satisfactory progress to review scores. Any student not meeting the benchmark levels for their Career and Technical Training program are encouraged to obtain additional assistance through the Mountain State Adult Education Lab. Students are also given time to complete skills development in the computer lab.
- Students can enrich their skills in the on-site lab or connect to the internet remotely to increase their skills levels needed for their Career and Technical Training program.

Program chairs electronically administer the student marketing survey at the beginning of the program, the satisfaction/exit survey, and the media survey at the end of the program via Google Forms. Results are given to the counselor and program chairs. Principal utilizes results in instructor performance reviews. Any issues are reviewed and addressed by the principal and program chairs.

Personnel Responsible for Overseeing the Plan:

Principal, counselor and program chairs evaluate the plan annually. Students complete a survey at the end of their program in which they may comments and suggestions.

Review/Evaluation/Revision:

The effectiveness of the retention plan will be reviewed and evaluated annually by the school administration and the instructional staff. This review will be completed with the principal and the department chair/instructors in each program at the end of each session. The Student Retention Plan is part of the continuous improvement process as identified in the strategic plan.