

Garnet Career Center Student Services Effectiveness Plan Student Services and Activities

Goals and Objectives

Garnet Career Center is dedicated to improving and maintaining acceptable student services. Student Entrance and Exit Surveys are utilized to assist in addressing Student Services needs. Garnet Career Center offers services to promote student success. Student services include admissions, career advisement, financial aid and student support services.

Prospective students meet with the counselor for advisement about the programs offered and for assessment of abilities. Programs such as the Occupational Outlook Handbook accessed through Bureau of Labor Statistics located at www.bls.gov. Also utilized for the local information about careers and as a student self- assessment tool is the WV Strategic Compass at www.westvirginia.strategiccompass.com. Students are forwarded the options of touring the facility, speaking with instructors, are required to meet with the Financial Aid Advisor.

Activities to Achieve Objective

Garnet Career Center provides comprehensive services and activities which include:

- Career advising and assessment
- Skills remediation
- Media and technology services
- Employability skills
- Tuition payment plans and financial aid sessions
- On the Job training
- Entrance and Exit Surveys

Personal Responsible for Overseeing the Plan

The counselor and department chairs are responsible for advising/counseling students at Garnet Career Center. Responsibilities include:

- Providing counseling services to students
- Making outside referrals as needed
- On-The-Job Training and internships
- Monitor student progress
- Creating and monitoring business partnerships
- Dispersing educational and occupational information
- Entrance and exit surveys

Review/Evaluation/Revision

Once areas of concern are identified through the Entrance and exit surveys or through qualitative assessment they are addressed. The student services effectiveness plan is reviewed annually after the student exit surveys have been tabulated and reviewed. It is reviewed by the principal and the department chair/instructors either in departmental meetings or during the final Faculty Senate meeting of the year. The Strategic Plan, which is completed annually, will reflect areas of concern and improvement for the coming year