

**Garnet Career Center
Follow-up Plan
Program and Institutional Outcomes**

Goal and Objective

The goal and objective is to obtain employment information from completers/graduates and employers of completers/graduates of Garnet Career Center. The plan is written to ensure that follow-up is systematic and continuous, and adheres to the requirements of the West Virginia Department of Education, and Council on Occupational Education's policy and reporting requirements. The follow up data is collected then evaluated to determine what, if any changes are needed in the specific program. These changes are then implemented prior to the start of the next program session.

Follow up information is used to report to various governing bodies of the school or programs. The table below outlines these governing bodies, the information they require, and the timeline for submission:

Agency	Task/Requirement	Responsible Staff	Timeline
COE	Completion Placement Licensure Tracking	<ul style="list-style-type: none">• Principal• Counselor• Department Chairs	Continuous and due annually per COE requirements
West Virginia Department of Education	Completion Placement	<ul style="list-style-type: none">• Counselor• Principal• Department Chairs	Annually
West Virginia LPN Board of Examiners	Completion Placement Licensure Tracking	<ul style="list-style-type: none">• Practical Nursing Coordinator	August - October
WIA	Completion Placement Wage information	<ul style="list-style-type: none">• WIA Coordinator	Annually
IPEDS	Completion	<ul style="list-style-type: none">• IPEDS Keyholder• Principal	Fall Collection Period

Activities to Achieve Objective

Prior to program completion, department chairs verify student telephone and address information. This verification is completed through forms distributed to the students to complete either in writing or online. Students are contacted via telephone or email if this information is

not returned in a timely fashion. The Student Exit Survey focuses on program effectiveness for various modes of delivery and relevance to job requirements. The Student Exit Survey is completed through an online form in Google Docs that is shared with all students prior to completion of the program.

The methods and procedures for collection of data on completion, placement, and licensure exam pass rates are completed after graduation. Each program keeps transcripts of all students to indicate their completion of the program. The program coordinator or chair conducts personal follow up within three months following graduation to document placement data by utilizing telephone, text, and e-mail information. The Practical Nursing coordinator also utilizes a survey to track completion data. The licensure exam pass rates for Practical Nursing are also collected via telephone, text, and e-mail.

An Employer Satisfaction Survey is distributed to each employer of all Garnet completers. This survey asks the employer if the student has been trained appropriately to do the job he/she was hired to do. The department chairs and Practical Nursing coordinator collect and evaluate the surveys for their respective programs. Results will be shared with pertinent related program instructors and filed in the school counselor's office for future reference.

Personnel Responsible for Overseeing the Plan

Department Chairs and Practical Nursing Coordinator are responsible for implementing the plan and the principal and counselor oversee the plan.

Review/Evaluation/Revision

After the Student Exit Survey and Employer Satisfaction Survey are received, the results are evaluated and decisions are made regarding the changes to improve the quality of program outcomes.

The program and institutional outcomes plan along with the results of the placement and follow-up information are shared annually with staff after the data is calculated and results are tallied. This information is used when making program changes, reviewing program needs, and evaluating the effectiveness for various modes of delivery and relevance to job requirements.

Attached:

Employer Satisfaction Survey



A West Virginia Exemplary School

Sue Sweat, Principal

Dear Employer,

We are required by our accrediting agency to collect information from employers of our completers. Could you please take a moment to answer the following question and return this form to us? We have enclosed a self-addressed stamped envelope for your convenience.

Thank you.

Was _____ trained appropriately to do the job he/she was hired to do?

☐ Yes ☐ No

Additional Comments:

Employer/Supervisor printed name

Company name

Signature of person completing form

Date

Student completed the following program at Garnet Career Center:

____ Automotive Technology
____ Practical Nursing
____ Medical Assisting
____ Phlebotomy Technician

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