**Pinellas Technical College**

**Opportunity starts here**

# Pinellas Technical College St. Petersburg (PTC-SP)

# Follow-Up Plan

# 2024-2025

# Mission Statement

Provide students the opportunity to develop national workplace competencies to fill the needs of business and industry.

# Vision

To be our communities' first choice for technical training.

# Core Values

Focus on attracting and retaining students

Implement and maintain systems to enable all students to succeed

Deliver customized employer driven training

Be accountable for our students' learning outcomes

Provide learning experiences when and where necessary to meet our customers' needs

Maintain a safe environment conducive to learning

Recruit and develop quality staff

# SECTIONS

1. Coordination of Follow-Up Activities
2. Methods for Data Collection
3. Methods for Surveys
4. Review Process
5. Information Availability
6. Program Outcomes Evaluation

PTC-SP follow-up plan is a systematic plan that continually happens with each student. This plan is reviewed annually by faculty and administration in a staff meeting (April/May). Revisions are made as necessary based on the annual review.

1. Coordination of Follow-Up Activities

   The Assistant Director over COE is responsible for the coordination of follow-up activities. The responsibility of follow-up activities is shared by the COE Liaison who is the Curriculum Coordinator at PTC-SP, the Assistant Director over COE, and the program instructors.

   The Curriculum Coordinator manages Excel spreadsheets that include student completion, placement, and licensure information in addition to the information being housed in our student information system Focus. All placement and withdrawal forms that contain employment information are kept on file in a shared OneDrive folder that the Curriculum Coordinator and Assistant Director over COE at PTC-SP have access to.

   The Curriculum Coordinator enters the data into a spreadsheet and provides the data to the Assistant Director over COE and the Director of PTC-SP who in turn submits the information to the Council on Occupational Education on an annual basis through the annual report.


2. Methods and Process for Data Collection

   The collection of information from completers and employers of completers is accomplished by utilizing several collection methods. The information is gathered through the following methods:

   - Telephone Calls
   - Emails
   - Text Messages
   - Social Media
   - Instructor Information
   - Withdraw Form
   - Student Completion Survey (online)
   - Employer Follow-Up Survey (online and paper versions)
   - Application for Certificate & Request for Transcript

   These data collection methods are used by the Curriculum Coordinator, the records department, instructors, and administrators.

   When a student withdraws from the school, the instructor generates an electronic withdrawal form, which is sent electronically to the records department and the Curriculum Coordinator who uses the information to record the withdraw reason and employer information.

The student withdrawal form includes the following information (if available):

- Student name
- SSN (last 4)
- FL ID Number
- Email Address
- Phone number
- PTC-SP program and program completion date
- Withdrawal code
- Industrial Certification Received (if applicable)
- Instructional Delivery Mode
- Leveled Program Student Exit Status
- Is student entering the military or continuing training/education information
- Employer information (if applicable)

One to two weeks prior to withdraw/completion the student goes to the records office and is given several documents to complete including a Student Completer Survey (which includes the student's employment and/or continuing education data if applicable) and an Application for Certificate & Request for Transcript. Copies of these documents are kept on file and shared with the records department and financial aid department. The Student Completer Survey is also shared with administrators to compile data and share with instructors.

If a student does not have a job at the time of program completion the Curriculum Coordinator sends the student an online survey by email 30 days after completion. Survey results are kept on file in OneDrive and any placement information is recorded on the program spreadsheet. If a student requests job placement assistance the Curriculum Coordinator sends an email to the program instructor and the Placement Specialist so they can follow-up with assistance.

The records department enters job placement information in the Focus student information system. The instructor verifies the collected information to assure valid data is reported. Verification is accomplished through employer contact or documentation submitted by the completer.

After verification is completed, the Curriculum Coordinator aggregates the data on the program spreadsheet to determine program level completion, placement, and licensure percentages. This information is then entered into the COE annual report as well as shared with the entire PTC-SP staff.

3. Methods and Process for Surveys

It is the responsibility of the program instructor to contact employers of our students and ask them to complete an Employer Follow-Up Survey which can be completed online or on paper in person. Online surveys are done through Survey Monkey and both online and paper results are provided to the program instructors and administrators.

The Completer Follow-Up survey is provided to the student by the records department one to two weeks prior to completion or withdrawal includes information about program effectiveness and level of satisfaction with the education and program. The Employer

Follow-Up survey includes information about the student's technical and equipment operational knowledge, soft skills, rating of occupational training received at PTC-SP, and open-ended comment section.

4. Review Process

This plan is reviewed annually by faculty and administration in a staff meeting (April/May). Revisions are made as necessary based on the annual review.

5. Information Availability

The Curriculum Coordinator provides placement and follow-up information each term to all instructional personnel and administrative staff at PTC-SP. The Curriculum Coordinator posts the data on PTC Connect, a school internet file accessible to all staff members. In addition, hard copies of the current and past annual reports prior to 2021 are available in the PTC-SP permanent accreditation file located in the Curriculum Coordinators office and files 2021 and newer are available on the electronic PTC-SP permanent accreditation file through a shared OneDrive file. The Curriculum Coordinator, administrators, and program instructors have a program review meeting annually to review all data and documentation.

6. Program Outcomes Evaluation

PTC-SP maintains a focus on program effectiveness for various modes of delivery and relevance to job requirements by regularly analyzing the annually collected follow-up and placement data.

Placement and follow-up information is used to regularly evaluate and improve the quality of PTC-SP program outcomes. PTC-SP administration analyzes annual report data (completion, placement, and licensure percentages) regularly to aide them in making informed decisions about their programs.

The administrators share the data with the teachers of those programs. The Curriculum Coordinator and administrators have a program review annually with each instructor and program to go over data and documentation.