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Program Outcomes Follow-Up Plan

Revised Based on Staff Feedback 5/24/2022

Data Completion

The Director of Operations, along with the data team within the Student Services office, is responsible for sending files to each program with a current list of their annual enrollment. These files are referred to as “VE-135” or verification of enrollment, and are formatted according to Colorado state requirements. The instructors for each program are required to:

1. Ensure the list is accurate; and if not work with the registration office to add/remove students to ensure accuracy;
2. Determine if each student has completed a certificate (program) as determined by the State of Colorado’s VE-135 collection process, and
3. Return the requested data back to Student Services personnel by the required deadline.

The data team then determines, by program, the outcomes of each to ensure they have acquired a minimum of a 60% completion rate. In the event a program has not achieved the 60% minimal post-secondary student completion rate the instructor is notified and determines if there are any “non-completers” (students who exited the program but are working in the field).

Job Placement

The students are presented with the opportunity to meet with the Career Advisors and Job Placement Coordinator to assist them with job placement. The Job Placement Coordinator establishes a list of employment opportunities for each program along with the employers contact information in a software database that is called College Central Network (CCN). This is updated as often as possible to ensure effectiveness.

Job Placement Follow-up

Pickens Technical College has received authorization for the State of Colorado to begin the follow-up (placement verification) process October 1st of each year which is a delineation for the state-mandated time frame that all institutions of higher education must adhere to. This was granted because the state timeline (January through March) begins after the annual COE report is due (December). The post-secondary completer data (that is collected at the end of the prior school year by the data team) is then sent to the instructors of each participating program to allow them to contact their former students to determine if they have acquired a job in their chosen career. Instructors may use a variety of ways to determine the outcomes of each



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student; some prefer to keep in contact with them via email and/or text while others prefer to contact the students by phone. Many instructors establish relationships with their former students and encourage the students to contact them when they receive employment. New requirements outlined by Perkins V (developed by the state of Colorado) state an instructor must attempt to contact a student a minimum of three (3) times before they can deem them as not able to contact. Colorado State guidelines require programs to have a minimum of 60% student contact rate. In the event the instructors are unable to achieve a 60% contact rate, personnel in Student Services will attempt to contact students who were not reached by the first attempts. As well, all programs must meet the required COE benchmark of 70% placement on an annual basis.

Licensure Exam Pass Rates

Not all programs at Pickens Technical College require a license; this is determined by each program Occupational Advisory Committee along with industry standards. Each instructor's responsibility is to stay current in their field by maintaining committee members that are current in their industry. In the event a program fails to meet the 70% licensure requirement, the program is re-evaluated to determine how to ensure a license can be obtained. As an example, it was determined that the Barber program was not making licensure because students would finish the program but not obtain their license. The program has been restructured to allow for a student to have an additional semester of class time to study for the exam and they are not considered completers until they get their license. This ensures that completion, placement and licensure are all obtained. Of those programs that require a license, the licensure is verified on the Department of Regulatory Agencies (DORA) website by both the instructor and administration.

Review

After all data is compiled, the data team will release the outcomes of the completion, placement and licensure (C/P/L) rates for each program prior to the submission date. In the event a program does not achieve minimal C/P/L standards, the program is put on warning status. Efforts are made to discover why the program failed to make the minimal standard. Program effectiveness is evaluated by looking at data from the student survey and employer feedback given in OACs. Once identified, actions are taken to address the reasons for non-compliance. For example, if the completer value is missed, a plan of action is determined to increase enrollment and the content is evaluated. If the placement/licensure threshold is not met, the Advisory Committee is notified and a determination of the validity of the program is examined.

As part of the Spring 2021 audit by the task force members, we discovered that the three per year meeting agenda template was partially incomplete. The 2019-20 template for programs



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that hold an OAC meeting twice a year includes a line item prompting to address the CPL data; whereas, that line item is missing in the template for programs that hold an OAC meeting three times a year. We believed this had been fixed, by editing the 3 meeting template.

In the spring of 2022, most programs used an OAC template copied from the fall, which did not include that prompt to address CPL data. We are currently addressing how to change our systems to ensure each instructor does address their CPL data with their OAC members on an annual basis. This includes but is not limited to more frequent on-one-on meetings with support staff to ensure documentation is ready for the meeting at least a week before the meeting is held. This support is a major agenda item for the 2022-23 school year, and its success will be assessed in spring of 2023. Annual review of CPL data by OAC members is an essential method for assessing the level of satisfaction with the education that was received.

This plan will be reviewed every May when staff and instructors work on updating COE information.

2020 - 2021 Program Outcome Follow-Up plan was [reviewed by all staff](#).

2021 - 2022 Program Outcome Follow-Up plan was [reviewed by all staff](#).