



Plan for Institutional Outcome Follow-Up

Introduction

The purpose of the plan for follow up is to identify the process for the collection of placement data during the program and upon student completion. This plan also should ensure that the process is systematic and continuous. Program **Completion**, **Placement** and **Licensure** data needs to be accurate for reporting to both the Council on Occupational Education and the Ohio Department of Higher Education. In addition, program completion, placement and licensure data is reported to organizations that include the Ohio Department of Public Safety, the Ohio Board of Health, the Ohio Board of Nursing and others. **Employer and Student Satisfaction Data** is accumulated to evaluate and improve programming.

| Follow-Up Methods and Activities for Completion Information | Person Responsible | Time Frame |
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| Grades & attendance are monitored through Aceware (and Schoology for most programs) | Program Directors | Throughout program year during monthly meetings |
| Financial obligations are monitored through AceWare | Financial Aid Specialist | Throughout program year |
| Follow-Up Methods and Activities for Placement Information | Person Responsible | Time Frame |
| Reminders given to staff about collecting job placement information <i>and forms from students not interested in working in the field.</i> | Career Placement Coordinator Business Partnership Director | At end of all program modules |
| Change of student demographic information entered in Aceware (if applicable) in comments and history | Administrative Assistant and could also include instructors and other staff members | Throughout program |
| Collect job placement information via the following methods: 1. In person 2. Email 3. End of program employment surveys using google forms 4. Shout Point Text message Reminders | Career Placement Coordinator | As students/graduates obtain employment and collected at the end of modules or in end of program employment surveys |

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| with the google form in the text for easy completion. | | |
| For students who do not respond, the student career placement coordinator works with the instructor and director to contact student via phone, email or looking at social media sites, send google form and Shout Point Text messages with the form attached. & Withdrawal forms and student refusal to work data/ forms are also collected for reporting purposes. | Career Placement Coordinator | End of program and within 6 months of end of program |
| Directors and placement coordinator gather program employment verification surveys with employer data and submits them to Student Services/Career Services Coordinator. Employment data also is updated in Aceware. Copies are placed in program binders. | Career Placement Coordinator | Throughout the program year |
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| Career Placement Services Coordinator verifies job placement of students who did not fill out end of course survey by calling, emailing, Shout Point text message with survey in text to all students, look at social media sites to verify employment and sending by mail a placement status report before submitting data. Phone call/email or other information is recorded on spreadsheet ; using workforce numbers as needed.All placement documents will be housed in Aceware | Career Placement Coordinator | Leading up to reporting and throughout the program year. |

| Employer Placement and is sent to Employers by email. | | |
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| Follow-Up Activities for Licensure Information | Person Responsible | Time Frame |
| State Tested Nurse Aide: Written and Skill Exams are coordinated on site for students by the Director of Nursing-Results sent to Director and students. | Director of Practical Nursing; admin assistants, career placement and adult director | Upon completion program Upon completion of testing |
| Auburn Practical Nursing: Exams are coordinated on site or off site for students by the students and testing coordinator-Results sent to Director and students | Director of Practical Nursing , admin assistants, career placement and adult director | Upon completion of program and all requirements for graduation including end of program testing |
| Dental Assistant: students take exam scheduled by instructor – and students take additional exam scheduled by students: Results of both are sent to instructor and students. | Dental Assistant Instructor; admin assistants, career placement coordinator and adult director | Upon completion program Upon completion of testing |
| Paramedic Exams are coordinated on site or off site by students and the Director of Public Safety. NMERT Website | Director of Public Safety; admin assistants, career placement coordinator and adult director | Upon completion of program Upon completion of testing |

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| Emergency Medical Technician Exams are coordinated on site or off site by students and the testing coordinator. NMERT website | Director of Public Safety admin assistants, career placement coordinator and adult director | Upon completion of program Upon completion of testing |
| Firefighter 1 & 2 Exams are coordinated on site by testing coordinator. NMERT website | Director of Public Safety admin assistants, career placement coordinator and adult director | Upon completion of program Upon completion of testing |
| Follow-Up Methods and Activities for Collecting Surveys | Person Responsible | Time Frame |
| Students complete an end of program Evaluation Survey | Directors admin assistants, career placement coordinator and adult director | Upon completion of program |
| Employers complete on an annual basis, an Employment Placement and Evaluation Survey | Directors and Director of Business Partnerships | Annually |

This plan and the data is shared with staff and instructional personnel and evaluated annually.