



PLAN TO DETERMINE THE EFFECTIVENESS OF STUDENT SERVICES

The Student Services Coordinator role includes the following objectives:

- We provides students with referrals to community resources
- Directors, teachers, the financial aid and certifying veteran officials all monitor and confer with students regarding grades and attendance for satisfactory academic progress
- Provides support for special populations, non-traditional enrollees and ADA services working in partnership with the Director of Special Education
- Program Directors develop and follows through with success plans. Programs also follow Ohio Board of Nursing and Ohio Department of Public Safety Standards
- All staff help to retain students and work on placement for students.

To determine the effectiveness of the services provided, the administrative team in Auburn's adult education division plans to:

- Compare data of students who seek support and student services with the data of students who do not in regards to retention and placement.
- Compare the data of special populations and non-traditional enrollees with student completion rates by program and make adjustments to the goals of the staff and departments as needed.
- Share completion, placement and licensure data annually with the staff.
- Use end of course surveys to seek input from student as to the effectiveness of student services. Analyze that input to make adjustments and or recommendations.
- Seek out professional development opportunities for the student services coordinator and encourage professional development activities.

Evaluation of results are shared annually with staff during semi-annual ALL staff meetings held during the year. Program directors will also share the evaluation of results to staff who do not attend all staff meetings if necessary.

This plan will be evaluated annually at an Adult Workforce meeting.

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.