



## **PLAN TO DETERMINE THE EFFECTIVENESS OF STUDENT SERVICES**

***The Student Services Coordinator role includes the following objectives:***

- Provides students with referrals to community resources
- Monitors and confers with students regarding grades and attendance for satisfactory academic progress
- Provides support for special populations, non-traditional enrollees and ADA services
- Develops and follows through with success plans
- Helps to implement a retention plan and placement plan 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.