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PROGRAM OUTCOMES FOLLOW-UP PLAN | STANDARD 3

**Last Evaluation**

3/26/2024

**Employee Evaluation**

5/2/2024

**Executive Staff Approval**

4/15/2024

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## 1. Plan Purpose

The Program Outcomes Follow-Up Plan exists to support Mountainland Technical College (MTECH) in efforts to place every student who completes their program or reaches a level of competency where they can work in a related industry, by establishing a systematic and continuous plan for collecting program outcomes follow-up information to evaluate and improve the quality of program outcomes.

## 2. Definitions

**BoardDocs** - A public-facing board meeting management and policy distribution software.

**Bridge** - The employee learning management software.

**Completer** - A student who has finished all specific course requirements of a program, and has demonstrated competency in all required program objectives.

**Instructional Personnel** - Employees of the Instructional Department including support personnel, faculty, and staff.

## 3. Plan Statement

MTECH defines success as providing quality technical education that leads a student to completion of their program certificate, placement in a related occupation, and mastery of the skills needed to pass required licensure exams.

Students must be contacted during and after their enrollment at MTECH to ensure they have been placed in related employment and to offer help with placement if needed.

#### **4. Scope of Services**

This plan applies to all adult students who have exited a program, regardless of completion.

#### **5. Major Activities**

Instructional personnel have direct responsibility to coordinate follow-up with students. They follow-up with all adult students who exit a program to find out if they have found employment related to their program of study, are continuing education, or are otherwise unable to work for any reason, including medical complications, religious obligations, etc.

#### **6. Budgetary Resources**

Budgetary resources for costs associated with this plan, such as compensation for faculty and staff, are provided through funding legislated by the State of Utah.

#### **7. Evaluations of the Plan**

- 7.1 The Program Outcomes Follow-Up Plan is reviewed and evaluated annually by faculty and administration and revised as necessary.
- 7.2 After revision and evaluation, the plan is approved by the Executive Staff and uploaded to BoardDocs.

#### **8. Stakeholders**

Stakeholders include students, faculty, employers, Student Affairs and college administration.

#### **9. Data Collection**

MTECH utilizes the following documents to collect data:

- 9.1 Completion, Placement, and Licensure (CPL) Tracking
  - 9.1.1 Electronic CPL spreadsheets are compiled for each instructor and include all adult students who have completed or withdrawn from

the program in the last quarter. Instructors collect the data required, and it is entered in the SIS by Instructional Support Personnel.

9.1.2 Programs that fail to meet COE benchmarks must submit a plan of improvement with the COE annual report.

9.1.3 Annual CPL report data is shared with instructional personnel, administrative staff, and the MTECH Board of Trustees annually.

## 9.2 Employer Verification Forms

Employer Verification Forms are completed by at least three potential employers annually. They are used to verify the current wages being paid by local industry.

## 9.3 Employer Follow-Up Surveys

Employers of MTECH graduates are emailed an employer follow-up survey to rate the employee on interviewing/job seeking skills, job knowledge, skill performance, professionalism, and potential for advancement. The survey is sent by Instructional Support Personnel who collect and summarize results to distribute to faculty and administration for review, in order to drive goals for continuous improvement.

## 9.4 Student Follow-Up Surveys

Adult students are contacted within six months of exiting a program to collect outcome data and determine how well their program prepared them for employment, if applicable. The survey is sent by Instructional Support Personnel who collect and summarize results to distribute to faculty and administration for review, in order to ensure continuous improvement.

## 9.5 Industry Contact Tracking Sheet

All instructors communicate regularly with employers from industry. This communication is tracked by each instructor on an Industry Contact Tracking Sheet and uploaded bi-annually to Bridge.

# 10. Responsibilities for Coordination of Follow-Up Activities

The following responsibilities are delegated to personnel and stakeholders of the college to coordinate the activities of programmatic follow-up.

10.1 Students:

- 10.1.1 Provide accurate and current contact information to their instructor.
- 10.1.2 Prepare themselves to look for employment by having a current resume, references, and well-practiced interview skills.
- 10.1.3 Contact the Career Services Office to get help writing their resume, preparing for interviews, and how to search for a job, if needed.
- 10.1.4 Complete the Student Follow-Up Survey after they exit the program.
- 10.1.5 Secure employment and report job placement information to their instructor or the Career Services Office.

10.2 Faculty:

- 10.2.1 Accurately record student progress data, including appropriate evaluations of knowledge and skills required for the occupation in the Student Information System (SIS).
- 10.2.2 Identify employers who can potentially hire students or participate on the Occupational Advisory Committee.
- 10.2.3 Communicate industry updates to students.
- 10.2.4 Administer and collect at least three employer verification forms per reporting year to verify the length and the tuition of each program in relation to the documented entry level earnings of completers to validate program wages.
- 10.2.5 Contact students to determine outcome and licensure status.
- 10.2.6 Complete electronic Completion/Placement/Licensure (CPL) spreadsheets.
- 10.2.7 Review and evaluate suggestions from the Program Evaluation Survey and Student Follow-Up Survey.
- 10.2.8 Review and evaluate suggestions from the Employer Follow-Up Survey.

10.3 Career Services:

- 10.3.1 Provide additional support and resources for students in obtaining employment and college transfer opportunities.
- 10.3.2 Follow up with students who have not been placed after completion to help with writing their resume, preparing for interviews, and how to search for a job, if needed.

10.4 Institutional Research Office:

10.4.1 Prepare an annual report for the Council on Occupational Education (COE).

10.4.2 Provide CPL data from the annual report to the Executive Staff and Board of Trustees for review.

10.5 Instructional Personnel complete the following:

10.5.1 Facilitate and oversee all follow-up and placement activities.

10.5.2 Instructional Support Personnel email the Employer Follow-Up Surveys biannually.

10.5.3 Instructional Support Personnel send the Student Follow-Up Survey within six months of graduation.

10.5.4 Communicate feedback from Student and Employer Follow-Up Surveys to the instructional department.

10.5.5 Program Directors review survey results and share them with appropriate Program Coordinators/Leads and faculty.

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## 11. Evaluation History

Last Evaluation	Employee Evaluation	Executive Staff Approval
7/27/2015	8/10/2015	7/27/2015
8/1/2016	8/8/2016	8/1/2016
6/15/2017	8/11/2017	6/26/2017
7/13/2017		7/17/2017
5/9/2018	5/15/2018	5/14/2018
9/14/2018	9/17/2018	9/17/2018
4/29/2019   no changes	5/2/2019	4/29/2019
4/8/2020   no changes	5/7/2020	
10/27/2021	12/2/2021	11/1/2021
9/5/2022	11/7/2022	9/12/2022
6/21/2023	8/4/2023	7/10/2023
1/5/2024	2/26/2024	2/20/2024
3/26/2024	5/2/2024	4/15/2024