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STUDENT RETENTION PLAN | STANDARD 10

**Last Evaluation**

8/1/2024

**Employee Evaluation**

8/17/2024

**Executive Staff Approval**

8/5/2024

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**1. Plan Purpose**

The Student Retention Plan focuses on helping students stay in school to complete their program.

**2. Definitions**

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

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

**3. Plan Statement**

Mountainland Technical College (MTECH) defines success as providing quality technical education that leads students to completion of their program certificate, placement in a related occupation, and mastery of the skills needed to pass required licensure exams. Student support resources are provided to resolve issues that might cause a student to drop out of school or fail to complete their program.

**4. Scope of Services**

The Student Retention Plan is intended to cover all students from the time they enter the College until they complete their program and graduate.

## **5. Major Activities**

Faculty support students in the classroom and may refer students needing help to college resources such as counseling, mental health support, food pantry, Financial Aid, Career Services, etc.

## **6. Budgetary Resources**

Financial resources cover wages and benefits of faculty, Academic Counselors, the Financial Aid Department, and Career Services. The pantry is sponsored by the Community Action Services and Food Bank. College funds are budgeted from state appropriations.

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

- 7.1 The Student Retention Plan is reviewed and evaluated annually by Student Affairs, Instructional Administration, faculty and staff, and Executive Staff.
- 7.2 Suggestions for revisions are considered and accepted when appropriate.
- 7.3 The Student Retention Plan is distributed at faculty meetings, campus meetings, and/or via email.
- 7.4 Approved policies and plans are accessible on BoardDocs.

## **8. Stakeholders**

Students, faculty, Student Affairs, and Administration.

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## **9. Plan**

- 9.1 The mission of MTECH is to enhance the employability of individuals through market-driven career and technical education. To support students and increase the likelihood of graduation, the following retention services are in place:
  - 9.1.1 Academic:
    - 9.1.1.1 Instructors meet regularly with students regarding academic performance. Faculty identify risk factors for potential withdrawal and support students with suggested solutions. When appropriate, the faculty meets

with the student and creates a Student Success Plan to set goals for improvement.

9.1.1.2 Academic Counselors monitor course attempts for students and contact students who are not meeting standards in order to explore issues and provide resources for help.

9.1.1.3 Completion, placement, and licensure are deliverables by which the success of the College is judged. College faculty and staff are focused on student success.

9.1.2 Finance:

9.1.2.1 The College has financial aid options available to qualifying students, including Federal Financial Aid.

9.1.2.2 Scholarship opportunities exist to assist students with tuition, fees, or other financial requirements. MTECH leverages the platform Scholarship Universe to inform students of, and connect them with, scholarship opportunities targeted to their specific qualifications.

9.1.2.3 The cost of textbooks, program materials, and professional testing required for certification may be included in course fees. Students can also pay for professional testing fees with Pell Grant funds or third-party payments.

9.1.3 Students:

9.1.3.1 Students are encouraged to seek support from their instructors during class or pre-arranged office hours.

9.1.3.2 Each campus has an Academic Counselor available to support students with personal and academic needs.

9.1.3.3 For students seeking academic accommodations, an ADA Coordinator is available. Students may contact an Academic Counselor for assistance. Students must request an accommodation, fill out the application packet, and submit physician recommendations to be considered for an accommodation.

9.1.3.4 Students can access the Career Services team's professional skill-building tools (e.g., resume building, mock interviews, and career placement).

9.1.3.5 The Career Services team also helps students understand and navigate the process for using their earned MTECH certificate as transfer credit to other schools in the Utah System of Higher Education (USHE).

## 10. Retention Effectiveness

- 10.1 Students are asked to complete a Registration and Orientation Survey within the first two weeks of their first course and a Program Evaluation Survey before they complete their program. These surveys include questions about their experience at the college and specific questions about their instructor, program, and the support they received from departments within Student Affairs. A summary from both surveys is shared with applicable departments annually. Students receive a Student Follow-Up Survey after they have been employed and are asked if their program prepared them well for employment. Completed survey results are shared with applicable departments on an annual basis.
- 10.2 Students receive a summary of the plan electronically with a survey that asks for their input.
- 11.4 The feedback from these surveys enables MTECH to continuously improve instruction and services.

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## 11. Evaluation History

Last Evaluation	Employee Evaluation	Executive Staff Approval
11/2017		
	10/2018	10/2018
11/6/2020	12/3/2020	11/9/2020
11/5/2021	12/2/2021	11/8/2021
11/3/2022	12/1/2022	11/14/2022
6/1/2023	8/21/2023	6/5/2023
1/10/2024	2/6/2024	2/5/2024
3/29/2024	5/2/2024	4/15/2024
8/1/2024	8/17/2024	8/5/2024