



PROGRAM OUTCOMES FOLLOW-UP PLAN | STANDARD 3

Last Evaluation

09/30/2025

Employee Evaluation

10/10/2025

Executive Staff Review

11/03/2025

1. Plan Purpose

The Program Outcomes Follow-Up Plan supports Mountainland Technical College (MTECH) in placing students who complete their program or achieve competency for work in a related industry. It establishes a systematic and ongoing process for collecting and analyzing program outcomes data to evaluate and enhance program quality.

This plan satisfies the requirements for program outcomes follow-up according to COE Standard 3.D.1-9 by defining responsibilities for coordination of follow-up activities, methods for data-collection on completion, placement, and licensure pass rates, survey methods, specific information to be collected, how information is shared, the annual review cycle, and how results are used to evaluate and improve programs.

2. Definitions

Annual Report - Annual CPL report data is shared with instructional personnel, administrative staff, and the MTECH Board of Trustees annually. It is also posted on the program pages of the MTECH website.

Bridge - The employee learning management system.

Board of Trustees - The appointed governing body for Mountainland Technical College, responsible for managing the assets of the college and making strategic decisions in the best interest of college stakeholders.

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

Council on Occupational Education (COE) - Mountainland Technical College's accrediting body.

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

Occupational Advisory Committee (OAC) - An appointed committee of employers, composed of at least three members external to the institution, who ensure that desirable, relevant, and current practices of each occupation are being taught, as defined by the Council on Occupational Education.

Program Effectiveness - The extent to which the program prepares students with the knowledge, skills, and behaviors needed for related employment or further education.

Satisfaction - Student and employer perceptions of program quality and preparedness. Measures include overall satisfaction and satisfaction with specific preparation areas (e.g., job knowledge, skill performance, professionalism).

Student Information System (SIS) - a software system used to manage student data and processes.

3. Definitions

Council on Occupational Education Handbook of Accreditation (2025 Edition), Standard 3.D.

4. Scope of Services

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

5. Budgetary Resources

Budgetary resources are provided through the State of Utah legislated appropriations.

6. Evaluations of the Plan

The Program Outcomes Follow-Up Plan is reviewed and evaluated annually by faculty and administration and revised as necessary.

7. Stakeholders

Stakeholders include students, employers, and MTECH faculty, staff, and administration.

8. Major Activities

8.1 Data Collection

MTECH utilizes the following documents to collect data:

8.1.1 Completion, Placement, and Licensure (CPL) Tracking

8.1.1.1 Electronic CPL spreadsheets are compiled for each instructor and include all adult students who have completed or withdrawn from the program in the current reporting period. Instructors collect the data required, and it is entered in the SIS by Instructional Support Personnel. CPL data definitions and calculations follow the COE guidance used for the Annual Report.

8.1.1.2 Programs that fail to meet COE benchmarks must submit a plan of improvement with the COE Annual Report.

8.1.2 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. Instructional Support Personnel collect and summarize results for faculty and administration. The survey collects both satisfaction with graduate preparedness and input on program effectiveness (alignment of graduate skills with job requirements).

8.1.3 Student Follow-Up Surveys

Adult students are emailed or texted a Student Follow-up Survey within six months of exiting a program. The survey collects both satisfaction with education received and program effectiveness indicators, such as relevance of training to current work, preparedness, and perceived skill gaps.

8.2 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.

8.2.1 Plan Coordination

- 8.2.1.1 The Instructional Department (Instructional Personnel and Instructional Support Personnel) coordinates program outcomes follow-up activities, with the Student Affairs Department, maintaining official CPL reporting.
- 8.2.1.2 The Career Services Office supports placement follow-up. Program faculty conduct student and employer follow-up as assigned.
- 8.2.1.3 Students are expected to provide accurate contact information and respond to follow-up surveys to assist the college in meeting reporting and improvement requirements.

8.2.2 Sharing and Use of Results

- 8.2.2.1 Summaries of follow-up information collected from completers and employers is made available at least annually to instructional personnel and administrative staff through email.
- 8.2.2.2 Results are used to evaluate and improve programs, including curriculum updates, equipment and software changes, instructional strategies, and employer engagement goals.

9. Evaluation History

Last Evaluation	Employee Evaluation	Executive Staff Review
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
09/30/2025	10/10/2025	11/03/2025