



Boone Career and  
Technical Center

*Your Goals. Our Mission.*

## **Student Retention Plan**

### **Scope of Services:**

The goal of Boone Career & Technical Center is to retain students to ensure their success in completing the job training program of their choice. Retention strategies begin before enrollment to assist the student in appropriate program selection. Retention strategies continue throughout the student's tenure in a job training program to assist the student with any barriers that may arise.

### **Budgetary Resources:**

The primary resource for this plan is faculty involvement. Some programs have industry-specific orientation components that must be purchased. Funds for these components come from the program's funds.

### **Major Activities:**

Before Enrollment:

- Prospective students meet with the instructor of the job training program to ascertain career goals and appropriateness of admission, course requirements, and expectations to assist in selecting the right job training program.
- Career exploration services are available to all students at the Boone County Schools Adult Learning Center. Adult education instructors can provide additional career guidance services to all students according to their needs.
- Take the required entrance examination for the occupational field chosen.
- Review entrance with the adult education Instructor to determine learning needs and remediation strategies.

Strategies during Enrollment:

- Conduct student orientation at the beginning of the training program and discuss the importance of attendance, grades, work performance, and study habits.
- Outline strategies to facilitate student success in each training program.
- Provide feedback on achievements to students promptly and regularly.
- Students who need additional assistance to master course content receive tutoring from the program instructor or are referred to the adult education instructor for tutoring services.
- Student satisfaction surveys are administered at the beginning, middle and end of each training program.

- Instructors and the director/administrator meet to analyze surveys and formulate strategies to overcome any deficits in meeting students' needs.
- Students can enrich their skills through industry-specific online resources and job training software.

Strategies Post-Enrollment:

- Each instructor maintains a database identifying program completers as well as those who withdraw from a job training program. The reason for withdrawal is identified for each student. This data is reviewed annually by the BCTC director and the program instructors.
- Student surveys are administered to graduates to assess the effectiveness of retention strategies.

**Review/ Evaluation/ Revision**

The student retention plan is shared annually with each program's advisory committee. Students have an opportunity to have input on retention before enrollment, during their tenure as a student, and upon completion of their program. The effectiveness of the retention plan is assessed annually by the BCTC director and instructors as part of the continuous quality improvement process outlined in the Strategic Plan. The completion data is used as a benchmark for evaluating the student retention plan.