



Boone Career and
Technical Center

Your Goals. Our Mission.

Student Services Effectiveness Plan

Scope of Services:

The goal of the Student Services Effectiveness Plan is to determine the effectiveness of student personnel services that assist students in the following areas:

- * Registration process
- * Financial aid
- * Security
- * Customer service
- * Student advising
- * Employability skills training
- * Resume preparation
- * Job search assistance

Budgetary Resources:

The faculty members of BCTC Advanced Career Education Programs are the primary resources for student services. Boone County Schools provides the funding for faculty salaries.

Major Activities:

All program students complete formal evaluations and surveys of the programs which include questions regarding student personnel services. The evaluations include rating scales and opportunities for noting comments and/or suggestions.

Review/ Evaluation/ Revision:

The evaluations are reviewed by the BCTC administrator/director and program instructors. This information is also used in each instructor's formal program review and evaluation. During the program review process, instructors have the opportunity to provide input regarding student personnel services. The adult leadership team, which consists of the instructors and the vocational director, reviews the student services plan annually and revises it as needed to improve the quality of services offered.