



Boone Career and
Technical Center
Your Goals. Our Mission.

Program Outcomes Follow-up Plan

Scope of Services

The goal of the Boone Career & Technical Center is to gather program outcome information and feedback from graduates of BCTC's adult career training programs. The plan ensures that follow-up is continuous and adheres to the West Virginia Department of Education and the Council on Occupational Education for reporting this data. The Program Outcome Follow-up Plan collects data from instructors, licensure agencies, students and employers to determine the Completion, Placement, and Licensure percentage rates and employer feedback.

Budgetary Resources

The primary data to be collected is information from students, employers, and faculty. This plan does not require a budget.

Major Activity

Before program completion, individual instructors obtained detailed contact information for the student and a significant other who would know the student's job status. Instructors assist students in completing job applications to prospective employers and provide leads on jobs in their field. Resume-building workshops are offered to all adult students.

Instructors document placement information from graduates and employers throughout the year. Information collected includes job title, date of employment, employer name, address and phone number, supervisor's name and contact information, and salary. This information is reported to the vocational director each year for the annual report to the West Virginia Department of Education and the Council on Occupational Education.

Both completers and employers give feedback on the institution and programs of study. An Employer Follow-Up Questionnaire will be sent to employers to evaluate recent graduates and their program of study. Completers will be given a Graduate Survey to evaluate the institution and their program of study.

Evaluation/Stakeholders

The results of the placement and follow-up information and surveys are evaluated by BCTC stakeholders (the director and adult instructors) and shared with external stakeholders (the occupational advisory committee members and employers) on an

annual basis. This information is also shared with the secondary faculty at the director's annual conference at the beginning of the school year. Instructors and advisory committees develop strategies to improve the quality of program outcomes in each program and identify any revisions needed to this plan.