



Boone Career and
Technical Center

Your Goals. Our Mission.

Adult Education 2023 - 2026 Strategic Plan

Mission: Boone Career and Technical School enriches lives locally, regionally, and globally by providing occupational education and training for lifelong learning and professional success.



Vision: Your Goals. Our Mission

2023 – 2026 Strategic Plan

Scope of Services

The strategic plan strives to meet the needs of its students by increasing enrollment, performance, retention, successful completion, and post-graduate employment for students in all Advanced Career Education programs.

Major Activities

Goal #1 Increase enrollment by 5% to better meet the needs of the community

Action Steps:

- 1.1 Conduct financial aid workshops for students.
- 1.2 Advertise adult program admission opportunities on the www.gobctc.com website.
- 1.3 Advertise adult program admission opportunities on the BCTC sign.
- 1.4 Advertise adult program admission opportunities on social media.
- 1.5 Advertise adult program admission opportunities on local radio networks.
- 1.6 Have BCTC adult programs represented at local career fairs.
- 1.7 Consult the adult advisory committee about strategies to increase enrollment.
- 1.8 Maintain USDE and COE accreditation to award Title IV Funds
- 1.9 Advertise adult program admission opportunities on local billboards.
- 1.10 Advertise adult program admission opportunities on the Truck Driving Academy trailer.

Goal #2 Increase number of adult completers by a total of 10% in all programs.

Action Steps:

- 2.1 Ensure that all students will have the opportunity to take CTE credentialing examinations.
- 2.2 Provide all students the opportunity to earn multiple certifications.
- 2.3 Work with the adult advisory committee to provide current real world learning opportunities.
- 2.4 Use data from student exit surveys for program improvement.
- 2.5 Review the annual CPL data for trends.

Goal #3 Maintain COE Accreditation: reaffirmation of accreditation in Fall 2026.

Action Steps:

- 3.1 Attend annual COE accreditation meetings.
- 3.2 Conduct two adult advisory meetings per year.

- 3.3 Review COE accreditation requirements during monthly adult leadership team meetings.
- 3.4 Review all COE plans to assure proper implementation.
- 3.5 Review the adult strategic plan during monthly adult leadership team meetings.
- 3.6 Submit annual reports to COE.
- 3.7 Conduct monthly adult leadership team meetings.

Goal #4 Provide students with the opportunity to engage with business, industry, and community organizations.

Action Steps:

- 4.1 Offer workplace learning experiences in all CTE classes, such as cooperative education, internships, community service, guest speakers, and project-based learning activities.
- 4.2 Increase business and industry partnerships to increase opportunities for students.
- 4.3 Include industry, teachers, and students on advisory committees.

Goal #5 Provide students the opportunity to achieve industry credentials.

Action Steps:

- 5.1 Ensure that all teachers possess required credentials, including any required industry certifications.
- 5.2 Recruit teachers who have the skills, knowledge, attitudes, and technical expertise needed to deliver a state-of-the-art program.
- 5.3 Ensure teachers model behaviors and skills associated with a career field reflecting authentic business practices.
- 5.4 Provide professional development opportunities to support teachers to stay abreast of current industry trends, certifications, and program-specific changes.
- 5.5 Work with the adult advisory committee to provide internship/clinical opportunities for our students.

Data Collection

- Each program instructor will report enrollment and completion data to the director/administrator annually.
- All instructors will provide evidence of compliance with accreditation standards for their program.
- Instructors will conduct events for their students to engage with industry and provide confirmation of these events to the director/administrator.
- Instructors will report licensure and/or certification data to the director/administrator annually.

Evaluation/Stakeholders

The strategic plan follows the format required by the West Virginia Department of Education for each school within its jurisdiction and covers a three-year period. The BCTC adult leadership team reviews the goals and action steps of the adult strategic plan during monthly leadership team meetings. Expenditures are reviewed annually. This plan is shared with each program advisory committee annually and input is sought for revision of goals, action steps, and the budget.

BCTC Adult Strategic Plan Budget 2023 – 2026

Budgetary Resources

Boone Career and Technical Center receives state and federal funding annually for the education of postsecondary education. These funds vary from year to year according to student enrollment.

Goal #1: Increase enrollment by 5% by June 30, 2026 to better meet the needs of the community.

Action Steps:

1.1 Conduct financial aid workshops for students	\$200
1.2 Advertise adult program admission opportunities on the school website.	\$9,000
1.3 Advertise adult program admission opportunities on the BCTC sign.	
1.4 Advertise adult program admission opportunities on social media.	\$500
1.5 Advertise adult program admission opportunities on local radio networks.	\$15,000
1.6 Have BCTC adult programs represented at local career fairs.	\$3,000
1.7 Consult the adult advisory committee about strategies to increase enrollment.	
1.8 Maintain DOE authorization to be able to award Title IV Funds	
1.9 Advertise adult program admission opportunities on local billboards.	\$9,000
1.10 Advertise adult program admission opportunities on the Truck Driving Academy trailer.	

Goal #2: Increase number of adult completers by a total of 10% in all programs by June 30, 2026.

Action Steps:

2.1 Ensure that all students will have the opportunity to take CTE credentialing examinations.	
2.2 Provide all students the opportunity to earn multiple certifications.	
2.3 Work with the adult advisory committee to provide current real-world learning opportunities.	\$200
2.4 Obtain data from student exit surveys.	\$200
2.5 Review the annual CPL data for trends	

Goal #3: Maintain COE accreditation: reaffirmation of accreditation by Fall 2026.

Action Steps:

- 3.1 Attend annual COE accreditation meetings. \$5,000
- 3.2 Conduct two adult advisory meetings a year. \$1,000
- 3.3 Review COE accreditation requirements during monthly adult leadership team meetings.
- 3.4 Review all COE plans to assure proper implementation.
- 3.5 Review the adult strategic plan during monthly adult leadership team meetings.
- 3.6 Submit annual reports to COE.

Goal #4: Students will have the opportunity to engage with business, industry, and community organizations.

Action Steps:

- 4.1 Offer workplace learning experiences in all CTE classes, such as cooperative education, internships, community service, guest speakers, and project-based learning activities. \$200
- 4.2 Increase business and industry partnerships to increase opportunities for students.
- 4.3 Include industry, teachers, and students on advisory committees.

Goal #5: Students will be provided the opportunity to achieve industry credentials.

Action Steps:

- 5.1 Ensure that all teachers possess required credentials, including any required industry certifications.
- 5.2 Recruit teachers who have the skills, knowledge, attitudes, and technical expertise needed to deliver a state-of-the-art program.
- 5.3 Ensure teachers model behaviors and skills associated with a career field reflecting authentic business practices.
- 5.4 Provide professional development opportunities to support teachers to stay abreast of current industry trends, certifications, and program-specific changes. \$5,000
- 5.5 Work with the adult advisory committee to provide internship/clinical opportunities for our students.

Annual Budget \$16,100
Total Three-Year Budget 7/1/2023 – 6/30/2026 \$48,300