



2023 Student and Graduate Follow Up Plan

UA Local 290 College of Mechanical Systems and Technology

Objectives:

The purpose of this plan is to follow up with and track students and graduates when they exit the program. It is important to UA Local 290 COMSAT to ensure our programs are effectively preparing our students for the field and gainful employment.

Activities to Achieve the Objectives:

Roles & Responsibilities:

The Director of training is responsible for overseeing the Program Coordinators in the collection, analysis, and dissemination of follow-up information. The Director will also prepare a report based on the findings and present it to the Board of Trustees/Institutional Advisory Committee for review. Should the committee determine any changes, the Director will implement those changes to the programs or placement services.

The Outreach Manager is responsible for the collection, analysis and dissemination of follow-up information collected from graduates and employers of graduates.

Collection of CPL Information

The Outreach Manager is responsible for the collection, analysis and dissemination of data on completion, placement and licensure exam pass rates such as exam scores and dispatch records. These activities are conducted under the supervision of the UA Local 290 COMSAT Director of Training.

Evaluation for Program Effectiveness

Placement and Follow-Up Data will be used to determine:

- Program Effectiveness for Various Modes of Delivery
- Relevancy of Instruction to Job Requirements
- The Effectiveness of the placement program
- Does the program provide enough safety training?
- Does the program prepare students for job-site scenarios?
- Is the classroom instruction sufficient?
- Does the program include enough lab/shop training?
- Are employees satisfied with the level of training?
- Do students continue in their chosen field?



Collection of Graduate Follow-up Information

Within one year after graduation, each graduate is contacted to complete a graduate survey. Contact will be made by email with telephone follow-ups until at least 75% of the graduates have responded to the survey.

Annual Program Review

The plan will be distributed at least once annually to all administration and faculty for review and comment. Suggestions will be presented to the Board of Trustees for discussion.

Guidelines for Review and Evaluation:

The Director of Training will prepare a report to the Board of Trustees and solicit the following from the Board:

- Their consensus on the areas where change is needed and their approval to make those changes.
- Financial support to make the requested changes.
- Any other recommendations the board might have based on their review of the results.
- The agreement of the Trustees to announce changes to faculty, staff and students.

The Director of Training will make changes to programs and placement services based on the review of the Board of Trustees. Release of the findings and changes will be made available to staff, faculty, students and graduates.

Dissemination of Information

This Student and Graduate Follow-Up plan will be reviewed and evaluated annually by the Board of Trustees/Institutional Advisory Committee. The committee will consider response rates, quality of the questions asked, quality of feedback provided, etc. Should the committee determine changes be made to this plan, the Director will draft the revisions accordingly and all final changes will be approved by the committee in a timely manner.