



Follow-up Plan

TCR has a plan for systematic and continuous follow-up of all program completers regardless of program and delivery method. All follow-up activities are under the coordination of the Student Services Coordinator and involve the participation and cooperation of staff throughout the college.

Follow-up Process

The follow-up process begins during the last few weeks of a student's enrollment at TCR and continues for a year following a student's graduation or until he/she is employed in a training-related field, continues his/her education, or becomes unemployable. The following process will be used school-wide. Due to additional placement requirements for the Nursing programs, staff in that department will have the option of carrying out steps 4 through 6.

- Step 1 – The Career Services Coordinator (CSC) will meet with all students individually or in groups to present information about placement assistance available at TCR. The CSC will also let students know that in addition to providing them assistance with placement, we will also be maintaining communication with them to gather placement and licensing information. The CSC will show students how to access SonisWeb and retrieve information about job postings as well as update their own employment information.
- Step 2 – Just prior to graduation staff from the Admissions and Records Office will make sure current, accurate contact information for each student is available in the student database.
- Step 3 – Upon graduation students will be given contact information for the CSC as well as their login and password information for SonisWeb.
- Step 4 – Beginning two weeks after program completion the CSC will begin reviewing employment and licensure data in SonisWeb.
- Step 5 - As alumni begin to report employment in training-related jobs the CSC will begin contacting employers with a brief survey that will help determine how well the alumni was prepared for the workplace.
- Step 6 – Beginning four weeks after program completion the CSC will begin contacting alumni who have indicated they are employed in an unrelated job or have not reported any licensure or employment. The CSC will offer placement assistance or enter data in the student record as needed.
- Step 7 – Each quarter the CSC will provide the Student Services Coordinator with a report detailing information collected from the completers and their employers during that quarter.
- Step 8 – The Student Services Coordinator will review and analyze the data to look for patterns that indicate the effectiveness of our programs. The analysis will also evaluate the quality of the program outcomes and look for any deficiencies.
- Step 9 – The data and analysis will be presented to the Director and Assistant Director for review. If significant deficiencies are identified in program outcomes the instructional staff from that program will meet with administrators to develop a plan to address those deficiencies.
- Step 10 – During staff in-service days each semester the placement and follow-up information will be presented to all TCR staff for review and discussion. At that time each department will be asked to identify one factor that may have hindered completer placement and develop a plan to address that factor.

In addition to the quarterly licensure and placement report, the follow-up data will be used for the following reports.

Agency	Report	Reporting Period	Due	Notes
COE	Annual Report	July 1 – June 30	December	Completers, Placement and Licensure rates for the previous school/fiscal year. Summary data for each program.
CCCS	VE-135	October 1 – December 30	March	Placement and Licensure for completers from the previous school/fiscal year. Must cover employment only during the period from Oct. 1 – Dec. 30 and may not be collected until after December 15. Detailed data for each completer
	Gainful Employment	July 1 – June 30		Placement and Licensure rates must be posted on our web site. Summary data for each program.
TCR	Advisory Committee	TBD	TBD	Completer, placement, and licensure rates will be reported to department advisory committee members at their meetings each spring and fall. Summary data for each program.