Program and Institutional Outcomes Follow-Up

Technical College of the Rockies has a plan for systematic and continuous follow-up for all program completers, regardless of program or delivery method. All follow-up activities are the responsibility of the Job Placement Coordinator and involve the participation and cooperation of the staff and faculty of the college. This plan is reviewed on an annual basis by the faculty and administration.

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 is used school wide.

- Step 1 – The Job Placement Coordinator meets with all students individually or in groups to present information about placement assistance available at TCR. The Job Placement Coordinator also lets students know that in addition to providing them assistance with placement, they will maintain communication(email, text, phone call) with them to gather placement and licensing information.

- Step 2 – Just prior to graduation, the students are given a satisfaction survey and the Registrar makes sure current, accurate contact information for each student is available in the student database (currently SONIS).

- Step 3 - After program completion, the Job Placement Coordinator begins monitoring employment and licenser data. This data is placed in a CPL worksheet maintained by the Job Placement Coordinator.

- Step 4 - As alumni begin to report employment, the Job Placement Coordinator begins contacting employers with a brief survey via the web that helps determine how well the alumni was prepared for the workplace. This data is placed in a CPL worksheet maintained by the Job Placement Coordinator.

- Step 5 – After program completion, the Job Placement Coordinator begins contacting alumni who have indicated they are employed in an unrelated job or have not reported any licenser or employment. The Job Placement Coordinator offers placement assistance or enters data in the student record as needed. This data is placed in a CPL worksheet maintained by the Job Placement Coordinator.

- Step 6 – Every semester the Job Placement Coordinator provides the Student Services Coordinator with a report detailing information collected from the completers and their employers during that semester.

- Step 7 – The Student Services Coordinator reviews and analyzes the data to look for patterns that indicate the effectiveness of our programs. The analysis also evaluates the quality of the program outcomes and looks for any deficiencies.

- Step 8 – The data and analysis is 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 9 – The placement and follow-up information is presented to all TCR staff for review and discussion during staff in-service days each semester. At that time each department is asked to identify one factor that may have hindered the placement of completers. The department will then work with administration to develop a plan to address that factor.

- Step 10 – During the Occupational Advisory Committee (OAC) meetings the coordinators will assess the effectiveness of their programs by reviewing the curriculum, program competencies and employer satisfaction to determine if the program is meeting the expectations of employers. This information will be used to adjust the program as determined by the OAC and local employer input.