



Plan Name:	Student Services Effectiveness Plan
Effective Date:	August 1, 2014
Revision Date:	August 1, 2023
Standard:	Standard 10:34-38

Student Services Effectiveness Plan

Goals & Objectives

The purpose of this plan is to ensure the Student Services department offers the highest possible level of support to our students at the Waynesville Career Center. This plan will allow the Student Services Department to ensure that it has met each programs vision and mission.

Process Overview

The Waynesville Career Center has completers of each program complete an exit survey upon completion of their individual programs. This survey gives the Student Services Department along with the program instructors the ability to view which aspects of each program they are excelling in and which aspects they need to improve. Student Services also helps with our completion of our annual follow up reports. The Assistant Director, Administrative Assistants, and Program Instructors help locate program completers no later than six months after they have completed the program for placement reports due to C.O.E., Missouri State Department of Elementary and Secondary Education, and also for Perkins Federal Reporting. Placement is based on whether or not the student is employed or continuing his or her education in the related field to the program of study at Waynesville Career Center.

Placement data is shared with all staff members at the Waynesville Career Center. Program Instructors and Student Services Personnel review the data to ensure improvements are made to illicit student success. The results are reviewed by members of the Advisory Committees for feedback as well.

Procedures and Specific Guidelines

The exit survey data, placement follow up data, and licenser exam pass rate are reviewed by the Waynesville Career Center as well as each department individually. This allows each department to review what practices are working for their programs and which areas the programs need to show areas of improvement in so that modifications to their Building School Improvement Plan (BSIP) can be made yearly. This allows each program as well as our Student

Services Department to make adjustments to improvements regularly that help our students be successful.

Waynesville Career Center evaluates and implements the BSIP regularly throughout each school year to ensure that student achievements are being met and have successful outcomes. Adjustments are made annually to the BSIP plan ensure to student success year to year.

All Waynesville Career Center program instructors along with support personnel review this data with their Advisory Committee Members. This allows committee members to see positive results and also areas of improvement that will meet the needs for each individual program and to receive as much input from all members of the Advisory Committee to ensure student and program success. The data is also reviewed during the Institutional Advisory Committee.

Student counseling services are available to current and former students to assist with job related preparation and skills as appropriate.

Personnel Responsible

Administration

Administrative Assistants

Counselor

Instructors