

## **Carver Career and Technical Education Center Student Retention Plan**

Carver Career and Technical Education Center's (CCTEC) primary objective is to encourage students to learn the skills necessary to meet success in employment, continuing education, and career advancement. To attain this objective, we work flexibly with students and instructors to retain as many students as possible. The adult education team, which consists of the school's administration, counselor, financial aid secretary, and job placement coordinator, oversee all student services, which include admissions, career advisement, financial aid, and student support services. Retention strategies begin prior to enrollment to assist students in choosing a program that fits their needs and desires. Retention strategies continue as students make their way through the program.

Instructors are first to counsel with the students when they meet adversity on topics such as grades, attendance, behavior concerns, financial difficulties, and other issues. The instructor is required to document the discussion and this is shared with the administrators. If a remedy is agreed upon, the instructor and the student work to overcome any obstacles and get the student back on track. If a remedy is not found or agreed upon, then the counselor and administrators are brought in to assist in working with the student to stay in the program. If all retention efforts fail, a formal meeting with the principal is held, and the student is released from the program with written verification of the student's understanding of policies and procedures to withdraw from the program. Faculty and students are involved in this process from registration into a program until the student graduates.

Faculty and administration review the plan annually. To gauge efficacy, faculty and administration review and evaluate the retention data annually and make changes as needed. Input is solicited from students in the form of surveys. The instructors have their own program survey and the institution also has a satisfaction survey. Other items taken into consideration when reviewing the retention plan are data points taken from our Completion, Placement, and Licensure (CPL) Report. With this report we examine the enrollment, completion rate, graduation rate, and positive placement rates. This information is shared with faculty, staff, and the Institutional Advisory Committee annually. Feedback is always welcomed.