

Suncoast Technical Education Annual Plans Review Handbook

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BRIGHT. TECHNICAL. CAREERS.

ANNUAL PLANS REVIEW HANDBOOK FOR SUNCOAST TECHNICAL EDUCATION CENTER

WORK-BASED ACTIVITIES PLAN

BACKGROUND

Work-based learning activities play an integral part of the curriculum of Suncoast Technical Education Center's (SunTech) career-technical training programs. These activities are planned with two objectives in mind. The activity provides students with the opportunity to develop and apply a "real world" experience using the knowledge and skills attained in the program. The activity provides the instructor with objective input from potential employers or customers of program graduates. Work-based activities designed with objectives, experiences, competencies and required evaluations provide reinforcement of program expectations in a "real world" environment.

TYPES OF WORK-BASED EXPERIENCES

Unpaid in-school shop/lab activities - customer service experiences under the direct supervision of the program instructor(s).

Unpaid job shadowing experiences - in-school or off-campus employer-based experiences under the supervision of a qualified employer representative who is working closely with the program instructor(s).

IN-SCHOOL SHOP/LAB ACTIVITIES – Customer Service Experiences

Customer service, which is incorporated in Automotive Service Technology 1 and Cosmetology, involves the public and is an important component of each program. Students are under the direct supervision of the program instructor(s). These operations give students the hands on experience of working in the industry. We also allow students to return to our labs to practice their skills in these areas, allowing them to develop a clientele base while they are looking for employment.

Appropriate recordkeeping and monitoring of customer service funds are followed in accordance with Hernando County School Board financial policies.

PLACEMENT AND FOLLOW-UP PLAN

PURPOSE

The purpose of the Placement and Follow-Up Plan is to obtain information from completers and employers of completers to evaluate the quality of program outcomes, program effectiveness and relevance to job requirements.

IDENTIFICATION OF RESPONSIBILITY FOR COORDINATION OF ALL FOLLOW-UP ACTIVITIES

The Manager of Career Enhancement is responsible for overseeing the coordination of all follow-up activities. The Workforce Development Specialist collates all the data pertaining to this activity. This individual works with instructors, support staff, students and the data team to ensure records accurately reflect achievement.

The Career and Technical Education program instructor is the first point of contact for referrals to jobs in the certificate program field of study. Students are aided in job placement by: referral to employers, resources and the appropriate agencies that the school is engaged with. Students are requested to meet with their instructor and the Workforce Development Specialist to discuss their employment goals and placement. This service is utilized during enrollment at Suncoast Technical Education Center, and is followed up throughout the semester.

The Workforce Development Specialist is available to work with students as a resource for resume writing, interviewing techniques, and job leads. Each student meets with the specialist to ascertain needs relating to employment and an action plan is developed that is worked on during the course of the program. Students may sign up for job placement assistance and the Workforce Development Specialist will assist in connecting them to employment opportunities.

COLLECTION OF INFORMATION FROM COMPLETERS AND THEIR EMPLOYERS

The Workforce Development Specialist is responsible for gathering the follow-up information on students who are Occupational Completion Point (OCP) completers or program completers, and this person will also conduct interviews whenever with exiting students. During the course of a

program our students will enroll multiple times into the school and at that time data is gathered on a students' current employment status. Follow-up contacts are made with completers and employers of these individuals, in an effort to obtain current, relevant information for the administration and instructors and to meet COE requirements.

Students meet with the Workforce Development Specialist and the Manager of Career Enhancement prior to graduation to complete an exit form which includes questions about follow-up and customer satisfaction. Employers also contact the Workforce Development Specialist with career opportunities in a variety of career fields.

Annually, the programs are evaluated by the program advisory committees. Advisory committee members who are also employers provide follow-up information to instructors and administrators relating to the relevance of the training received by their employees.

FOLLOW-UP DATA COLLECTED FROM COMPLETERS AND EMPLOYERS OF COMPLETERS FOCUSED ON PROGRAM EFFECTIVENESS

Data is collected from several sources to gather information about program effectiveness. Students are given an opportunity to evaluate the program at the end of each school year. In addition, the exiting process for a program completer includes an exit interview with the Workforce Development Specialist which provides up-to-date placement and follow-up information as well as a satisfaction survey and suggestions for program improvement. The student satisfaction survey data is shared with the administration and instructors.

Employers are sent a survey in which they provide information about the student(s) hired. Employers are asked to assess the student's skills and to rate the student's ability to do the job. This provides information on the effectiveness of the training received by the student at Suncoast Technical Education Center. The Workforce Development Specialist collects this information, and the results are shared with the administration and instructors.

HOW PLACEMENT AND FOLLOW-UP INFORMATION IS USED TO EVALUATE AND IMPROVE THE QUALITY OF PROGRAM OUTCOMES

The administration meets with program instructors, reviews the data collected, and discusses actions needed to develop strategies that will lead to improved program outcomes. The information is then shared with members of the advisory committees for their input.

HOW PLACEMENT AND FOLLOW-UP INFORMATION IS MADE AVAILABLE ON AN ANNUAL BASIS TO THE STAFF AND ADMINISTRATION

The administration discusses placement and follow-up data collection with the faculty and staff throughout the year, and a school-wide summary of the placement and follow-up data is shared annually with faculty and staff. Follow-up findings are studied by faculty and administration to identify ways for program improvement.

MEDIA SERVICES PLAN

Standard 5

PURPOSE

The purpose of the Media Services Plan is to support Suncoast Technical Education Center's (SunTech's) educational programs so that the students' educational goals will be met and the school's mission fulfilled.

INTRODUCTION

Research indicates that a decentralized approach to media services allows students and instructors to access relevant materials in their classrooms. As the school is split over two sites we have constructed media services into each area to allow the fullest and easiest access for our instructors and students. We believe that students must be equipped with the skills to create, retrieve, manage and synthesize information for productive purposes and, most importantly, to make decisions and evaluate problems based on that information. Students must be prepared to work with industry-standard tools, devices, procedures, materials, and other industry-specific technologies, and the best way to accomplish that preparedness is for the resources to be available in the classroom. All media services, technology, facilities and materials are comprehensive, current, selected with faculty and advisory input, and are accessible to the faculty and students.

SCOPE AND AVAILABILITY OF THE SERVICES

Because the programs at Suncoast Technical Education Center have very different subject area and needs, each program and/or department maintains its own media resources in an area available to the students. The inventory for media resources for all programs is kept on a share drive on the school intranet which is accessible to all faculty. Relevant materials are purchased for the purpose of supporting educational programs and supplementing instruction and are available for student use during program hours. Students may check out program media materials at the discretion of the instructor and Manager of Career Enhancement. These decentralized media resources include reference books, professional journals/periodicals, audio and video media, software, online resources for specific industry needs, and related equipment pertinent to the particular program. Instructors, with the input from advisory committee members, students, and industry partners, work closely with the administration to provide appropriate media services for all programs.

Computers are available for student use at all sites in the form of mobile lap top carts. A variety of software is loaded on the computers so students can conduct online research and/or complete curriculum competencies.

CURRENT AND RELEVANT EDUCATIONAL MATERIALS

Each program's media resources includes a variety of auxiliary educational materials that complement the professional materials used in the program and are intended to support the instructional programs offered. The media resources are sufficient to ensure the achievement of desired student learning and program objectives, and consist of books of a business, professional, technical, and industrial nature; reference materials, audio-visual materials including videos, CDs and DVDs, technical magazines and other pertinent periodicals. Programs utilize web-based student and instructor learning resources available in their career fields. Audio-visual equipment utilized in program areas includes video projectors, high definition televisions, document cameras, computers with internet access, and printers.

Equipment available in each program area includes presentation equipment, computers, and printers. Copying services are available at the Nature Coast Office for teacher use, and students needing reasonable copies are also accommodated. The school districts printing department can be utilized for preparation of media resources also.

STAFF PERSON RESPONSIBLE FOR IMPLEMENTATION AND COORDINATION OF MEDIA SERVICES PLAN

The Manager of Career Enhancement is the designated administrator responsible for implementation and coordination of the Media Services Plan.

STAFF ROLES AND RESPONSIBILITIES OF DESIGNATED STAFF MEMBERS

The Manager of Career Enhancement maintains a school-wide media inventory with assistance from staff. That individual also ensures that the updated inventory is available on the share drive on the school intranet. Instructors are responsible for maintaining accurate program media, and requesting new resources as needed. Material check- out and returns are under program instructor supervision and the business office.

ORIENTATION OF USER GROUPS

New instructors are oriented to the program media resources in their area through participation in Teacher Orientation Training. Students receive media orientation as part of their new student orientation package.

The Media Services Plan is available at the main campus for inspection and is reviewed annually with instructors during pre-planning. Throughout the year, periodic orientation and training is available to faculty and staff on the availability and use of media resources, online systems, computer equipment, software, etc. Program instructors provide orientation to students concerning the media resources.

FACILITIES ESSENTIAL FOR USING MEDIA MATERIALS

Since most of the media and technology are decentralized throughout the campuses in specific program areas, no special facilities are needed. Computer carts can be found at both the Nature Coast and Central High School Campuses.

ANNUAL BUDGETARY SUPPORT FOR MEDIA SERVICES

Administration meets annually with each instructor to discuss program needs including media and equipment. Based on the discussion, each program/department is then given a budget with which to purchase supplies and resource materials. Funds are allocated to the program/department budgets from the workforce budget, lab accounts, and tuition. Equipment, software, DVDs and online resource license purchases may be requested through request to purchase which each program completes and submits to the administrative team.

EVALUATION OF EFFECTIVENESS OF MEDIA SERVICES

Program surveys which include questions rating reference materials and resources are asked of students at the end of the school year, or when they complete. In addition, this survey is distributed annually to staff and asks responders to rate the effectiveness of the media services. Responses from these surveys are reviewed by the administration to determine areas of need. These evaluations allow administration and instructional personnel to identify strengths and weaknesses and respond accordingly.

PLAN FOR MAINTAINING EQUIPMENT AND FOR REPLACING OR DISPOSING OF OBSOLETE EQUIPMENT

PURPOSE

The Plan is to demonstrate that equipment is available to support the instructional programs and non-instructional areas of the institution, assess relevancy of instructional equipment, and identify equipment necessary for phase out, replacement or disposal.

RESPONSIBILITY FOR IMPLEMENTATION

The Manager of Career Enhancement is responsible for implementation of the Plan, and program instructors work closely with the administrator to ensure effectiveness of the Plan.

NEW EQUIPMENT

Funds are budgeted to provide instructional equipment at a level that assures quality vocational education. Administration meets twice annually with each instructor to discuss program needs including instructional equipment. Based on the discussion, each program/department is then given a budget with which to purchase instructional equipment and supplies. Funds are allocated to the program/department budgets from the workforce budget and lab accounts. In addition to budgeted funds, monies may be available through grants and local donations. Technology plans, developed jointly by instructors and program advisory committees, are submitted annually to the Supervisor of Adult & Technical Education to prioritize the equipment needs. Funds are budgeted based on these priorities.

Student computers and peripherals are refreshed on a rotating basis as funds are available, and the older computers and peripherals are recycled into other areas in the institution. The need for replacing other program equipment is assessed yearly during the program advisory committee meetings and through the program review process. The administrative team inform the Supervisor of Adult & Technical Education who works with the school district's Technology Information Services department regarding the re-distribution of equipment.

MAINTAINING EQUIPMENT

The institution has a system of instructional equipment inventory. Each instructor is responsible for program equipment and supplies. An in-house electronic inventory of all equipment and furniture \$100 or greater in value is maintained for each program. New items are added to the inventory by staff as they are purchased. If an item needs to be transferred to another area, it is the responsibility of the instructor to complete a property transfer form in order to transfer the item to the appropriate person. Verification of the equipment inventoried annually.

The institution has a system for emergency purchases to assure the acquisition and/or repair of equipment within a reasonable period of time to support continuous instruction. Should items be needed on an emergency basis, or require emergency repairs, instructors contact the Manager of Career Enhancement who determines if equipment can be repaired on site, if a work order needs to be submitted, or if equipment needs to be replaced. In the automated system, emergency work orders can be flagged accordingly and are prioritized by the district for processing. If an emergency purchase is required, the appropriate purchase request is completed per purchasing policy and sent to the Supervisor of Adult & Technical Education.

EQUIPMENT REPLACEMENT OR DISPOSAL

Property is tagged with Hernando County School Board property control numbers which is centralized through the districts Warehouse department. Disposal of all property is in accordance with district procedures. To dispose of old and obsolete equipment, instructors notify the Manager of Career Enhancement and complete a property transfer form. The equipment is removed from the program and stored until the district property control staff picks it up.

EVALUATION OF THE EFFECTIVENESS OF THE PLAN

Program advisory committees annually review the equipment used in the programs to determine consistency with that used in the workplace. As program equipment needs change, the instructors identify needs in the technology plans which are communicated to the administration. The program technology plan and the program expenditures for new and replacement equipment are reviewed by the administration with the instructors annually and assesses its effectiveness.

PLAN FOR PHYSICAL RESOURCES AND TECHNICAL INFRASTRUCTURE

Suncoast Technical Education Centers' (SunTech) main campus is located at 4057 California Street, Brooksville, Florida, 34604. The school opened in August 2013 at the main site. It utilizes four vocational lab areas of the high school campus for its evening time programs. A second extension site was added in January 2016 at 14075 Ken Austin Parkway, Brooksville, Florida, 34604. At that high school we utilize two purpose built labs for our programs. Each space has classrooms, labs, shops, support facilities, and offices for the smooth operation of its program. The main campus houses Cosmetology, Cyber Security, and Automotive programs while the extension campus houses Welding and HVAC/R.

PURPOSE

The purpose of the Plan for Physical Resources and Technical Infrastructure is to analyze design and arrangement of the buildings and campuses of the institution in relationship to the institution's mission and vision and strategic plan, and to determine if the institution can handle orderly growth and expansion over a period of time. Furthermore, the plan addresses the adequacy and improvement of all physical facilities and technical infrastructure has been developed and maintained. The technology used by SunTech to deliver program content meets the needs of the students without creating barriers to student support or learning.

Facility and campus improvement is planned and documented as part of the Hernando County School District Strategic Plan (2018-2023) located at the following link on the website <https://www.hernandoschools.org/domain/4143>. The Hernando County School District (HCSD) is responsible for the maintenance of the facility, custodial and operational needs. SunTech addresses the programmatic needs and works with the school district to ensure goals are met.

Continuous physical and technical improvement is planned and documented as part of the Suncoast Technical Education Centers' Strategic Plan. Each campus site is responsible for maintenance of the areas to which they have access and are responsible. Our administrative team works closely with site based leadership at the respective campus's to ensure that continual improvements are

made with their input and consent. The schools Strategic Plan addresses needs for planned growth of its programs, facility needs, maintenance, and technology.

FACILITY AND CAMPUS IMPROVEMENT NEEDS

STATUS

Currently, the classrooms and training labs at the main and extension campuses are well resourced. Some programs have sufficient facility space for growth, while other programs have limited expansion potential due to location. All program areas have computers with internet access, and all classrooms have wireless capabilities.

IMPROVEMENTS NEEDED

- With the continued growth of the program, there is a need to expand availability of career focus offerings.
- Some programs are in need of additional tools, supplies, and materials as they get through the end of their program course maps.
- The technology issues are an issue for SunTech as the technology utilized and maintained by Hernando County School District's (HCSD) Technology Information Services (TIS) department. There is a definite need for a technology system that is compatible with post-secondary data reporting – as the school continues to grow, data systems will be reviewed for compatibility.

PLAN

- An analysis of the growth in our local area through department of labor data for region 16 (Pasco-Hernando) has revealed we will require expansion of career focus offerings. The administration will continue to explore new course offerings as funding, new funding sources, and/or partnership opportunities become available.
- For each program, teachers are asked to submit a needs assessment at the end of the program year. They prioritize needs based on current conditions, supplies, and ongoing programs. As funds become available, needs requests will be filled according to priority

per instructor requests.

- Hernando County School District's Technology Information Services (TIS) department addresses all internet issues. Internet improvement is a part of the district's five year Strategic Plan. When this is improved district wide, the school will benefit from the action.

RESPONSIBILITY FOR IMPLEMENTATION

Suncoast Technical Education Centers' Manager of Career Enhancement and the administrative team, through collaboration with stake holders and community members developed a Three-Year Strategic Plan which includes goals and objectives encompassing community, student engagement and achievement, and marketing. The completed plan is presented to the School Board. Once approved by the Board, the Manager coordinates activities with the assistance and input of The Supervisor of Adult & Technical Education, and the school's instructional and non-instructional staff.

EVALUATION OF PHYSICAL RESOURCES AND TECHNICAL INFRASTRUCTURE

The administrative team reviews the plan annually, and necessary adjustments to the plan are made as needed.

PLAN FOR ASSURING THE HEALTH AND SAFETY OF EMPLOYEES, STUDENTS AND GUESTS

PURPOSE

The faculty of Suncoast Technical Education Center (SunTech) strives to provide a safe, clean, and comfortable environment in which students can learn and prepare for successful entry into the workplace. The purpose of SunTech's Health and Safety Plan is to identify health and safety issues so that a safe environment is available to all.

REPORTING AND INVESTIGATING ACCIDENTS

Prompt and efficient treatment of all accidents is necessary. Student information is located in the Business Office listing emergency contact information, permission to act in emergency situations as appropriate, and notations of any unusual health conditions.

The Supervisor of Adult & Technical Education shall be notified immediately when serious accidents occur. Since Suncoast Technical Education Center falls under the umbrella of the Hernando County School District (HCSD), report documents are used in compliance with district policy. All accidents and incidents that occur at SunTech are investigated by a member of the administrative team, and the results are shared with the Manager of Career Enhancement and the Supervisor of Adult & Technical Education. Corrective actions are noted on the appropriate report.

The forms used to report accidents and incident are located with the Risk Management department of Human Resources (<https://www.hernandoschools.org/Domain/1048>). Copies are maintained of file in accordance with directions at the top of each form. Requests for copies outside of district policy will be denied.

STUDENT ACCIDENTS

When a student has an accident, whether on campus or off campus at a school-related activity, the instructor in charge or witnessing the student's accident must complete the HCSD approved Incident Report and turn it in to the administrative team before the end of the day of the accident. The accident report is then reviewed by the administration and within 24 hours.

When a student has an accident during school hours, the instructor in charge or whoever witnessed the student's accident must complete the approved district student accident form and submit it to administration no later than the end of the same business day. The form is reviewed by Suncoast Technical Education Center's administrative team, forwarded to the Supervisor of Adult & Technical Education, and submitted to Risk Management department of Hernando County School District according to instructions within 24 hours.

VISITOR ACCIDENTS

When a visitor has an accident during school hours, the staff member witnessing the accident must complete the approved district accident form and submit it to administration no later than the end of the same business day. The form is then reviewed by the administration, sent to the Supervisor of Adult & Technical Education, and submitted to Risk Management according to the instructions within 24 hours.

STAFF ACCIDENTS

When a faculty member has an accident during school hours, the administrator on duty and any other faculty member witnessing the accident must complete the approved district accident form and submit it to the Manager of Career Enhancement no later than the end of the same business day. The form is then reviewed by the Supervisor of Adult & Technical Education and submitted to Risk Management within 24 hours.

PERSONNEL RESPONSIBLE FOR IDENTIFYING SAFETY ISSUES

All personnel are responsible to report any safety issues that they identify. Concerns can be communicated to the administrators on duty and/or the Manager of Career Enhancement. Depending on the need, the Supervisor of Adult and Technical Education may be informed and Hernando County School District Safety and Security department. There are also routine safety inspections through the school district's Manager of Safety and Security. The Safety and Security staff complete routine inspections and provide feedback to administrative team at SunTech about the needs of each facility. These walkthrough inspections are carried out on an ongoing and annual basis.

Safety and Security addresses issues such as natural disasters, hazardous wastes, worker's

compensation and safety drills to comply with federal safety guidelines. SunTech adheres to and complies with these regulations and guidelines.

EMERGENCY RESPONSE AND CRISIS MANAGEMENT PLAN

Being under the umbrella of Hernando County School District, SunTech follows emergency response procedures provided to us through Safety and Security. These procedures are reviewed and revised annually through district committees. The plan reflects the need to protect the safety of our students and personnel.

The plan consists of district- wide protocols for response, evacuation, medical, student welfare, violence and crime, natural disaster, facility, and hazardous materials in the event of an emergency. Additionally, all employees are expected to complete online modules for blood borne pathogens. Emergency procedures can be found at the following link

<https://www.hernandoschools.org/Domain/3990>.

Safety procedures are reviewed with faculty and staff annually. Emergency evacuation procedures are posted in all classrooms for student access. Students are informed of the institution's safety policies and procedures during school and program orientations, and safety information is available in the Vocational Safety Manual, a copy of which is provided to all students and is available in the labs.

EVALUATION OF THE PLAN

In addition to the input received from faculty, students and stakeholders, the District's Safety and Security department makes suggestions for health and safety procedures as they see the need.

Changes are submitted to the Hernando County School Board for review. Any changes approved are shared with schools, such as Suncoast Technical Education Center, which then reviews changes with faculty and staff for implementation. The Emergency Response and Crisis

Management Plan is available at the Hernando County School Districts website under

<https://www.hernandoschools.org/Page/5704>.

PLAN FOR OPERATION AND MAINTENANCE

PURPOSE

The purpose of the Plan for Operation and Maintenance is to ensure the institution places emphasis on the operation and maintenance of the facility, to include personnel, equipment, supplies and the adherence to relevant state law and/or federal codes and procedures.

STAFF RESPONSIBILITY FOR IMPLEMENTATION

The Supervisor of Adult & Technical Education and Manager of Career Enhancement develop and coordinate activities with the assistance and input of the instructional, non-instructional, custodial staff and with support from the Hernando County School District (HCSB). As a night school utilizing already established facilities, Suncoast Technical Education Center is responsible for custodial and programmatic needs while HCSB is responsible for maintenance of the facility.

The administrative team determines the appropriate number of custodial staff required for each site based on need and budget. Custodians follow a schedule created by the manager and supervisory staff. As part of Hernando County School District's (HCSB) annual review procedures, the custodial staff receives in-service professional development and training on current operation and maintenance issues.

PERSONNEL

Provision of an adequate staffing structure is essential to the operational efficiency of SunTech. Long range plans are mapped out in the Strategic Plan to address the functionality of job descriptions needed within the time frame. Each year the Supervisor of Adult & Technical Education and the Manager of Career Enhancement will address the short term operational needs of the school and review and develop plans for long range planning. Additional and/or revised job descriptions are addressed and approved through Hernando County School District.

MATERIALS, EQUIPMENT AND SUPPLIES NEEDED

Appropriate materials, equipment, and supplies needed for maintenance and housekeeping will be identified, purchased, and used by the custodial staff according to the HCSD guidelines. There are order forms available through the district's intranet. Appropriate storage space is allocated for supplies.

Data Safety Sheet (DSS) information is available for materials and any chemicals used in the lab areas. Sheets are updated consistently with each new order. Instructors and custodial staff are aware of the sheets and how to use the supplies. Suncoast Technical Education Center provides the materials and equipment needed to maintain the programs it offers. The HCSD Maintenance Department provides maintenance of the heating ventilation air conditioning (HVAC) systems, electrical, plumbing, kitchen equipment and roofing. Records and work requests are kept electronically and can be accessed through the HCSD intranet.

Fire extinguishers are evaluated annually for operational status by the Safety & Security department. Restroom supplies are maintained in sufficient amounts to keep these areas appropriately cleaned and stocked.

STATE LAW AND FEDERAL CODES

Suncoast Technical Education Center complies with the Florida Statutes, 245.26, Ch. 235, Educational Facilities and Section 6, A-2 of the State Uniform Building Code of the Florida State Department of Education. This statute covers fire, industrial, and health and safety including: building and structural, electricity and gas, environmental impact considerations, fire and safety, food preparation and service, heating and ventilation, planning and zoning, plumbing and sanitation, sewage and waste disposal, water supply, and OSHA.

METHODS OF EVALUATION

Annual evaluations of the members of the custodial staff are conducted by the site based Administrator of the school campus at which Suncoast Technical Education Center resides. Evaluations of the safety and maintenance of the facility are conducted by the school district's maintenance and facilities department staff and county fire personnel. Plans for corrective actions are developed and implemented.

Students evaluate the operation and maintenance of the facility through semester course evaluations. Concerns regarding safety, operation, and maintenance of the facility are addressed to and by administration.

Throughout the year, the administrative team discusses input received about safety, operation, and maintenance of the facility, and reviews and evaluates the plan. Revisions to the plan are made as needed, and the plan is available to students, staff, and the public.

PLAN FOR DETERMINING THE EFFECTIVENESS OF STUDENT PERSONNEL SERVICES

PURPOSE

The purpose of the Plan is to ensure that student services are offered and maintained at the highest possible level to support Suncoast Technical Education Center's (SunTech) students, mission, and programs.

COLLECTION OF DATA

Data on the effectiveness of student personnel services come from a variety of sources:

- Annually, current students complete program evaluations which include questions about student personnel services.
- Administrative and instructor interaction with students on a daily basis – needs are communicated directly to the Manager of Career Enhancement.

The survey data is stored electronically in the business office.

DISSEMINATION OF DATA

The survey results are disseminated to the faculty, staff and the SunTech Advisory Committee members annually. This information is also reviewed during annual appraisals of faculty and staff members and during staff meetings. We utilize this data for continuous improvement of student personnel services.

EVALUATION OF DATA

At the end of each semester, the Manager of Career Enhancement reviews the program evaluation report related to student personnel services, and adjustments to customer service and/or procedures will be revised as needed.

PLAN FOR PLACEMENT SERVICES

PURPOSE

The purpose of the Plan for Placement Services is to provide placement services for all program completers.

IDENTIFICATION OF RESPONSIBILITY FOR COORDINATION OF SERVICES

The Workforce Development Specialist is responsible for the coordination of placement services. Along with the rest of the administrative team, the Workforce Development Specialist works closely with the institution's data collection team and faculty on job placement and data collection assignments.

The Career and Technical Education program instructor is the first point of contact for referrals to jobs in the certificate program field of study. Students are aided in job placement by referral to employers, resources and the appropriate agencies. Students are requested to meet with their instructor and the workforce development specialist to discuss their employment goals.

COMMUNICATION NETWORK BETWEEN THE PLACEMENT COORDINATOR, THE STAFF, THE FACULTY, AND VARIOUS BUSINESSES AND INDUSTRIES OF THE SERVICE AREA

SunTech's administration facilitates the communication network between staff, faculty and area employers through the Fall Advisory Committee Meeting and the Spring Advisory Committee Meeting. Instructors communicate regularly with employers in the service area and members of the program advisory committees in an effort to stay informed about employment trends and opportunities. Program advisory committee members provide validation of relevant curriculum throughout the year and offer suggestions for improvement. SunTech administrators ensure that follow-up records are maintained in the school database, monitors placement and retention rates, and disseminates employment opportunities. The Workforce Development Specialist is assigned the duties of communicating with business and industry, acting as the general contact for SunTech, referring job openings to the appropriate instructors and serving as liaison between instructors and industry as needed.

FILE/LISTING OF EMPLOYERS AND EMPLOYMENT OPPORTUNITIES

Instructors liaise constantly with local employers to understand the employment opportunities in their field. Local employment agencies also work with the SunTech business office to provide a current listing of known employment opportunities in the area.

COUNSELING OF STUDENTS

Instructors and the Workforce Development Specialist are responsible for assisting enrolled students and graduates seeking employment. The Workforce Development Specialist is also available to students as a resource for resume writing, interviewing techniques, and job leads and job placement assistance. Florida Shines (www.floridashines.org), another counseling tool, is available to students.

MAINTENANCE OF PLACEMENT RECORDS FOR COMPLETERS AS A MEANS OF MEASURING THE SUCCESS OF THE INSTITUTION IN ACHIEVING ITS MISSION.

Completion and placement are two key indicators for the success of SunTech. They speak directly to the mission of the institution in meeting the needs of employers by providing technically trained graduates via a market driven curriculum. Placement records are maintained on all completers and non-completers. The data is used to determine program sustainability as well as for the COE Annual Report to measure the success of achieving the institution's mission.

REGULARLY EVALUATED/REVISED TO IMPROVE THE EFFECTIVENESS OF PLACEMENT SERVICES

The Placement Services Plan is revised annually by the administrative team, and revisions are made as needed to improve the effectiveness of the placement services provided.

**PLAN FOR THE HEALTH AND SAFETY OF STUDENTS
IN CASES OF SICKNESS, ACCIDENTS, OR EMERGENCY
HEALTH CARE NEEDS ON CAMPUS**

Standard 10

PURPOSE

The purpose of the Plan for the Health and Safety of Students is to provide procedures that insure prompt and efficient treatment of all accidents, sickness or emergency healthcare needs of students, faculty, and visitors.

ESTABLISHED PROCEDURES

In the event of a student accident or emergency healthcare need on campus, the first concern is to care for the student's health and safety. In a serious situation, 911 is called, and then the instructor or witness notifies the administrator on duty. They will subsequently contact the Manager of Career Enhancement and/or Supervisor of Adult & Technical Education to alert them of the incident. If the accident, sickness, or emergency situation appears to be less serious, the instructor or witness notifies the business office staff (or in the case of the extension site, the Manager of Career Enhancement) who will contact a first responder as needed. In all cases an incident report is completed.

Each program and department has a first aid kit which is routinely inspected and restocked as needed. In the event of an accident/illness, basic first aid is applied as appropriate. No medication is dispensed.

EVALUATION OF PLAN

The plan is updated and evaluated regularly by the administration and reviewed with the faculty and staff annually.

DATA & FINANCIAL INTEGRITY REVIEW PLAN

PURPOSE

The purpose of the Data Integrity Review Plan is to analyze our student records for accuracy of information. Data collected represents personal information, attendance and grade figures and industry certification outcomes. This data is ultimately communicated to the Florida Department of Education. How effective we are as an institution is determined by the quality of the data we provide.

IDENTIFICATION OF RESPONSIBILITY FOR COORDINATION OF ALL FOLLOW-UP ACTIVITIES

The Manager of Career Enhancement oversees the coordination of this activity. The data entry person is responsible for checking all data entries, from paper through to electronic, for accuracy. They will work with the Secretary and Workforce Development Specialist to verify information.

COLLECTION OF INFORMATION

Information collected is reviewed, amendments are made and copies of all actions are kept in hard copy format.

EVALUATION OF PLAN

An analysis of findings is conducted to ensure that if a training need is discovered, it can be met to better improve the quality of our data for subsequent semesters.