



ABC Adult School

Program Outcome Follow-Up Plan

Revision Date: 8/6/2025

INTRODUCTION

ABC Adult School is dedicated to providing high-quality educational programs that empower adult learners to achieve their academic, professional, and personal objectives. As part of this commitment, the school has developed a comprehensive Program Outcome Follow-Up Plan to evaluate the effectiveness of its instructional programs, monitor student success, and ensure alignment with the needs of the workforce and the community.

This plan outlines a systematic and continuous process for collecting, analyzing, and utilizing outcome data related to student completion, job placement, licensure exam pass rates, and stakeholder satisfaction. The information gathered through these follow-up activities is essential for assessing program effectiveness, informing decision-making, and driving continuous improvement across all areas of instruction.

Through collaboration among faculty, staff, administration, and community partners, ABC Adult School ensures that the educational experiences it provides remain relevant, responsive, and focused on student success in an evolving labor market.

RESPONSIBILITY

ABC Adult School employs a dedicated Job Development Specialist who is responsible for coordinating all job placement and program follow-up activities. This specialist plays a key role in supporting students' transition from training to employment by providing individualized assistance with résumé and cover letter development, job interview preparation, job workshops, job days with guest presenters, coordination of the yearly career fair, career counseling, and employment referrals.

The Job Development Specialist actively collaborates with students, faculty, and employers to ensure alignment between training programs and industry needs. In addition, the specialist leads efforts in collecting and analyzing job placement and follow-up data, which are used to evaluate program effectiveness and drive ongoing improvements in curriculum and student services. This data-informed approach ensures that ABC Adult School programs remain relevant, effective, and responsive to the expectations of both students and employers.

WRITTEN PLAN FOR SYSTEMATIC AND CONTINUOUS FOLLOW-UP

ABC Adult School maintains a formal, documented plan to ensure that program outcome follow-up is systematic, ongoing, and data-driven. The follow-up process supports the continuous improvement of all career technical education (CTE) programs by measuring and analyzing completion rates, employment outcomes, licensure pass rates, and satisfaction levels among program completers and employers.

IDENTIFICATION OF RESPONSIBILITY FOR COORDINATION

The Job Development Specialist, in collaboration with the Assistant Principal assigned to the CTE program, the CTE TOSA (Teacher On Special Assignment), instructors, and CTE support staff, is responsible for coordinating all follow-up activities. Their duties include planning, data collection, analysis, and dissemination of follow-up results to relevant stakeholders.

METHODS FOR COLLECTION OF DATA ON COMPLETION, PLACEMENT, AND LICENSURE PASS RATES:

ABC Adult School collects placement information from both completers and their employers.

Completion Data: Graduating students are contacted by CTE staff. Completers are advised to complete the student follow-up survey upon program completion, as instructed by instructors, staff, and the job development specialist.

Job Placement: Information is collected through surveys, alumni follow-up calls, job placement forms, and collaboration with workforce partners.

Licensure Pass Rates: Collected directly from licensing agencies or reported by students.

METHODS FOR SURVEYING COMPLETERS AND EMPLOYERS

- **Student Feedback Surveys:** Administered at program completion and during their instructional time - the survey includes questions on program quality, instructional quality, learning resources and equipment quality, and overall experience at ABCAS.

INFORMATION COLLECTED FROM THE STUDENT SURVEYS

The data and feedback provided will be analyzed and evaluated, and shared with the ABCAS Leadership Team, Instructors, and administration to guide decision-making.

The student follow-up survey includes questions about the effectiveness of instruction delivery in the program, the quality and relevance of training in relation to job requirements, as well as suggestions for improvement.

SHARING OF FOLLOW-UP DATA WITH STAFF

Data and reports are shared annually at department meetings, leadership meetings, staff meetings, occupational advisories, and institutional advisory meetings. Administrators, program leads, and instructors use this information to identify areas of improvement and successes within their programs.

ANNUAL REVIEW OF FOLLOW-UP PLAN

The follow-up plan is formally reviewed annually by faculty and administration during department meetings, leadership meetings, staff meetings, occupational advisories, and institutional advisory meetings.

Feedback from instructors, advisory boards, and administrative staff is incorporated, and the plan is revised to reflect new priorities, emerging trends, or regulatory requirements.

USE OF FOLLOW-UP DATA TO EVALUATE AND IMPROVE PROGRAMS

ABC Adult School utilizes the information it collects to evaluate and enhance program quality and effectiveness in meeting the needs of students and employers, support accreditation and compliance efforts, inform investment in new technologies, teacher training, and curriculum materials, and align programs more closely with labor market demands and community needs.