

CV-TEC STUDENT PERSONNEL SERVICES PLAN

Student Personnel Services is comprised of the personnel who provide services such as counseling, accommodation, placement, and academic coordination. Students are asked to complete exit surveys which will establish student satisfaction with course quality, experiential placement, and quality of student services.

Courses that are 540 and 1080 hours long administer exit surveys via paper and web site. These results are collected from late June through November of the following year. Starting in July 2014, these results will be given to the Director and Principals for analysis. The Director and Principals will then follow up with student services and coordinators regarding plans for improvement.

Courses that are less than 540 hours will be evaluated based on course surveys and student exit surveys biannually in January and June by the:

1. Principals and Director for issue identification
2. Cabinet members for analysis and follow-up

The Course Survey and Student Exit Survey content will be reviewed annually by the Director and Principals for clarity, quality, and relevance.