



Lorain County JVS Adult Career Center Effectiveness of Student Services Plan 2020

Scope

The Lorain County JVS Adult Career Center creates opportunities for students to achieve success in their careers. To ensure the effectiveness of Student Services, the institution follows a written plan that is evaluated on an annual basis.

Staff Responsibilities for Coordination of Student Services

The Lorain County JVS Adult Career Center employs a full-time Student Services Coordinator. The Student Services Coordinator is responsible for the coordination of services including financial aid and student advising. The coordinator is also responsible for maintaining accurate records regarding attendance and retention and ensures that all student records contain and maintain the necessary information and documentation for program compliance and reporting. The coordinator also facilitates the delivery of a student orientation for all career development programs.

Counseling Services

The Lorain County JVS Adult Career Center employs a part-time Counselor. The Counselor provides career counseling and career exploration workshops to prospective and current students. The Counselor helps students navigate available resources and community services. She/he also develops a host of seminars and programs that can help students attain program success.

How the Effectiveness of Student Services is Monitored, Measured and Shared

All students enrolled in career development programs complete an enrollment satisfaction survey shortly following the beginning of classes. Students are also surveyed at the midpoint and just prior to program completion. Each of these surveys seeks feedback about a student's experience with student services.

Survey results are reviewed by the Adult Career Center Director and shared with Student Services personnel. Strategies to improve delivery are designed and implemented as issues are discovered.

Annual Review, Evaluation, Revision and Availability of Plan

All plans are reviewed annually to ensure their alignment with the needs of the Adult Career Center and its stakeholders. The updated plans are shared with members of the Institutional Advisory Committee and with staff and students (as applicable) at their respective orientation sessions. Copies of plans are available on the Adult Career Center's website or by calling the Adult Career Center office.