

AVTEC Student Retention Plan

Purpose

The purpose of the AVTEC Student Retention Plan is to outline and enhance student retention strategies, ensuring activities are implemented to support students from enrollment through graduation. Additionally, the plan is shared with students and staff to maximize its effectiveness and foster collaboration.

Stakeholders

- AVTEC Students
- AVTEC Completers
- AVTEC Staff and Faculty
- Parents and other supporters of AVTEC students

Scope of Services

The scope of services offered by AVTEC is intended to enrich the student experience while in attendance and provide a foundation for success during training and as they transition to the workforce. These services include:

- Access-ability Services (ADA and Accommodations)
- Career Readiness and Workplace Communication Classes
- Counseling Services
- Department of Corrections Enrollment Review
- Direct Instruction from Subject Matter Experts
- Financial Aid and Student Accounts Assistance
- Monthly Progress Reports/Evaluations
- On-campus Housing and Meal service
- Recreation Activities
- Student Orientation
- Student Safety and Title IX Services
- Technical and Applied Math Classes
- Transportation Assistance
- Tutoring Services
- Workforce Innovation and Opportunities Act (WIOA) Youth Grant Case Management

Staff Responsible

Retention services are primarily provided by the Admissions, Financial Aid, Student Services, Cafeteria staff, Residence Life, and Instructional Staff. Each department head is responsible for coordinating the roles and responsibilities of key personnel. These key staff members include Counselors, the Title IX/ADA Coordinator, the Career Advisor, the Math Instructor and Tutor, the WIOA Youth Grant Program Coordinator, the Recreation Specialist, the Financial Aid Officer, Student Records, the Cafeteria Forman, and Instructors. While key personnel are listed in this plan, we acknowledge that retention at AVTEC is a holistic effort that ultimately involves all staff.

Major Activities

The following procedures, methods, and services are in place to ensure each student has the best possible opportunity to complete their training and acquire the skills necessary to succeed in their chosen career.

- Access-ability services: The ADA Coordinator ensures accommodation and support for individuals with disabilities or other accommodation needs.
- Admissions: Admissions staff create early connections with incoming students, assist them in enrolling, communicate expectations, guide them through the TABE Academy process, answer questions about campus life, and connect them with necessary resources to ensure a smooth start to their education.
- Counseling services: On-site counselors provide confidential assistance to students for personal, relationship, academic, and mental health issues. Counselors are on site during and after training hours to provide maximum availability to students. Counselors refer students to external services outside of AVTEC as appropriate.
- Department of Corrections Enrollment Review: Counselors work with potential students on probation or parole, or court ordered to obtain treatment, to ensure compliance with court requirements before enrollment, promoting safety and success.
- Financial Aid: Staff assist students with financial planning for their education and provide ongoing support throughout their training.
- Interview Skills Course: The Career Advisor instructs a course that covers the components of an interview, common interview questions, and offers students the opportunity to practice their interview skills in a supportive environment.
- Job Search/Resume Course: The Career Advisor instructs a course designed to equip students with the necessary skills to successfully navigate the job search process. The class provides students with guidance in identifying potential employers, assistance in completing job applications, and preparing a standout resume and cover letter.
- Math Classes: The Math Instructor teaches math courses specifically targeted and aligned with training programs to provide applied math skills relevant to problems students encounter in real life work experiences.
- Meal Service: Cafeteria Staff provide nutritious and inclusive dining options, ensuring meal security for students during training.
- Orientations: Counselors plan and implement New Student Orientations, covering policies, rules, technology, safety, the student handbook, and support services. Orientation helps students acclimate to AVTEC and access available resources.
- Placement Services: The Career Advisor arranges for employers to connect with students/potential employees by being present in training programs and conducting onsite interviews, researching and providing job postings directly to students, and through an annual onsite job fair.
- Recreation Activities: The Recreation Specialist oversees and facilitates a diverse range of recreational activities both on and off campus. These include field trips, skiing and snowboarding excursions, sports, board games, cooking, arts and crafts, and special events. Additionally, the Student Services Department offers wellness and life skill groups.
- Residence Life Services: Staff provide a stable and comfortable living environment, promote cleanliness and safety, and foster a sense of community for students in on-campus housing.

- Student Accounts: Staff assist students in managing training expenses collaborating with the Financial Aid Officer and external funding sources to provide resources for effective financial planning.
- Student Progress Reports/Evaluations: Instructors meet with students monthly to review student academic progress, attendance, and refer to student services for support as needed.
- Student Records: Staff maintain student educational records, ensuring the completion and retention of attendance records and monthly progress reports.
- TABE Academy: Admissions staff provide potential students with access and support to curriculum in the TABE Academy system, a platform that measures academic readiness for training.
- Title IX services: The Title IX Coordinator provides training to students and staff for awareness and compliance with Title IX requirements and offers support to those affected by Title IX violations.
- Training Programs: Instructors design and deliver hands-on training programs, offering career guidance, skill-building opportunities, and feedback while connecting students to resources at AVTEC that support students' success.
- Tutoring Services: AVTEC's Math Instructor and Tutor is available in the evenings for students who need academic assistance.
- WIOA Youth Grant: The Workforce Innovation and Opportunity Act Grant Program Coordinator assists students under 25 with barriers to employment, ensuring they have the resources to complete training and enter the workforce.
- Work-Keys Testing and Proctoring: Designated Student Services staff proctor Work-Keys tests for employment or credentialing, as requested by instructors or students.
- Workplace Communication Skills: Counselors teach a class on effective communication, including communication styles, active listening, nonverbal communication, professional presentation, electronic communication, and conflict resolution.

Evaluation

Student feedback is collected at key points throughout the academic term, including the start, mid-term, and end of term, through both surveys and in-person feedback. These evaluations assess aspects of the student experience, such as educational quality, student services, and campus facilities. Feedback focuses on areas like orientation effectiveness, counseling services, career readiness, recreation activities, and overall satisfaction.

The data gathered from these evaluations is reviewed by faculty and staff to identify strengths, trends, and areas for improvement. This information is analyzed and discussed in staff meetings and during performance reviews to ensure that services and activities remain aligned with student needs and institutional goals.

The Retention plan is formally reviewed and updated annually. Recommendations for updates or improvements are welcomed from faculty, students, and all stakeholders. The plan's services and activities are designed to promote student success, engagement, and satisfaction. Updates are implemented to enhance service quality, align with student needs, and ensure continuous improvement.

Communication

Services, activities, and supports available are communicated to students during orientation and included in the AVTEC Student Handbook. In addition to these resources, AVTEC utilizes multiple platforms to keep students informed through regular updates on the school's online calendar, through posts on Instagram and Facebook, via signs posted around campus, and through monitors strategically placed in common areas. The most recent version of the Retention Plan is posted on the AVTEC public website under Operational Plans.

Budgetary Resources

As retention is the responsibility of all AVTEC staff, funds for retention services are covered through the annual operating budget.