MANATEE TECHNICAL COLLEGE

Program Outcomes

Follow-Up Plan

Mission Statement:
The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

Vision Statement:

The vision of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.

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Placement and Follow-up Plan

Completion and Placement Responsibilities

The responsibility for the coordination of follow-up activities is shared by faculty and staff members, primarily instructors and the Business and industry Service Specialist, however, it is the responsibility of the campus Assistant Directors and Council on Occupational Education (COE) Liaison.

Methods of Data Collection

Completion, Placement, and Licensure information is collected through a number of ways:

- Instructor Information
- Required MTC Graduate Employment & Exit Form
- Advisory Committees
- Phone Calls
- Signal vine Text Messages
- Emails
- Social Media
- Licensure Collection methods

All placement information is entered onto a CPL Student Tracking Worksheet for each program.

Methods of Surveying Completers

Each instructor follows student progress for their program. This progress measures work habits, safety habits, workmanship and knowledge of each task. This progress is documented by movement from one Occupational Completion Point (OCP) to the next through the Campus Solutions database management software.

Once a student completes the program, the instructor does their best to stay in touch with the student and monitor their placement activities. Instructors often offer placement assistance to complete having difficulty gaining employment.

The Required MTC Graduate Employment & Exit Form is given to students by their instructor, at the end of their program. This form allows students the opportunity to evaluate the program, explain how it has prepared them for the workforce, and provide employment information, if applicable. This form also evaluates the services that students receive from MTC.

Information Collected

At the beginning of each school term, the Student Records department constructs a CPL Student Tracking Worksheet for each program offered. Students' names, student ID number, and start date are entered on the spreadsheet. This spreadsheet creates the foundation for tracking the completion, placement, and licensure information for the student and ultimately for the program.

The student status is monitored as they progress through their program of study. If a student withdraws from their program of study, the withdrawal date, last completed OCP, and if available, the reason for withdrawing is recorded on the spreadsheet.

Upon completing their program, students receive instructions via their instructor to complete the Required MTC Graduate Employment & Exit Form through Microsoft Forms. This allows them to self-report their placement information, if applicable.

Given the strong rapport between instructors and students, MTC encourages instructors to maintain contact with program completers to follow up on placement status. If an instructor obtains placement information, they may submit it directly using the same Microsoft Forms survey.

The data collected through the survey is aggregated to determine program-level completion, placement, and licensure rates. If a program's placement or licensure rate falls below the minimum threshold set by COE, instructors are contacted to follow up with completers. When necessary, support staff assist by reaching out to students and searching social media to gather placement information.
The information is then entered into the COE annual report and is shared with the entire MTC staff.

Follow-up Information Availability

Follow-up information is made available to instructional personnel and administration at least on an annual basis. CPL data is shared each fall term and reviewed with the Program Advisory Committee. CPL data is also available to administration through the COE Annual Report posted on the TEAMS database. Student Exit Interview data is shared with instructional personnel and administration and is reviewed by the Program Advisory committee during the Fall and Spring term meetings.

Plan Evaluation

The Program Outcome Follow-up Plan is reviewed annually and updated as required. Manatee Technical College's faculty, staff, and administration review the plan annually and make recommendation updates. Each year the updated plan then is presented to the MTC Board of Governors for their review and approval.

Reviewed and Revised 08/19/2026

Reviewed and Approved by Board of Governors – 01.26.2017
Reviewed and Approved by Board of Governors – 08.24.2017
Reviewed and Approved by Board of Governors – 03.15.2019
Reviewed and Approved by Board of Governors – 10.17.2019
Reviewed and Approved by Board of Governors – 10.16.2020
Reviewed and Approved by Board of Governors – 10.28.2021
Reviewed and Approved by Board of Governors – 10.27.2022
Reviewed and Approved by Board of Governors – 10.26.2023
Reviewed and Approved by Board of Governors – 08.22/2024
Reviewed and Approved by Board of Governors – 08.28/2025
Reviewed and Approved by Board of Governors – 08.27.2026