

Wilton Simpson Technical College Annual Plans Review Handbook

Main Campus

**4057 California Street
Brooksville, Florida 34604
(352) 797-7091
Fax: (352) 797-7191
Hernandoschools.org/schools/stc**

Extension Campus

**14075 Ken Austin Pkwy
Brooksville, Florida, 34613**

Instructional Service Center

**87 Veterans Avenue
Brooksville, FL 34601**

Administrative Office

**801 N. Broad Street,
Brooksville, Florida, 34601
(352) 797-7091 or (352) 797-7018**

Sophia Watson, Director of Adult & Technical Education

BRIGHT. TECHNICAL. CAREERS.

ANNUAL PLANS REVIEW HANDBOOK FOR WILTON SIMPSON TECHNICAL COLLEGE

WORK-BASED ACTIVITIES PLAN

Standard 2

BACKGROUND

Work-based learning activities play an integral part of the curriculum of Wilton Simpson Technical College (STC) career-technical training programs. These activities are planned with two objectives in mind. The activity provides students with the opportunity to develop and apply a “real world” experience using the knowledge and skills attained in the program. The activity provides the instructor with objective input from potential employers or customers of program graduates. Work-based activities designed with objectives, experiences, competencies and required evaluations provide reinforcement of program expectations in a “real world” environment.

TYPES OF WORK-BASED EXPERIENCES

Unpaid in-school shop/lab activities - customer service experiences under the direct supervision of the program instructor(s).

Unpaid job shadowing experiences - in-school or off-campus employer-based experiences under the supervision of a qualified employer representative who is working closely with the program instructor(s).

IN-SCHOOL SHOP/LAB ACTIVITIES

Customer Service Experiences

Customer service, incorporated in Automotive Service Technology 1 and Cosmetology, involves the public and is an important component of each program. Students are under the direct supervision of the program instructor(s). These operations give students the hands on experience

of working in the industry. We also allow students to return to our labs to practice their skills in these areas, allowing them to develop a clientele base while they are looking for employment.

Community Partnerships

Programs collaborate with community organizations to work collaboratively on a project that involves skills acquired in the program. These services are unpaid, but the final project is used publicly within Hernando County.

Hernando County School Board financial policies describe appropriate recordkeeping and monitoring of customer service funds.

PROGRAM & INSTITUTIONAL OUTCOMES PLAN

Standard 3

PURPOSE

The purpose of the Program and Institutional Outcomes Plan is to obtain information from completers and employers of completers to evaluate the quality of program outcomes, program effectiveness and relevance to job requirements. There is a systematic annual review for this process, and as information flows throughout the year it is logged for reporting purposes.

IDENTIFICATION OF RESPONSIBILITY FOR COORDINATION OF FOLLOW-UP ACTIVITIES

The Coordinator of Career Technical Education is responsible for overseeing the coordination of all follow-up activities and collates all the data pertaining to this activity. This individual works with instructors, support staff, students and the data team to ensure records accurately reflect achievement, and information is recorded in student files for subsequent reporting.

The Career and Technical Education program instructor is the first point of contact for referrals to jobs in the certificate program field of study. Students aided in job placement by: referral to employers, resources, and the appropriate agencies that the school engages with. Students meet with their instructor, student services and Placement Coordinator to discuss their employment goals and placement. Utilized during enrollment at Wilton Simpson Technical College, and subsequently throughout the session.

The Student Services Team is available to work with students as a resource for resume writing, interviewing techniques, and job leads. The Placement Coordinator works with specific programs to place only. Each student meets with the specialist to ascertain needs relating to employment and an action plan is developed that is worked on during the course of the program. Students may sign

up for job placement assistance and the Coordinator of Career and Technical Education and Placement Coordinator who will assist in connecting them to employment opportunities.

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

The Coordinator of Career and Technical Education is responsible for gathering the follow-up information on students who are Occupational Completion Point (OCP) completers or program completers. The Student Services Department also meets with exiting students and conducts interviews. During the course of a program, our students will enroll multiple times into the school and data gathered on a students' current employment status. Follow-up contacts with completers and employers of these individuals, in an effort to obtain current, relevant information for the administration and instructors and to meet COE requirements. Confirmation of licensure sourced from the State of Florida licensure website ([Licensing Portal - License Search \(myfloridalicense.com\)](https://myfloridalicense.com)).

Students meet with the a and the Coordinator of Career Technical Education prior to graduation to complete an exit form that includes questions about follow-up and customer satisfaction. Employers also contact the Coordinator of Career and Technical Education and the Placement Coordinator with career opportunities in a variety of career fields. Annually the program advisory committees evaluate the programs. Advisory committee members who are also employers provide follow-up information to instructors and administrators relating to the relevance of the training received by their employees. We also conduct an annual electronic survey on program and institutional outcomes that focuses on program effectiveness and the level of satisfaction with the education received.

INFORMATION COLLECTED FROM COMPLETERS AND EMPLOYERS OF COMPLETERS FOCUSED ON PROGRAM EFFECTIVENESS

Data is collected from several sources to gather information about program effectiveness. Word of mouth, google surveys and advisory meetings. Students evaluate their program at the end of each school year. The exiting process for a program completer includes an exit interview with the

Instructor or Coordinator of Career Technical Education that provides up-to-date placement and follow-up information as well as a satisfaction survey and suggestions for program improvement. All student satisfaction survey results, are communicated with the administration and instructors.

An electronic survey sent to employers in which they provide information about the student(s) hired. Employers are asked to assess the student's skills and to rate the student's ability to do the job. This provides information on the effectiveness of the training received by the student at Wilton Simpson Technical College. The Coordinator of Career Technical Education collects this information, and the results shared with the administration and instructors.

METHODS FOR SURVEYING COMPLETERS AND EMPLOYERS OF COMPLETERS TO ASSESS THE LEVEL OF SATISFACTION WITH THE EDUCATION THAT WAS RECEIVED

We utilize electronic surveys to establish how satisfied completers and employers of completers are with the training received. We questions content, lab time, placement and career assistance for completers. Employers are surveyed on skills, competency and effectiveness. The responses prove valuable in assessing how to improve our programs.

HOW PLACEMENT AND FOLLOW-UP INFORMATION IS USED TO EVALUATE AND IMPROVE THE QUALITY OF PROGRAM OUTCOMES

The administration meets with program instructors, reviews the data collected, and discusses actions needed to develop strategies that will lead to improved program outcomes. The information is shared with members of the advisory committees for their input.

HOW PLACEMENT AND FOLLOW-UP INFORMATION IS MADE AVAILABLE ON AN ANNUAL BASIS TO THE STAFF AND ADMINISTRATION

The administration discusses placement and follow-up data collection with the faculty and staff throughout the year. Faculty and administration to identify ways for program improvement study follow-up findings.

STRATEGIC PLANNING

Standard 4

PURPOSE

Wilton Simpson Technical College has a Strategic plan that covers a three-year period. This is developed in conjunction with community partners and reviewed on an annual basis. The purpose is to develop objectives with measureable goals and assess how successful the school was in achieving those objectives.

MISSION AND VISION

The mission and vision of the institution was developed by institutional staff as a means to describe the purpose of the school. The mission and vision statement are reviewed on an annual basis at Advisory meetings, instructional and staff meetings to assess relevance.

OBJECTIVES AND STRATEGIES

A committee reviews objectives for the school are determined through historical review, current market analysis, and attainable goals for a three-year period. Each listed objective has a series of strategies for achieving that goal, and where possible, measurable goals are determined.

CURRENT AND PROJECTED FINANCIAL RESOURCES THAT PROVIDE A BASIS FOR INITIATIVES SPECIFIED IN THE STRATEGIC PLAN

Current budgeting and projected income sources used as a means to develop initiatives for developing an attainable plan. Within years, funding can become available so we enhancements to the objectives may occur. Always fiscally prudent methods of operation utilized for strategic planning.

STRATEGIES FOR EVALUATING PROGRESS TOWARDS ACHIEVING THE OBJECTIVES

The Coordinator of Career Technical Education is responsible for reviewing the objectives on an annual basis and determining if the outcomes met. This review serves as a check and balance regarding progress towards attaining goals and can serve as an early warning should we be behind in achievement. Faculty, administration and institutional advisory members, who offer revisions as necessary, review the strategic plan annually. Annually the institution evaluates and documents the results of the evaluation of progress towards achieving the objectives defined in the strategic plan.

MEDIA SERVICES PLAN

Standard 5

PURPOSE

The purpose of the Media Services Plan is to support Wilton Simpson Technical College's (STC) educational programs so that the students' educational goals can be met and the school's mission fulfilled.

INTRODUCTION

Research indicates that a decentralized approach to media services allows students and instructors to access relevant materials in their classrooms. As the school is over two sites, we have constructed media services into each area to allow the fullest and easiest access for our instructors and students. We believe that students must be equipped with the skills to create, retrieve, manage and synthesize information for productive purposes and, most importantly, to make decisions and evaluate problems based on that information. Students must be prepared to work with industry-standard tools, devices, procedures, materials, and other industry-specific technologies, and the best way to accomplish that preparedness is for the resources to be available in the classroom. All media services, technology, facilities and materials are comprehensive, current, selected with faculty and advisory input, and are accessible to the faculty and students.

THE SCOPE AND AVAILABILITY OF THE SERVICES

The programs at Wilton Simpson Technical College have very different subject area and needs, and each program and/or department maintains its own media resources in an area available to the students. The inventory for media resources for all programs is on a share drive on the school intranet that is accessible to all faculty. Relevant materials purchased for the purpose of supporting educational programs and supplementing instruction and are available for student use during program hours. Students may check out program media materials at the discretion of the instructor and Coordinator of Career Technical Education. These decentralized media resources include reference books, professional journals/periodicals, audio and video media, software, online resources for specific industry needs, and related equipment pertinent to the particular program. Instructors, with the input from advisory committee members, students, and industry partners, work closely with the administration to provide appropriate media services for all programs.

Computers are available for student use at all sites in the form of mobile lap top carts. A variety of software is loaded on the computers so students can conduct online research and/or complete curriculum competencies.

CURRENT AND RELEVANT EDUCATIONAL MATERIALS

Each program's media resources includes a variety of auxiliary educational materials that complement the professional materials used in the program and are intended to support the instructional programs offered. The media resources are sufficient to ensure the achievement of desired student learning and program objectives, and consist of books of a business, professional, technical, and industrial nature; reference materials, audio-visual materials including videos, CDs and DVDs, technical magazines and other pertinent periodicals. Programs utilize web-based student and instructor learning resources available in their career fields. Audio-visual equipment utilized in program areas includes video projectors, high definition televisions, document cameras, computers with internet access, and printers.

Equipment available in each program area includes presentation equipment, computers, and printers. Copying services are available at the Nature Coast Office for teacher use, and students needing reasonable copies have access. The school districts printing department can be utilized for preparation of media resources also.

THE ADMINISTRATIVE, SUPERVISORY, OR INSTRUCTIONAL STAFF PERSON RESPONSIBLE FOR THE IMPLEMENTATION AND COORDINATION OF MEDIA SERVICES

The Coordinator of Career Technical Education is the designated administrator responsible for implementation and coordination of the Media Services Plan.

ROLES AND RESPONSIBILITIES OF DESIGNATED STAFF MEMBERS

The Coordinator of Career Technical Education maintains a school-wide media inventory with assistance from staff. That individual also ensures that the updated inventory is available on the share drive on the school intranet. Instructors are responsible for maintaining accurate program media, and requesting new resources as needed. Material check- out and returns are under program

instructor supervision and the business office.

ORIENTATION OF USER GROUPS

New instructors are oriented to the program media resources in Teacher Orientation Training. Students receive media orientation as part of their new student orientation package.

The Media Services Plan is available at the main campus for inspection, with revisions annually with instructors during pre-planning. Throughout the year, periodic orientation and training is available to faculty and staff on the availability and use of media resources, online systems, computer equipment, software, etc. Program instructors provide orientation to students concerning the media resources.

FACILITIES AND TECHNICAL INFRASTRUCTURE ESSENTIAL FOR USING MEDIA MATERIALS

Since most of the media and technology are decentralized throughout the campuses in specific program areas, there are no special facilities. Computer carts at both the Nature Coast and Central High School Campuses provide technology for students.

ANNUAL BUDGETARY SUPPORT FOR THE SERVICES

Administration meets annually with each instructor to discuss program needs including media and equipment. Based on the discussion, each program/department has a budget with which to purchase supplies and resource materials. Funds allocated to the program/department budgets from the workforce budget, lab accounts, and tuition. Equipment, software, DVDs and online resource license purchases requested through purchase forms that each program completes and submits to the administrative team.

ANNUAL EVALUATION OF EFFECTIVENESS OF MEDIA SERVICES AND UTILIZATION OF THE RESULTS TO MODIFY AND IMPROVE MEDIA SERVICES

Program surveys that include questions rating reference materials and resources are asked of students on an annual basis through a google survey. In addition, this survey annually is given to staff, and asks responders to rate the effectiveness of the media services. Responses from these

surveys are reviewed by the administration to determine areas of need. These evaluations allow administration and instructional personnel to identify strengths and weaknesses and respond accordingly. Each program is assessed to ensure they have the correct instructional supplies, physical resources, technology and fiscal resources to support them. This is to ensure that the desired student-learning outcomes. Any repair or replacement of media services is made quickly and efficiently to ensure continuity of service. Instructional media is provided in print and non-print form to support both faculty and students, and are always current.

PLAN FOR MAINTAINING EQUIPMENT AND FOR REPLACING OR DISPOSING OF OBSOLETE EQUIPMENT

Standard 5

PURPOSE

The Plan is to demonstrate that equipment is available to support the instructional programs and non-instructional areas of the institution, assess relevancy of instructional equipment, and identify equipment necessary for phase out, replacement or disposal.

RESPONSIBILITY FOR IMPLEMENTATION

The Director of Adult & Technical Education is responsible for implementation of the Plan, and program instructors work closely with the administrator to ensure effectiveness of the Plan.

NEW EQUIPMENT

Funds are budgeted to provide instructional equipment at a level that assures quality vocational education. Administration meets twice annually with each instructor to discuss program needs including instructional equipment. Based on the discussion, each program/department is then given a budget with which to purchase instructional equipment and supplies. Funds allocated to the program/department budgets from the workforce budget and lab accounts. In addition to budgeted funds, monies may be available through grants and local donations. Technology plans, developed jointly by instructors and program advisory committees, are submitted annually to the Director of Adult & Technical Education to prioritize the equipment needs. Funds are budgeted based on these priorities.

Student computers and peripherals are refreshed on a rotating basis as funds are available, and the older computers and peripherals are recycled into other areas in the institution. The need for replacing other program equipment is assessed yearly during the program advisory committee meetings and through the program review process. The administrative team inform the Director of Adult & Technical Education who works with the school district's Technology Information

Services department regarding the re-distribution of equipment.

MAINTAINING EQUIPMENT

The institution has a system of instructional equipment inventory. Each instructor is responsible for program equipment and supplies. An in-house electronic inventory of all equipment and furniture \$100 or greater in value is maintained for each program. Addition of new items added to the inventory by staff as they are purchased. If an item needs to be transferred to another area, it is the responsibility of the instructor to complete a property transfer form in order to transfer the item to the appropriate person. Verification of the equipment inventoried annually.

The institution has a system for emergency purchases to assure the acquisition and/or repair of equipment within a reasonable period to support continuous instruction. Should items be needed on an emergency basis, or require emergency repairs, instructors contact the Coordinator of Career Technical Education who determines if equipment can be repaired on site, if a work order needs to be submitted, or if equipment needs to be replaced. In the automated system, emergency work orders can be flagged accordingly and prioritized by the district for processing. If an emergency purchase is required, the appropriate purchase request is completed per purchasing policy and sent to the Director of Adult & Technical Education.

EQUIPMENT REPLACEMENT OR DISPOSAL

Property is tagged with Hernando County School Board property control numbers that is centralized through the districts Warehouse department. Disposal of all property is in accordance with district procedures. To dispose of old and obsolete equipment, instructors notify the Director of Adult & Technical Education and complete a property transfer form. The equipment is removed from the program and stored until the district property control staff picks it up.

EVALUATION OF THE EFFECTIVENESS OF THE PLAN

Program advisory committees annually review the equipment used in the programs to determine consistency with that used in the workplace. As program equipment needs change, the instructors identify needs in the technology plans that are communicated to the administration. The program

technology plan, and the program expenditures for new and replacement equipment, are reviewed by the administration with the instructors annually and assesses its effectiveness.

PLAN FOR OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES AND TECHNICAL INFRASTRUCTURE

Standard 6

PURPOSE

The purpose of the Plan for Operation and Maintenance is to ensure the institution places emphasis on the operation and maintenance of the facility and its technical infrastructure, to include personnel, equipment, supplies and the adherence to relevant state law and/or federal codes and procedures. The plan will address the adequacy and improvement of the physical facilities and technical infrastructure on a continual basis.

STAFF RESPONSIBILITY FOR IMPLEMENTATION

The Director of Adult & Technical Education and Coordinator of Career Technical Education develop and coordinate activities with the assistance and input of the instructional, non-instructional, custodial staff and with support from the Hernando County School District (HCSD). As a night school utilizing already established facilities, Wilton Simpson Technical College is responsible for custodial and programmatic needs while HCSB is responsible for maintenance of the facility.

The administrative team determines the appropriate number of custodial staff required for each site based on need and budget. Custodians follow a schedule created by the manager and supervisory staff. As part of Hernando County School District's (HCSD) annual review procedures, the custodial staff receives in-service professional development and training on current operation and maintenance issues.

PERSONNEL

Provision of an adequate staffing structure is essential to the operational efficiency of STC. Long-range plans detailed in the Strategic Plan to address the functionality of job descriptions needed within the period. Each year the Director of Adult & Technical Education will address the short-term operational needs of the school and review and develop plans for long range planning.

Additional and/or revised job descriptions are addressed and approved annually.

EQUIPMENT AND SUPPLIES

Appropriate materials, equipment, and supplies needed for maintenance and housekeeping will be identified, purchased, and used by the custodial staff according to the HCSD guidelines. There are order forms available through the district's intranet. Appropriate storage space allocated for supplies.

Data Safety Sheet (DSS) information is available for materials and any chemicals used in the lab areas. Sheets consistently updated with each new order. Instructors and custodial staff are aware of the sheets and how to use the supplies. Wilton Simpson Technical College provides the materials and equipment needed to maintain the programs it offers. The HCSD Maintenance Department provides maintenance of the heating ventilation air conditioning (HVAC) systems, electrical, plumbing, kitchen equipment and roofing. Records and work requests kept electronically and accessed through the HCSD intranet.

Fire extinguishers evaluated annually for operational status by the Safety & Security department. Restroom supplies are maintained in sufficient amounts to keep these areas appropriately cleaned and stocked.

RELEVANT STATE LAW AND APPLICABLE FEDERAL CODES AND PROCEDURES

Wilton Simpson Technical College complies with the Florida Statutes, 245.26, Ch. 235, Educational Facilities and Section 6, A-2 of the State Uniform Building Code of the Florida State Department of Education. This statute covers fire, industrial, and health and safety including: building and structural, electricity and gas, environmental impact considerations, fire and safety, food preparation and service, heating and ventilation, planning and zoning, plumbing and sanitation, sewage and waste disposal, water supply, and OSHA. Applicable federal code observed.

METHODS OF EVALUATION

Annual evaluations of the members of the custodial staff conducted by the site-based Administrator of the school campus at which Wilton Simpson Technical College resides. Evaluations of the safety and maintenance of the facility conducted by the school district's maintenance and facilities department staff and county fire personnel. Plans for corrective actions are developed and implemented.

AVAILABILITY OF THE PLAN TO EMPLOYEES AND STUDENTS

An annual google survey of the plan is conducted. Students and employees evaluate the operation and maintenance of the facility through session course. Concerns regarding safety, operation, and maintenance of the facility addressed to and by administration. The results of this survey made available to employees and students on an annual basis.

ANNUAL EVALUATION OF THE PLAN

Each year the Coordinator of Career Technical Education reviews the plan, the comments from survey's and input from instructional staff and faculty regarding the effectiveness, and suggested improvements, to ensure continuity of the improvement of the physical facilities and technical infrastructure.

PLAN FOR ASSURING THE HEALTH AND SAFETY OF EMPLOYEES, STUDENTS AND GUESTS

Standard 6

PURPOSE

The faculty of Wilton Simpson Technical College (STC) strives to provide a safe, clean, and comfortable environment in which students can learn and prepare for successful entry into the workplace. The purpose of STC's Health and Safety Plan is for assuring the health and safety of the institution's employees, students, and guests to maintain readiness in its use and includes procedures for reporting and investigating incidents affecting the health and safety of the institution's constituents.

REPORTING AND INVESTIGATING ACCIDENTS

Prompt and efficient treatment of all accidents is necessary. Student information is located in the Business Office listing emergency contact information, permission to act in emergencies as appropriate, and notations of any unusual health conditions.

The Director of Adult & Technical Education notified immediately when serious accidents occur. Since Wilton Simpson Technical College falls under the umbrella of the Hernando County School District (HCSD), report documents used in compliance with district policy. A member of the administrative team investigates all accidents and incidents that occur at STC, and the results shared with the Director of Adult & Technical Education. Corrective actions noted on the appropriate report.

The forms used to report accidents and incident are located with the Risk Management department of Human Resources. Copies are maintained of file in accordance with directions at the top of each form. Requests for copies outside of district policies are denied.

STUDENT ACCIDENTS

When a student has an accident, whether on campus or off campus at a school-related activity, the instructor in charge or witnessing the student's accident must complete the HCSD approved Incident Report and turn it in to the administrative team before the end of the day of the accident. Note that first aid kits are readily available in the learning environment. The accident report is reviewed by the administration within 24 hours.

When a student has an accident during school hours, the instructor in charge or whoever witnessed the student's accident must complete the approved accident form. This is submitted to administration no later than the end of the same business day. The form is reviewed by Wilton Simpson Technical College's administrative team, forwarded to the Director of Adult & Technical Education, and submitted to Risk Management department of Hernando County School District according to instructions within 24 hours.

VISITOR ACCIDENTS

When a visitor has an accident during school hours, the staff member witnessing the accident must complete the approved district accident form and submit it to administration no later than the end of the same business day. The form is reviewed by the administration, sent to the Director of Adult & Technical Education, and submitted to Risk Management according to the instructions within 24 hours.

STAFF ACCIDENTS

When a faculty member has an accident during school hours, the administrator on duty and any other faculty member witnessing the accident must complete the approved district accident form and submit it to the Coordinator of Career Technical Education no later than the end of the same business day. The form is then reviewed by the Director of Adult & Technical Education and submitted to Risk Management within 24 hours.

PERSONNEL RESPONSIBLE FOR IDENTIFYING SAFETY ISSUES

All personnel are responsible to report any safety issues that they identify. Concerns are communicated to the administrators on duty and/or the Coordinator of Career Technical Education. Depending on the need, the Director of Adult and Technical Education may be informed, Hernando County School District Safety, and Security department. There are also routine safety inspections through the school district's Manager of Safety and Security. The Safety and Security staff complete routine inspections and provide feedback to administrative team at STC about the needs of each facility. These walkthrough inspections are carried out on an ongoing and annual basis.

Safety and Security addresses issues such as natural disasters, hazardous wastes, worker's compensation and safety drills to comply with federal safety guidelines. STC adheres to and complies with these regulations and guidelines.

EMERGENCY RESPONSE AND CRISIS MANAGEMENT PLAN

Being under the umbrella of Hernando County School District, STC follows emergency response procedures provided to us through Safety and Security. These procedures are reviewed and revised annually through district committees. The plan reflects the need to protect the safety of our students and personnel.

The plan consists of district- wide protocols for response, evacuation, medical, student welfare, violence and crime, natural disaster, facility, and hazardous materials in the event of an emergency. Additionally, all employees are expected to complete online modules for blood borne pathogens ([Annual Review | Human Resources \(hernandoschools.org\)](#)). Emergency procedures are utilized through Crisis Go (a web-based and mobile application).

Safety procedures reviewed with faculty and staff annually. Emergency evacuation procedures posted in all classrooms for student access. First aid kits reviewed annually for content. Students informed of the institution's safety policies and procedures during school and program orientations.

EVALUATION OF THE PLAN, STUDENT ACCESS AND EMPLOYEE DISTRIBUTION

In addition to the input received from faculty, students and stakeholders through google surveys, the District's Safety and Security department makes suggestions for health and safety procedures

as they see the need. An analysis of the plan review made available to all stakeholders including instructors, faculty and students on an annual basis. All employees made aware of the health and safety plan through trainings.

PLAN FOR PHYSICAL RESOURCES AND TECHNICAL INFRASTRUCTURE

Standard 6

Wilton Simpson Technical Colleges' (STC) main campus is located at 4057 California Street, Brooksville, Florida, 34604. The school opened in August 2013 at the main site. It utilizes three vocational lab areas of the high school campus for its evening time programs. A second extension site was added in January 2016 at 14075 Ken Austin Parkway, Brooksville, Florida, 34604. At that high school, we utilize two purpose built labs for our programs. Each space has classrooms, labs, shops, support facilities, and offices for the smooth operation of its program

The main campus houses Cosmetology, Cyber Security, and Law Enforcement Academy and Automotive programs while the extension campus houses Welding and HVAC/R. The plan is evaluated annually, with revisions made as necessary, and is available to administration, faculty and staff.

PURPOSE

The purpose of the Plan for Physical Resources and Technical Infrastructure is to analyze design and arrangement of the buildings and campuses of the institution in relationship to the institution's mission and vision and strategic plan, and to determine if the institution can handle orderly growth and expansion over a period. Furthermore, the plan addresses the adequacy and improvement of all physical facilities and technical infrastructure has been developed and maintained. The technology used by STC to deliver program content meets the needs of the students without creating barriers to student support or learning. It also ensures that the privacy, safety, and security of data contained within institutional networks.

Facility and campus improvement is planned and documented as part of the Hernando County School District Strategic Plan (2018-2023) located at the following link on the website [HCS_D_2018-2023_Strategic_Plan \(campussuite-storage.s3.amazonaws.com\)](https://campussuite-storage.s3.amazonaws.com/HCS_D_2018-2023_Strategic_Plan). The Hernando County School District (HCS_D) is responsible for the maintenance of the facility, custodial and

operational needs. STC addresses the programmatic needs and works with the school district to attain goals.

Continuous physical and technical improvement is part of the Wilton Simpson Technical Colleges' Strategic Plan. Each campus site is responsible for maintenance of the areas to which they have access and are responsible. Our administrative team works closely with site-based leadership at the respective campus to ensure that continual improvements with their input and consent. The schools Strategic Plan addresses needs for planned growth of its programs, facility needs, maintenance, and technology.

ENSURES THE PRIVACY, SAFETY, AND SECURITY OF DATA CONTAINED WITHIN INSTITUTIONAL NETWORKS

The school is authorized to operate through Hernando County School District and as such utilizes the services of the District's technology department in maintaining the safety and security of data. A District Technology Support Specialist oversees the daily operations to ensure no data breach occurs.

ENSURES COMPUTER SYSTEM AND NETWORK RELIABILITY WHETHER PROVIDED DIRECTLY BY THE INSTITUTION OR THROUGH CONTRACTUAL ARRANGEMENTS

Network monitoring constantly through the school district to ensure reliability of operations.

ENSURES EMERGENCY BACKUPS FOR ALL TECHNICAL SERVICES WHETHER PROVIDED DIRECTLY BY THE INSTITUTION OR THROUGH CONTRACTUAL ARRANGEMENTS

The administrative team ensures that all systems are secured to preserve the integrity of data collected and daily operations.

PLAN FOR STUDENT RETENTION

Standard 10

PURPOSE

The purpose of the Student Retention Plan is to address how we retain our students within the programs. Development of early warning systems for students that may be struggling for a variety of reasons, and having the dedicated personnel to interact with our students as needed to ensure that all students could meet their goals.

IDENTIFICATION OF RESPONSIBILITY FOR COORDINATION OF ALL FOLLOW-UP ACTIVITIES

The Coordinator of Career Technical Education oversees the coordination of this activity. The Student Services team will interact with students to help guide and counsel and report to the Manager.

STUDENT RETENTION PLAN INCLUDES INPUT FROM FACULT AND STUDENTS

Information is collected via google survey/paper and stored electronically. Both faculty and students complete the surveys on an annual basis. The Coordinator of Career Technical Education will follow up with individual students and staff to gather input to improve our retention plans.

EVALUATION OF PLAN ON AN ANNUAL BASIS

Any revisions to the plan are adopted after review. Updates made as needed on an annual basis. The results of this survey shared with both faculty and staff, and input is sought to make sound improvements. The importance of student retention cannot be underestimated and weekly reviews of students conducted in staff meetings so we can assume early intervention as necessary.

PLAN FOR PLACEMENT SERVICES

Standard 10

PURPOSE

The purpose of the Plan for Placement Services is to provide placement services for all program completers.

IDENTIFICATION OF RESPONSIBILITY FOR COORDINATION OF SERVICES

The Coordinator of Career Technical Education is responsible for the coordination of placement services. Along with the rest of the administrative team, the Student Services Team works closely with the institution's data collection team and faculty on job placement and data collection assignments.

The career and technical education program instructor is the first point of contact for referrals to jobs in the certificate program field of study. Students aided in job placement by referral to employers, resources and the appropriate agencies. Students requests to meet with their instructor and the Coordinator of Career and Technical Education to discuss their employment goals.

A COMMUNICATIONS NETWORK EXISTS BETWEEN THE PERSON RESPONSIBLE FOR PLACEMENT COORDINATION, THE STAFF, THE FACULTY, AND VARIOUS BUSINESSES AND INDUSTRIES OF THE SERVICE AREA

STC's administration facilitates the communication network between staff, faculty and area employers through the Advisory Committee Meetings. Instructors communicate regularly with employers in the service area and members of the program advisory committees in an effort to stay informed about employment trends and opportunities. Program advisory committee members provide validation of relevant curriculum throughout the year and offer suggestions for improvement. STC administrators ensure that follow-up records maintained in the school database, monitors placement and retention rates, and disseminates employment opportunities. The Coordinator of Career Technical Education assigned the duties of communicating with business and industry, acting as the general contact for STC, referring job openings to the appropriate

instructors and serving as liaison between instructors and industry as needed.

A LIST OF EMPLOYERS AND EMPLOYMENT OPPORTUNITIES

Instructors liaise constantly with local employers to understand the employment opportunities in their field. Local employment agencies also work with the STC business office to provide a current listing of known employment opportunities in the area. Job alerts circulated to instructors and students through email, social media, remind apps and class visits.

COUNSELING OF STUDENTS

Instructors, the Placement Coordinator and the Coordinator of Career Technical Education are responsible for assisting enrolled students and graduates seeking employment. The Student Services Department is also available to students as a resource for resume writing, interviewing techniques, and job leads and job placement assistance. My Career Shines ([MyCareerShines \(kuder.com\)](http://MyCareerShines.com)), another counseling tool, is available to students.

MAINTENANCE OF PLACEMENT RECORDS FOR COMPLETERS AS A MEANS OF MEASURING THE SUCCESS OF THE INSTITUTION IN ACHIEVING ITS MISSION.

Completion and placement are two key indicators for the success of STC. They speak directly to the mission of the institution in meeting the needs of employers by providing technically trained graduates via a market driven curriculum. Placement records maintained on all completers and non-completers. The data used to determine program sustainability as well as for the COE Annual Report to measure the success of achieving the institution's mission.

EVALUATION ON AN ANNUAL BASIS

Revision of the Placement Services Plan on an annual basis by the administrative team, to improve the effectiveness of the placement services provided. The results of google surveys shared with the faculty and staff through email and regular staff meetings.

PLAN FOR DETERMINING THE EFFECTIVENESS OF STUDENT SERVICES

Standard 10

PURPOSE

The purpose of the Plan is to ensure that student services are offered and maintained at the highest possible level to support Wilton Simpson Technical College's (STC's) students, mission, and programs.

RESPONSIBILITY FOR COORDINATION OF STUDENT SERVICES

The Director of Adult & Technical Education is responsible for coordination of all student services to ensure that needs met in a timely manner. Manager will share annual evaluation with faculty and staff at the beginning of each school year.

PROVIDES COUNSELING OF STUDENTS

Depending on the nature of the need, counseling services are available. As an institution, we utilize outside agencies for more specific needs. The first point of contact is the instructor who will refer a need to the Coordinator of Career Technical Education and then determination is made as how best to successfully serve the student.

EVALUATION ON AN ANNUAL BASIS

Surveys are conducted on an annual basis through google/paper and the results collated. The Coordinator of Career Technical Education reviews the student services report and shares this with the team. As a group determinations made as how best to serve the needs identified, and continue to offer a strong support service to our student body.