Vernon College
Assessment Activity/Report Communication Form
2014-2015

Title: CTE Program Completer Forms Report   **Date of completion:**   June 30, 2015

Please circle or highlight: Assessment Activity   <mark>Report</mark>   Both

Highlights of data: Completer forms identify students who complete a CTE award rather than depending solely on students who apply for graduation. After enrollment each semester, CTE programs review students' transcripts to identify those students who are eligible for graduation at the end of the term. The programs complete Program Completer forms for these students and submit the forms to Admissions/Records. The CTE programs report to Donna Egoavil the number of Completers submitted.

The Following CTE Programs submitted award completer forms for **Spring 2015**
Administration Office Technology 6, Automotive Technology 5, Business Management 5, Computer Information Sciences 3, Cosmetology 6, EMS 14, Health Information Management 5, HVAC 5, Industrial Automation Systems 12, Machining 6, ADN 81, Pharmacy Technician 9, and Welding 11

Use of data: Because some students do not apply for graduation, verification of program completers is used to identify students as completers regardless of whether or not they applied for graduation; thus, the college reports student success more accurately.

How associated to Student Success? Reporting CTE program completers is a tool for encouraging more students to apply for graduation.

Where the report can be found: Office of the Administrative Assistant to the Associate Dean of Instructional Services

Submitted by: Donna Egoavil   **Date:**   6-30-2015
                          (Responsible Party)

Received by Office of Quality Enhancement: July 2, 2015
                                                                          (Date)

Presented to SSBTN Committee*:   July 2, 2015
                                                                    (Date)

∗   Posted on Vernon College website to be shared with SSBTN and College Effectiveness Committees as well as Vernon College constituents.