



Student Retention Plan

**Life sometimes has unexpected challenges...
We want you to remember you are not alone.**

Call

Any Staff member to

Let us know, so we

Can help you!

618.474.0616

Alton and Fairview Heights Campuses

Mission Statement

Our mission is to provide innovative training programs that develop skilled professionals – empowering them to achieve rewarding careers.

Vision Statement

Our vision is to be recognized in the community as a leader in providing professional career development.

Student Success

CALC Institute of Technology strives to ensure that all of our students have the skills, knowledge, and confidence to excel in their chosen discipline by completing their program and obtaining an industry certification(s). To that end, we want to ensure that our students have access to all the tools and resources available, including those made available by CALC and the community at large.

Student Retention Priorities

Individualized Success Plan

Point 1.0: Utilizing resources and practices that successful students have used along with techniques our faculty and staff have created.

Utilization of Available Resources

<https://calc.edu/student-services/community-resources/>

Point 2.0: Ensuring that all students are made aware of resources that are available to assist them when different life events occur.

Student Intervention

Point 3.0: Identify at-risk students who are experiencing academic, personal, financial, and/or social problems. Once identified, assist student with additional resources and/or counseling.

Obtain Student Feedback

Point 4.0: Utilize surveys to gather information from students. This information will help to formulate better decisions on how to improve current and future students' experience.

Build and Strengthen the CALC Community

Point 5.0: Build and strengthen the CALC community both inside and out of the classroom comprising of current and prior students along with faculty and staff.

Individualized Success Plan

Point 1.0: Utilizing resources and practices that successful students have used along with techniques our faculty and staff have created.

Activity 1.1: Compile best practices of successful students.

- 1.1a Update exit survey to include questions about what practices students used to be successful in their coursework.
- 1.1b Utilize successful techniques and practices faculty have seen lead to student success.

Activity 1.2: Monitoring student success within their program.

- 1.2a Have faculty monitor students' progress and quality of work at given times during their program
- 1.2b Ensure that faculty are reaching out to students with various resources and techniques.

Activity 1.3: Create an individualized success plan for struggling students.

- 1.3a Have faculty meet with student, during monthly evaluation or based on need, to discuss their concerns about their progress and to gauge their current practices and techniques in course preparation.
- 1.3b Develop an academic improvement plan. Discuss with student the plan and provided examples or additional resources as needed.
- 1.3c Monitor students' performance and follow up with them on the effectiveness of the plan. Make modification when required

Utilization of Available Resources

Point 2.0: Ensuring that all students are made aware of resources that are available to assist them when different life events occur.

Activity 2.1: Compile a list of available resources in the community that would be of a benefit to students.

- 2.1a Child care
- 2.1b Local apartments
- 2.1c Financial assistance
- 2.1d Counseling services
- 2.1e Medical assistance
- 2.1f Food pantry
- 2.1g Shelters
- 2.1h Veterans' services.

Activity 2.2: Distribute list of available resources.

- 2.2a Publish list on calc.edu website, In the "Student Services" section, sub-section "Resource Library".

- 2.2b Post list in the Media Center at each campus.
- 2.2c Create a resource folder on the student drive.

Student Intervention

Point 3.0: Identify at-risk students who are experiencing academic, personal, financial, and/or social problems. Once identified, assist student with additional resources and/or counseling.

Activity 3.1: Identify different types of at-risk students.

- 3.1a Students experiencing academic problems
- 3.1b Students experiencing personal problems
- 3.1c Students experiencing financial problems
- 3.1d Students experiencing social problems

Activity 3.2: Develop plan on addressing problems with students

- 3.2a Create a letter informing them of the available resources and existing counseling service that could address the problem(s) at hand.
- 3.2b Follow up with students during regularly scheduled reviews to check if they need additional assistance.

Obtain Student Feedback

Point 4.0: Utilize surveys to gather information from students. This information will help to formulate better decisions on how to improve current and future students' experience.

Activity 4.1: Determine the type of information needed to be obtain from feedback.

- 4.1a Ask faculty and staff if there is any information that needs to be gathered.
- 4.1b Review information provided by regulatory agencies to ensure that needed information from students is collected.
- 4.1c Review existing surveys to determine if they need to be updated or modified.

Activity 4.2: Create and deploy new student polls and/or surveys, when need arises.

- 4.2a Utilizing different available resources to create new polls and surveys.
- 4.2b Use appropriate channel to distribute polls and surveys.

Activity 4.3: Collected feedback for future use.

- 4.3a Store and process results from surveys.
- 4.3b Determine access rights to results.
- 4.3c Storage of regulatory required information.

Build and Strengthen the CALC Community

Point 5.0: Build and strengthen the CALC community both inside and out of the classroom comprising of current and prior students along with faculty and staff.

Activity 5.1: Utilize and promote accounts on different social media providers.

- 5.1a Ensure that social media accounts are to be utilized for community building.
- 5.1b Assign who will have access and act as moderator(s) for social media accounts.
- 5.1c Inform faculty and staff of who is handling content for each account.

Activity 5.2: Publish content to foster community.

- 5.2a Utilize each platforms characteristic to maximize its effectiveness of student involvement.

Activity 5.3: Engage community with different activities.

- 5.3a Ensure the moderator(s) have regular contact with the community on each platform.
- 5.3b Research what other places do to actively engage their community.
- 5.3c Review the effectiveness of each platforms community development and make necessary changes.



Main Campus
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Alton, IL 62002

618-474-0616

Extension Campus
4632 N. Illinois
Fairview Heights, IL 62208

INSTITUTE OF TECHNOLOGY

STUDENT RETENTION PLAN

Student Success

CALC Institute of Technology strives to ensure that all of our students have the skills, knowledge, and confidence to excel in their chosen discipline by completing their program and obtaining an industry certification(s). To that end, we want to ensure that our students have access to all the tools and resources available, including those made available by CALC and the community at large.

Student Retention Priorities

Individualized Success Plan

- Utilizing resources and practices that successful students have used along with techniques our faculty and staff have created.

Utilization of Available Resources

- Ensuring that all student's are made aware of resources that are available to assist them when different life events occur.

Student Intervention

- Identify at-risk students who are experiencing academic, personal, financial, and/or social problems. Once identified, assist student with additional resources and/or counseling.

Obtain Student, Faculty and staff Feedback

- Utilize surveys to gather information from students. This information will help to formulate better decisions on how to improve current and future student's experience. Survey results will be reviewed during the annual staff meeting

Build and Strengthen the CALC Community

- Build and strengthen the CALC community both inside and out of the classroom comprising of current and prior students along with faculty and staff.

CALC, Institute of Technology
200 N. Center Drive, Alton, Illinois 62002
Phone: 618-474-0616, Fax: 618-474-0615

TO: All Students

RE: Course and Instructor Evaluation

In an attempt to provide the best possible education to you in the time allowed, we are constantly seeking student/learner feedback whereby we may upgrade and improve our training center. Your input is constantly appreciated.

1. Was the facility and accommodations/laboratory set up conducive to your learning needs? Yes / No

Comments: _____

- | | | | | |
|---|-------------------------------------|-----|-----------|----|
| 2. Was/did the Instructor: | There to greet you upon arrival | Yes | / | No |
| | On time for class | Yes | / | No |
| | Courteous | Yes | / | No |
| | Helpful | Yes | / | No |
| | Prepared for class | Yes | / | No |
| | Have all materials ready | Yes | / | No |
| | Knowledgeable of the subject matter | Yes | / | No |
| | Informative and attentive | Yes | / | No |
| | Sequential and comprehensive | Yes | / | No |
| 3. Did the Instructor state the objectives of the course prior to starting class? | | Yes | / | No |
| 4. Did you feel those objectives were met? | | Yes | / | No |
| 5. How would you rate the training you received? | Poor / Fair / Good | / | Excellent | |
| 6. How would you rate the textbooks and supplies? | Poor / Fair / Good | / | Excellent | |
| 7. How would you rate your Instructor? | Poor / Fair / Good | / | Excellent | |
| 8. Would you consider this type of training again? | | Yes | / | No |
| 9. Have you started your employment search? | | Yes | / | No |
| 10. Would you recommend this program to your friends? | | Yes | / | No |

What did you like about the school?

Suggestions for improvement?

What study or preparation resources did you utilize and what would have made them better?

I give CALC, Institute of Technology (CALC) permission to use my name as a reference. CALC is authorized to publish my name and any quotations from my "Happy Ending Letter" and/or this questionnaire.

Signature _____ Date: _____

Course of Study: _____ Location attended: _____

Thank you in advance for your cooperation; we sincerely wish you the best for your future.

CALC, Institute of Technology Staff

STUDENT RETENTION PLAN EVALUATION FORM

- **Individualized Success Plan**
 - Utilizing resources and practices that successful students have used along with techniques our faculty and staff have created.
- **Utilization of Available Resources**
 - Ensuring that all students are made aware of resources that are available to assist them when different life events occur.
- **Student Intervention**
 - Identify at-risk students who are experiencing academic, personal, financial, and/or social problems. Once identified, assist student with additional resources and/or counseling.
- **Obtain Student Feedback**
 - Utilize surveys to gather information from students. This information will help to formulate better decisions on how to improve current and future students experience.
- **Build and Strengthen the CALC Community**
 - Build and strengthen the CALC community both inside and out of the classroom comprising of current and prior students along with faculty and staff.

Agree
☐

Neither Agree nor Disagree
☐

Disagree
☐

Comments: _____

NAME: _____ DATE: _____
Print and Sign

FACULTY ☐ ADMINISTRATION ☐ STUDENT ☐