TEXAS STATE TECHNICAL COLLEGE SYSTEM SYSTEM OPERATING STANDARD

No. ES.4.08	Page 1 of 3	Effective Date: 09/01/00	
DIVISION:	Educational Services		
SUBJECT:	Ex-Student Follow-Up and Relationship		
AUTHORITY:	Minute Order #21-86		
SUBMITTED BY:	Original Signed by J. Gary Hendricks		
TITLE:	Executive Vice Cha	ncellor	Date: 04/27/00
APPROVED BY:	Original Signed by Bill Segura		
TITLE:	Chancellor		Date: 04/27/00

STATUS: Approved by MC 04/27/00

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Approved by M/C 10/22/97

Updated 10/09/97 Revised 08/15/97 New Format 04/11/97 Approved M/C 11/18/85

POLICY

It is the policy of Texas State Technical College to (1) follow up ex-students of regular programs for obtaining data and information useful in instructional program and student services improvement; (2) involve ex-students in the continued growth and development of TSTC programs via Advisory Committee membership, School Industry Cooperative Committees, Industry Cooperative Training, and other similar programs; and (3) continue serving ex-students through Special Instructional Services Programs of TSTC.

PERTINENT INFORMATION

Standard Two, Organization and Administration of College Delegate Assembly Commission on Colleges Southern Association of Colleges and Schools specified that, "appropriate records of the name, address, occupation, and accomplishments of each former student should be maintained." Furthermore, "the relationship between the institution and former students should

be one which encourages them to continue to participate in the growth and development of the institution and to assist in the evaluation of institutional effectiveness."

The Texas Higher Education Coordinating Board requires that an institution conduct student follow-up and provide specified information to be eligible to receive federal vocational funds.

The varied nature of technical/vocational programs requires feedback on the quality and appropriateness of training. This feedback should include not only employees but also exstudents as well. Ex-student feedback becomes increasingly valuable as they become eligible to participate in structures of the Advisory Committees and School Industry Cooperative Committee

Ex-student follow-up not only provides valuable information for program improvement, but also for student and related services. Here causes of student drop-out, student financial needs, and other information are obtained for improvement and institutional planning.

Limits on the expenditure of state funds for ex-student activities are specified in the General Appropriations Act of the 75th Legislature, Article III, Special Provisions Relating Only to State Agencies of Higher Education, Section 13. In effect, funds may not be expended for support or maintenance of alumni organizations or activities.

DELEGATION OF AUTHORITY

The Director of Educational Services has the authority and responsibility to monitor the follow-up system and to coordinate development and reporting of ex-student follow-up data and assure compliance with external rules and regulations.

Presidents have authority and responsibility to conduct ex-student follow-up to meet externally imposed requirements and to meet college/institutional effectiveness needs.

OPERATING REQUIREMENTS

Follow-up will be conducted according to the following schedule of activities:

GRADUATES: The series of ex-student and employer survey and reports specified

by the Texas Higher Education Coordinating Board will be

conducted according to the schedule published by the Director of

Educational Services.

NON-GRADUATES: A survey of non-graduates will be conducted at the time of official

drop or designation as a non-graduate. The survey will gather data

indicating the adequacy of student services and instructional program. The non-graduate program leaver survey of will be

conducted according to published schedule.

PERFORMANCE STANDARDS

- 1. Each College maintains for each ex-student a record containing at least the name, address, occupation, employer name and address and other desired employment information. A 70% survey response return rate from graduates and a 35% response rate from non-graduates is expected.
- 2. Ex-student follow-up reports are prepared accurately and within the adopted schedule.
- 3. Ex-students are utilized for program and college development through their participation in task inventory surveys, advisory committee membership and other linages such as Coop placements and capitol equipment donations.
- 4. Ex-students who do not graduate are surveyed to gather data and information useful for improving both instructional services and student services.

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OFFICE OF RESPONSIBILITY:				
APPROVED BY:				
TITLE:		Date		