The Pennsylvania Bureau of Career and Technical Education have conducted an initial review of the Jefferson County-DuBois AVTS (Jeff Tech) regarding their application for accreditation by the Pennsylvania State Board of Career and Technical Education. This review has found no non-compliance issues with the institution in relation to the PPPCTE Accreditation Guidelines. The review committee found the Jefferson County-DuBois AVTS to be functioning in all criteria with two areas being advanced:

B. Programs

- Jeff Tech does a great job of marketing their adult education programs through conventional and unconventional means.

D. Faculty/Staff/Facilities

- Jeff Tech has created an induction plan and assigns a mentor to new instructors which helps to allows the person to feel confident in the position and ask questions and/or guidance if needed.
- Jeff Tech does a great job with professional development which is specific to adult educators.
- Jeff Tech has created a maintenance schedule that is followed and checked on by administration. Grounds and facility were very well kept.

The report was then given to the Institutional Accreditation Advisory Group (IAGG) for review. The IAAG has reviewed the report and has made the following recommendation: Accreditation for five years.

Name of Institution: _____Jefferson County-DuBois AVTS _____
Date of On-Site Evaluation: _____June 28 & 29, 2022_____

Category A – Leadership:

The Standard
The institution has a strong leadership team which regularly reviews the vision/mission, budget, goals, and performance of the adult education program.

1. Describe the administrative leadership in regard to adult education

The Jeff Tech Adult Education Administrative team sets and disseminates values, direction and performance expectations for the faculty/staff, students and stakeholders under the direction of the Joint Operating Committee. The team is made up of leaders from each school department. These goal-orientated and driven school leaders bring dynamic skill sets, experience and knowledge, which fosters an environment for continuous improvement and development school-wide.

The Administrative team attends JOC meetings and provides the committee with monthly reports. A snapshot of the JOC meeting is shared at the staff/faculty meeting the following day. Completed minutes are also emailed to all staff.

Our Building Leadership Team (BLT) is comprised of the Administrative team along with one faculty member from each school department. This group was designed and implemented to maintain regular communication between the administration and faculty/staff. The BLT meets bi-weekly to discuss concerns, strategies, curriculum, image/marketing/events, technology, equipment/supplies and any additional topics as needed. Meeting minutes are then disseminated to the entire staff via email. Staff are encouraged to raise any questions/concerns with their department's BLT member to discuss at the following meeting.

All Jeff Tech staff members are required to review the employee handbook and policy revisions annually which is delivered online though our safe school training portal monitored to assure completion. The student handbooks are shared at the time of enrollment and reviewed for clarity at orientation. The Practical Nursing program shares their student handbook via the Canvas Learning Management system with paper copies available upon request.

Additional meetings and discussions occur on an as need basis.

Jeff Tech Adult Education Administrative Team:
    Barry W. Fillman, Administrative Director
    Sherry D. Hasselman, Business Manager
    Megan N. Bundy, Adult Education Coordinator
    Brenda K. Hodge, Practical Nursing Coordinator
    Troy W. Fredrick, Maintenance Director
    Robert I. McMeekin, IT Director

       Evidence:

- Administrative team members job descriptions, professional certifications, licenses, degrees, and resumes.
- Employee/Student Handbooks
- Building Leadership Team (BLT) meeting minutes
- Adult Education/Practical Nursing JOC reports
- Verification of employee handbook review

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Evidence shows qualified persons overseeing the adult ed program.

2. Describe the vision/mission for adult education

In 2016 Jeff Tech's BLT implemented measurable mission and vision statements to assist in decision-making and outcome evaluation. The mission and vision statements were adopted as school policy and are included in our strategic plan, website, student handbook and marketing/promotional materials.

Our mission is to ensure our students:
- Receive the opportunity for additional educational experiences
- Graduate with industry-recognized credentials
- Acquire training in emerging career trends
- Attain placement in a high-demand career

Our vision:
Strengthening our community through rigorous academics combined with innovative career and technical education.

Evidence:
- Literature with vision/mission statements

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Vision and Mission statement are clear and inclusive of adult learners.

3. **Describe the meetings held to discuss adult education**

Jeff Tech discusses Adult Education at all school levels including; JOC, PAC, OAC, LAC, and BLT. Jeff Tech meetings are utilized to discuss and highlight adult education staffing, budgets,

equipment/supplies/text, employment opportunities, future growth, development, and improvement.

The Jeff Tech JOC committee meets ten months per year to approve fiscal, educational, and other activities including annual budget approval. A public comment period is permitted at each session that allows participants the opportunity to address the committee on education issues as long as they are residents, including students or taxpayers of the district. The Adult Education Coordinator and Practical Nursing Coordinator attend each of these meetings and are given the opportunity to add input.

The Professional Advisory Committee (PAC) is composed of Superintendents from each of school's four sending districts, the Jeff Tech Administrative Director and the Business Manager as needed. The PAC also meets ten months per year to discuss many of same Adult Education items as the JOC. The PAC serves as advisors to the Administrative Director with one Superintendent acting as Superintendent of record. The Superintendent of record serves on a biannual rotation.

The Jeff Tech Occupational Advisory Committee (OAC) and Local Advisory Committee (LAC) meet twice yearly and are composed of businesses, stakeholders, and community leaders throughout the region. The LAC and OAC committees discuss and recommend updates, modifications, and overall improvement for the school. The Administrative Director and Adult Education Coordinator attend each meeting to provide program updates. Other Administrative team members attend these meetings on an as needed basis. The Practical Nursing Program holds an annual OAC meeting with stakeholders appropriate to the program. Many members represent local institutes that provide the Practical Nursing program with clinical training settings.

As previously addressed, the BLT meets biweekly and is comprised of the Administrative team along with one faculty member from each school department. This group was designed and implemented to maintain regular communication between the administration and faculty/staff. The BLT regularly discuss concerns, strategies, curriculum, image/marketing/events, technology, equipment/supplies and any additional topics as needed. Meeting minutes are then disseminated to the entire staff via email. Staff are encouraged to raise any questions/concerns with their department's BLT member to discuss at the following meeting.

> Evidence:
> - Minutes from JOC, PAC, LAC, OAC, BLT and Community meetings/events.

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Meetings are contiuiously held to discuss adult education.

4. **Describe how the administration team reviews budget for adult education**

The Administrative Director, Business Manager, Adult Education Coordinator and Practical Nursing

Coordinator regularly review and monitor budgets and future projection under the oversite of the PAC and JOC. Program tuition rates, annual budgets and audited reports are prepared by the Administrative team and presented to the JOC and Accreditation Commission for Education in Nursing (ACEN) for approval. Adult education revenue is used throughout the school as needed. Remaining funds are retained for future programs and expansion.

The Practical Nursing operational budget is categorized and utilized separately from the secondary school budget. The Jeff Tech Practical Nursing Program is currently accredited through the Accreditation Commission for Education in Nursing (ACEN), which acts as the fiscal agent for the program.

Evidence:
- Minutes from the JOC review of the budget
- Spreadsheet of various tuition methods used by adult for payment
- Budgets from the past 3-5 years showing revenues and expenses of adult education
- Audited reports
-

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Evidence shows meeting minutes discussing pricing changes, salary changes and overall adult education budget.

5. Describe how the administration team discusses and reviews goals of adult education

The Jeff Tech JOC, PAC and Administrative Director have set goals for the Adult Education department, which are included in the school's strategic plan and are shared and made publicly known though our LAC and OAC meetings, the Adult Education Coordinator and Practical Nursing Coordinator's evaluations, and community outreach events.

The Practical Nursing Program outcomes are clearly established by PA State Board of Nursing and ACEN. Annual program outcome statistics are monitored and reviewed by the governing bodies listed above. Areas of improvement are addressed as needed.

Evidence:

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Goals are set and reviewed annually.

6. Describe how the administration team discusses and reviews performance of adult education

The Jeff Tech Adult Education Administrative team regularly evaluates its effectiveness through qualitative and quantified strategies. An annual qualitative review of performance is obtained though employee evaluations, student, staff, stakeholder, and employer satisfaction surveys. Quantitative review of performance outcomes are completed through internal monitoring and verification of pass rates from the PA State Board of Nursing. Areas of need and/or weakness are addressed and acted upon accordingly.

Evidence:
- Evaluations of Adult Education and Practical Nursing Coordinator
- Student, Staff, Employer and Stakeholder Satisfaction Surveys
- Practical Nursing Program Outcomes

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Jeff tech utilizes framework for leadership and does evaluations of all adult education programs followed by review to improve performance and outreach.

Category B – Program:

The Standard
The institution develops programs based on labor market data and utilizes various methods to market the information to the community ensuring ethical practices. Potential students are well informed of the institution's programs and costs.

1. Describe how the institution develops need for programs to offer to adults

Jeff Tech considers key factors such as community need for training in high demand career areas which lead to opportunities for educational and/or career advancement. Jeff Tech utilizes the OAC, LAC and North Central Regional Workforce development teams to assist with the school's expansion. Jeff Tech recently opened two new programs (Heating, Ventilation, and Air Conditioning and Diesel & Heavy Equipment Mechanics). Revisions were made to the Drafting, Design and Engineering program to include basic components of engineering.

Our Practical Nursing program is currently piloting a hybrid delivery of their program's didactic and testing though Canvas, the school's learning management system (LMS). This was done in an effort to better serve students from a larger rural geographical radius while decreasing student commute time.

> Evidence:
> - Labor market data
> - North Central Regional High Priority Occupation Lists
> - Determination of program hours
> - Cost per program to include extra fees

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Jeff Tech utilizes HPO, IDOL and works with local workforce development boards to develop and improve upon the adult education programs.

2. Describe how the program is marketing adult education to the community

Jeff Tech Adult Education regularly utilizes a variety of marking avenues, such as newspaper, radio, direct mail, website, email blasts, social media, community sponsorships and event participation to inform and attract students, employers and stakeholders with current news and program offerings.

> Evidence:
> - Pamphlets/brochures
> - Website
> - Newspaper/radio ads
> - Social media posts

7

☐ Not Met
☐ Beginning
☐ Functioning
☒ Advanced

Comments: Jeff Tech does a great job of marketing their adult education programs through conventional and unconventional means.

3. **Describe how the institution ensures that ethical practices are followed in regard to adult education**

The staff members at Jeff Tech are dedicated to ensuring that ethical practices and procedures are in place for the protection of all school related parties. The school has a conflict of interest policy that is disseminated to all staff members each year for review and affirmation that all members not engage in activities that are called into question under the Conflict of Interest policy. In addition, all employees are required annually to review the employee handbook which reinforces the school's mission statement and outlines standards of ethical behavior for the staff members including maintaining professional adult/student boundaries, confidentiality, nondiscrimination and public relations. Additional school policies are available on the Jeff Tech website, and in the administrative suite, to reaffirm the expectation of ethical practices for all staff members. Ethical behavior is expected of all adult education students as outlined in the student handbooks.

Evidence:
- Ethical statements in marketing material
- Policies regarding ethics

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Jeff Tech has policies in place addressing ethical practices and addresses such in publications and handbooks.

4. **Describe how the adult education catalog is developed and maintained to include financial aid information**

The Jeff Tech Adult Education student and financial aid handbooks are annually reviewed and revised to align with federal, state, and local regulations along with school policy and procedure. Revisions are reviewed by the Administrative Director, Business Manager, Adult Education Coordinator, Practical Nursing Coordinator and/or Financial Aid Consultant for accuracy prior to JOC final approval for implementation.

Jeff Tech also includes information on additional grants, loans, scholarships, Office of Vocational Rehabilitation (OVR), Career Link and Veteran's Benefits assistance on the school's website. The Practical Nursing Financial Aid Handbook is available to students via the Canvas LMS and in paper form by request.

> Evidence:
> - Updates to student and financial aid handbook
> - Financial aid Info

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: The financial aid handbook is reviewed annually for any federal and state updates and is reviewed with the students when they are enrolled in the program.

5. Describe how equipment is purchased and maintained by the institution for adult education

The OAC and program Instructor/Coordinator completes an annual evaluation of all equipment. Recommendations are submitted for replacement/removal, necessary maintenance, and/or upgrades. The Administrative Team takes a recommendation into consideration if it adds: content to an instructional area; replaces obsolete devices; physical infrastructure; technology support and fiscal responsibility.

Each program area is given an annual budget for the purchase of equipment and supplies as recommended by the program Instructor/Coordinator and OAC. At the completion of each year, Adult Education reimburses each program area for the cost of supplies utilized by adult students. Various grant opportunities are identified and utilized for major equipment purchases.

The Practical Nursing Department has budget categories for instructional supplies and replacement equipment. Practical Nursing has historically acquired equipment/supplies through the Department of Labor and Industry grants. In 2007 the program purchased and implemented a simulation lab which includes a mix of seven low and high fidelity mannequins. The simulation lab has been maintained through the expertise of an IT consultant. No additional equipment has been needed within the program.

> Evidence:
> - List of equipment per program
> - OAC and Instructor/Coordinator recommendation of equipment and follow-through

☐ Not Met
☐ Beginning

☒ Functioning
☐ Advanced

Comments: Jeff Tech has a maintenance plan in place and works with each program's Occupational Advisory Committee to determine if equipment is outdated or if new emerging equipment is needed to ensure students are trained on the most up to date technology.

Category C – Students:

The Standard
The institution informs the students its policies include attendance, curriculum, grading, remediation, and completion. The institution also informs students of the credit hour policies, complaint/grievance policy and possible earned awards to include industry credentials. The institution has in place a method to evaluate the students to include review and follow-up.

1. **Describe how the adult handbook is created and given to the adult students**

The Adult Student handbooks are annually reviewed and revised by the Adult Education Coordinator and Practical Nursing Coordinator to align with federal, state, and local regulations along with school policy and procedure. Revisions are reviewed by the Administrative Director and Business Manager for accuracy prior to JOC final approval for implementation.

Student handbooks are provided to each student at the time of enrollment and reviewed for clarity at orientation. All students are required to sign an enrollment agreement prior to the start of their program. By signing the enrollment agreement, students' agree to follow all policies and procedures outlined in their corresponding student handbook.

Evidence:
- Handbook
- Policies
- Student orientation agendas
- Student enrollment agreements

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Student handbooks are created and reviewed annually by administration and staff to ensure the most up to date policies and procedures. Any changes are reviewed and approved by the Joint Operating Committee.

2. **Describe the adult education attendance policy**

All adult education programs at Jeff Tech have attendance policies. The Practical Nursing program's attendance policy aligns Federal Title IV requirements as a clock hour program as well as professional nursing expectations. The Adult Education program attendance policies align with Federal Title IV requirements for clock hour programs in preparation for PDE institutional accreditation.

Evidence:
- Attendance records of adult students

11

- Policies

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Attendance policy is clearly written and reviewed with all students entering into the programs.

3. **Describe the adult education grading policy**

All adult education programs adopted grading policies with corresponding grading scales. The grading policies were designed to assure compliance with Federal Title IV regulation for student financial aid eligibility as well as workforce preparation and industry credential certification testing.

Evidence:
- Grades of students in adult education
- Policy of grading system

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Grading policy is clearly written and reviewed with all students entering into the programs.

4. **Describe how adult students become completers**

All students must meet the minimum grade and attendance requirements per their program's policy. Program completion includes not only theory attainment, but demonstration of proper theory to clinical/skill performance. Students must also complete required clock hours to earn a certificate of completion.

Evidence:
- Data on completers
- Student task lists

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Requirements for completers is clearly defined. This is measured through task grids and

clock hours if required. Past completion rates were in evidence.

5. Describe industry credentials offered to adult students

Jeff Tech uses various recognized standards of performance measured by licensure examinations or testing that lead to certification. The certification and/or licensure standards are predetermined measurements of knowledge, skills, and competencies, resulting in the award of a credential or licensure. These certifications and/or licensures provides a competitive edge when applying for employment or the necessary licensure to practice. Some programs provide certifications during the program while others prepare students for post-graduation testing as is the case with Practical Nursing and Cosmetology licensure.

      Evidence:
- Data on industry credentials earned by program

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Students are able to earn industry credentials within their program of study. Evidence of students with earned credentials was in evidence.

6. Describe the curriculum of adult education programs

Jeff Tech offers students the opportunity to prepare for the workforce through academic skill development and practical work experiences. Instructors focus on standards that are designated by their particular industry. Each program has its own curriculum that is based on their program requirements/hours. Adult education programs vary in length from 800 to 1506 hours. In an effort to stay current with changes and trends in the industry, the program curriculum, upon approval, may change. Each program's OAC offers input in determining curriculum, content and delivery. Principles of adult learning are utilized in all programs to facilitate learning.

      Evidence:
- Copies of curriculum
- Lesson plans
- Data on completion of tasks

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Curriculum is created using national, state and/or industry standards and reviewed by the Occupational Advisory Committee.

13

7. Describe the institution's remediation process for adult students

Jeff Tech recently implemented a competency based grading system. This innovative approach to grading is one that is based more on the skills a student can actually demonstrate, as opposed to the average percentage they may have received on test, assignments, etc.   It requires students to continue attempting their assigned tasks until they can demonstrate complete competency. This method of grading, with immediate remediation built-in, has led to higher student achievement.

Our Practical Nursing program develops a remediation plan with the student that includes measurable outcomes, applicable interventions, and a specified period for resolution to achieve success. Various tools, learning strategies and activities are used as appropriate to each situation. Practical Nursing students are required to meet the minimum grading as described in their grading policy. If remediation is not possible within the prescribed time frame, probation and/or termination may occur. Return enrollment procedures are given.

> Evidence:
> - Remediation/grading policy
> - Drop out information

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: A remediation policy is in place as shown by documentation in evidence.

8. Describe the complaint/grievance procedures for adult students

Jeff Tech takes pride in providing quality education. The Adult Education Administration, faculty and staff are devoted to assisting students when they may encounter a problem or situation. If appropriate, an informal meeting is encouraged with applicable parties to remedy the situation. If the meeting does not resolve the complaint or issue student complaints are then to be submitted, in writing, to the Adult Education Coordinator and/or the Practical Nursing Coordinator for review. If a resolution cannot be reached, the issue or complaint will be forwarded to the Administrative Director for further action. Note: the Adult Education or Practical Nursing departments in the last three years have received no formal complaints.

> Evidence:
> - School grievance policy
> - Adult Education policy and procedure on complaint/grievance
> - Practical Nursing policy and procedure on complaint/grievance

☐ Not Met
☐ Beginning

☒ Functioning
☐ Advanced

Comments: Complaint/Grievance policy is in place and documented in the student handbook which is reviewed when the student enters into the program.

9. **Describe special awards given to adult students**

At graduation, the Jeff Tech Practical Nursing faculty and staff present awards to graduate students' for academic honors, attendance, most improved, excellence in clinical performance, and gerontology nursing excellence.

The Jeff Tech Adult Education department celebrates program completion with a catered luncheon with all adult students, administration, faculty, and staff. During the luncheon, students are presented with their certificate of course completion, any earned industry certifications, and NOCTI/NIMS certificates.

Evidence:
- Data on Student awards
- Key celebrations

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Jeff Tech recognizes student achievements.

10. **Describe how adult student satisfaction/dissatisfaction is evaluated and acted upon**

Jeff Tech annually contracts with Life Track Services, Inc. to administer a student satisfaction survey. The survey is given to adult students directly prior to graduation and again six months post-graduation. These surveys ask for student feedback on a variety of areas, which include: school safety; curriculum; content delivery; equipment, tools and supplies; administration, faculty and staff; and career planning and job placement. This data is then shared and evaluated with the faculty/staff, OAC and LAC and used to make any necessary adjustments.

Additionally, the Practical Nursing students complete a survey at the end of each course/clinical rotation to evaluate specific areas of improvement need within that course. This survey is currently delivered to the students through the Canvas LMS.

Evidence:
- Student surveys
- Feedback and follow-up

JEFFERSON COUNTY - DUBOIS AVTS FINAL DRAFT REPORT

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Evaluations are given to each student and is reviewed by administration. Any issues or opportunities for improvement are then reviewed with the instructor.

Category D – Faculty/Staff/Facilities:

The Standard
The institution employs qualified faculty and staff and provides support to the faculty and staff through orientation, professional development, and evaluations with follow through. The institution ensures the maintenance of its buildings and the safety of those that enter.

1. Describe the faculty/staff employed at the institution in regard to adult education

Jeff Tech employs faculty and staff with a wide variety of backgrounds necessary to meet the school's mission and vision. Faculty and staff duties are assigned based on individual expertise and strengths.

They are hired based on the education, certification, licensure, and/or work experience requirements described in the job descriptions and as defined by the Pennsylvania Department of Education, PA State Board of Cosmetology, PA State Board of Nursing and Accreditation Commission for Education in Nursing, Inc.

Every effort is made to attract individuals who have current licenses/certifications in the trade and/or who have previous teaching experience. Qualifications for potential faculty and staff are described in advertisements when recruiting for vacant positions, in the interview process and in current job descriptions. Upon hire, faculty may join the Pennsylvania State Education Association (PSEA).

> Evidence:
> - Qualifications of adult education faculty and staff

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: All faculty/staff are qualified for their positions and certified if required.

2. Describe how the institution recruits faculty/staff for adult education

Jeff Tech advertises employment opportunities through many sources such as the school website, newspaper, social media, OAC and LAC, and job boards. Once the application period has expired, the Administrative Director and any applicable Administrative team members schedule interviews with qualified candidates.

> Evidence:
> - Methods of advertisements
> - Qualifications
> - Job descriptions

☐ Not Met
☐ Beginning

17

☒ Functioning
☐ Advanced

Comments: Jeff Tech utilizes conventional methods for advertising open positions in adult education.

3. **Describe how new Instructors are oriented on adult education**

All new Instructors hired at Jeff Tech are required to complete the school's induction plan under the guidance of their mentor. The new Instructor's mentor provides guidance throughout their first year.

Practical Nursing faculty go through an orientation process under the direction and guidance of the Practical Nursing Coordinator.

>   Evidence:
>   - Adult Education induction plan
>   - Practical Nursing Faculty orientation materials

Induction material includes ad ed

☐ Not Met
☐ Beginning
☐ Functioning
☒ Advanced

Comments: Jeff Tech has created an induction plan and assigns a mentor to new instructors which helps to allows the person to feel confident in the position and ask questions and/or guidance if needed.

4. **Describe professional development opportunities given to adult education Instructors**

The Jeff Tech Administrative and BLT team identify and recommend possible professional development topics. The adult education department annually provides required training to all Career and Technical Education (CTE) Instructors specifically pertaining to adult learners. All staff are encouraged to participate in activities and training that will enhance their job performance and program area.

The Practical Nursing faculty are required by PA-SBON to obtain thirty continuing education credits in order to renew their Registered Nurse Licensure biannually. Professional development topics may be selected per the individual's area of interest. However, three hours of training in recognizing and reporting child abuse are mandatory. The Practical Nursing program provides online continuing education through "NurseTim" that faculty may use free of charge and is paid for through Perkins funding. Clinical faculty are required to maintain CPR certification, provided by the program.

>   Evidence:
>   - Data for professional development

☐ Not Met
☐ Beginning
☐ Functioning
☒ Advanced

Comments: Jeff Tech does a great job with professional development which is specific to adult educators.

5. **Describe how adult education faculty/staff are evaluated**

The Jeff Tech Adult Education Faculty and Staff are evaluated each year by the Adult Education Coordinator and/or Practical Nursing Coordinator. Faculty and Staff are also asked to complete the annual staff satisfaction survey delivered via Survey Monkey. This data is then reviewed by the Administrative team and discussed at a BLT meeting to determine any possible adjustments that can be made. Adult students are also surveyed at graduation and 6 months post-graduation to determine any areas of concern.

Practical Nursing students complete course evaluations at the end of each course. This evaluation includes feedback on faculty/staff performance.

> Evidence:
> - Faculty/Staff evaluations
> - Faculty/Staff and Student surveys
> - Feedback and follow-up

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Faculty and staff are evaluated by the administration and given feedback.

6. **Describe how facilities are maintained in regard to adult education**

The Jeff Tech Maintenance Director and staff ensure the facilities, equipment, and school grounds are in safe and working order to ensure full and productive use. The Administrative Director, Maintenance Director and Business Manager work closely to ensure needs are met while observing school policy, legal compliance and fiscal responsibility. Very little work is outsourced due to the talents and dedication of this team which has resulted in cost savings.

> Evidence:
> - Maintenance staff, schedule and job descriptions
> - Task and duty charts
> - Building maintenance schedule

19

☐ Not Met
☐ Beginning
☐ Functioning
☒ Advanced

Comments: Jeff Tech has created a maintenance schedule that is followed and checked on by administration. Grounds and facility were very well kept.

7. Describe what steps are taken to ensure safety in the institution.

Jeff Tech assures institutional safety through a variety of measures through physical systems and employee training.

Physical security measures include a full-time School Police Officer; electronic visitor check-in system that cross checks for Megan's Law offenders; 20 person radio system with instant 911 dispatch center communications; and 24/7 indoor and outdoor surveillance system with TV monitoring throughout the main office.

Employee training and communication includes monthly safety meetings; CPR/AED certification training; CPI non-violent restraint training; active shooter preparedness training; fire and extreme weather drills and emergency planning.

Campus Safety and Security Safety survey is completed annually and submitted to the US Department of Education for safety awareness and is displayed throughout the school. These interventions foster a safe place for all students and staff.

> Evidence:
> - Emergency Plan
> - Crisis plan
> - USDE Campus Crime Report
> - Safety meeting minutes
> - Security measures

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Jeff Tech employees a school police officer in addition to written and practiced safety precautions to ensure the safety of all students, faculty and staff.

Category E – Employers:

The Standard
The institution works with employers on their workforce needs, works with employers on the hiring of adult education students and surveys the employers who hire adult education students to ensure that needs have been met.

1. Describe how the institution works with employers in regard to adult education

Jeff Tech is devoted to continuous growth with local and regional employers. Each of the Jeff Tech graduate's contact information is uploaded into Constant Contact, an email notification system used to inform them of job opportunities related to their field of study. Jeff Tech also regularly discusses workforce needs at the OAC and LAC meetings along with informal employment discussions. Every February, Jeff Tech hosts a career fair, which all students, where they may meet and speak with potential employers.

Jeff Tech Practical Nursing hosts an annual health care job fair for students, which is open to the public. The Practical Nursing Coordinator maintains regular communications with local employers to obtain clinical placement sites in areas related to curriculum and job availabilities. Clinical sites include long term care facilities, acute care facilities, school nurse offices, and out-patient settings.

>   Evidence:
>   - Clinical affiliation agreements
>   - OAC and LAC minutes
>   - List of job openings sent to graduates
>   - Annual career fair data
>   - Email communications with employers

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Jeff Tech works with local employers to sit on occupational advisory committees for each program. This committee advises the center on curriculum, equipment, industry standards, credentials, etc.

2. Describe how employers are beneficial to the OAC in regard to adult education

The OAC is comprised of administration, faculty, local and regional employers and stakeholders. These groups meets twice yearly to discuss trends, program content, technology/equipment, and labor market needs. Their feedback and recommendations are reviewed by the Administrative Director, Adult Education Coordinator, and Practical Nursing Coordinator to drive future decision- making.

>   Evidence:
>   - List of employers on OAC committees

21

- Data on adult education graduate job placement

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: In addition to serving on the occupational advisory committee, local employers help with interview practices and hiring of the adult education students.

3. **Describe how employers give feedback on adult education students they hire**

Jeff Tech annually surveys a broad group of stakeholders via Survey Monkey to gather feedback on areas of strengths and weakness. This data is then reviewed by the Administrative team and is discussed at a BLT meeting to determine any possible adjustments that can be made.

The Coordinators may also receive informal communications from employers in regard student performance during clinical experiences and when employed.

Evidence:
- Completed surveys
- Feedback and follow-up

☐ Not Met
☐ Beginning
☒ Functioning
☐ Advanced

Comments: Surveys are given to employers who hire the adult education students. Those surveys are then reviewed by administration and changes are made if necessary to the programs.