



WRITTEN PLAN

Program Outcomes Follow-Up is Systematic and Continuous
Approved by Accreditation Steering Committee: August 26, 2025

The Ogden-Weber Technical College (OTECH) has established a written plan to ensure that program outcomes follow-up is systematic and continuous. The OTECH submits accurate and verifiable completion, placement, and licensure (CPL) data to the Council on Occupational Education Commission (COE) annually. Student enrollment information and CPL data is updated daily and available to faculty and staff so that student follow-up can be completed in a continuous and timely matter.

Identification of Responsibility for Coordination of Follow-Up Activities

The Outcomes Specialist is responsible for the coordination of follow-up activities. The Outcomes Specialist collaborates with faculty on processes for collecting student outcome data and provides individual and periodic group training on processes for collecting and reporting student outcomes data. The Outcomes Specialist collects and maintains accurate and verifiable student licensure exam pass rate data.

Methods for Collection of Data on Completion, Placement, and Licensure Exam Pass Rates

The Outcomes Specialist is responsible for collection, documentation, and verification of student outcome information. The Outcomes Specialist compiles a list of students who have completed the program or withdrawn prior to completing and distributes the list to faculty monthly. Faculty review the list and report outcomes to the Outcomes Specialist via the OTECH's online Student Outcome Reporting form, email, or returning the list with verifiable outcomes information noted. Students may report their placement information via student withdrawal and student outcomes forms. The Outcomes Specialist also emails former students requesting current employment status information on a quarterly basis.

The Outcomes Specialist compiles a list of graduates of programs requiring licensure from OTECH's student information system on a monthly basis. Then using the Utah State verification sites, collects and maintains the verification of the license.

Information Collected from Completers and Employers of Completers that is Focused on Program Effectiveness

Information collected from completers and employers of completers is focused on program effectiveness. The focus of all of the various methods of gathering feedback from students and employers is to continually improve educational programs and services to meet and exceed their expectations. This is embodied in our mission statement and guiding principles. Occupational Advisory Committee annual educational program review results and survey response reports are updated regularly and available to faculty and staff via the OTECH's student information system and online reporting software.

Methods for Surveying Completers and Employers of Completers to Assess the Level of Satisfaction with the Education that was Received

Graduate completers and students who have withdrawn prior to completion are texted or emailed a survey to assess how well their education prepared them for employment and their level of satisfaction with the education they received at OTECH. Survey response reports are updated regularly and available to administration via OTECH's online reporting software.

Employers hiring OTECH graduates are also emailed a survey requesting feedback on the skills and abilities of the graduate hired. Survey response reports are updated regularly and available to faculty and staff via the OTECH's student information system and/or online reporting software.

The instructional services division conducts an annual educational program review involving employers from local companies to ensure programs remain relevant and industry-driven.

The Program Outcomes Follow-up Plan is Reviewed Annually by the Faculty and Administration and Revised as Necessary

The OTECH's written Follow-up Plan is emailed to all college employees for review and feedback annually. The Outcomes Specialist revises the plan as necessary to include any changes to and/or new methods used for gathering outcome information. OTECH's follow-up plan is approved by OTECH's Accreditation Steering Committee annually.

Program Outcomes Follow-up Information is Used to Evaluate and Improve the Quality of Program Outcomes

Program outcomes follow-up information and student survey responses are used by the instructional services division to evaluate and improve the quality of program outcomes. In addition to regular program outcomes follow-up, students receive surveys via text or email for feedback on various experiences throughout their enrollment at OTECH. Survey response reports are updated regularly and available to faculty and staff via the OTECH's student information system and/or online reporting software.

Follow-Up Information is made Available at least on an Annual Basis to Instructional Personnel and Administrative Staff

Follow-up information is updated daily and available to all instructional personnel and administrative staff via OTECH's student information system and online reporting software. Annual outcomes reported to COE are also available to all OTECH personnel via the OTECH's online reporting software and to our external partners and the public via the OTECH Annual Report published on the OTECH's website.

Budgetary Resources

The college allocates funds annually to meet plan objectives. Annual budgets are approved by the college board of trustees.

Plan Distribution

All written plans are posted on the college website and are available to students, potential students, college employees, and the general public.