

ECONOMIC DEVELOPMENT
BOARD RULE 400.0400.00
COMPLETION RATES
BOARD OF TRUSTEES MEETING: AUGUST 26, 2010

Students' completion rates in training programs and course offerings provided through the Workforce Development and Community Education department are monitored and serve as one aspect of assessing the effectiveness of educational trainings and programs. Belmont Technical College's Board of Trustees, Section IV, *Ends* Rule 400.0400.00 addresses the College's commitment to enhancing economic development services and providing training for employees of the region's business enterprises. The completion rate during the 2009/2010 academic year was 85 percent for credit classes and 89 percent for non-credit classes. This report examines overall completion rates and the distribution of completion rates in credit and non-credit courses offered by the College during the 2009/2010 academic year.

Data

Completions in training programs and courses offered through the College during the 2009/2010 academic year are divided into two categories: credit and non-credit. The data presented represent 1,386 enrollments; 358 enrollments (26 percent) for credit, and 1,028 enrollments (74 percent) for non-credit courses or training sessions. The data presented in Table 1, *Completion rates by credit type, 2009/2010 academic year*, display counts of completions for each of the four quarters and summarize completion rates for the year. Charts following Table 1 show completion counts within the credit and non-credit categories.

Data supporting the table and charts were gathered from the administrative information system. Assigned grades were used to determine which students had *completed* courses and then to calculate the completion counts and rates. Thus, if grades were missing from the data, those enrollments were not included in the counts or figured into the completion rates.

Table 1, *Completion rates by credit type, 2009/2010 academic year*

		Term of enrollment				2009/2010 Annual completion rate	
		Summer	Fall	Winter	Spring	Annual totals	
Credit							85%
	Completion	67	66	111	59	303	
	Non-completion	14	15	17	9	55	
Non-credit							89%
	Completion	53	278	267	322	920	
	Non-completion	0	72	22	14	108	

Chart 1, *Distribution of completions in credit classes*

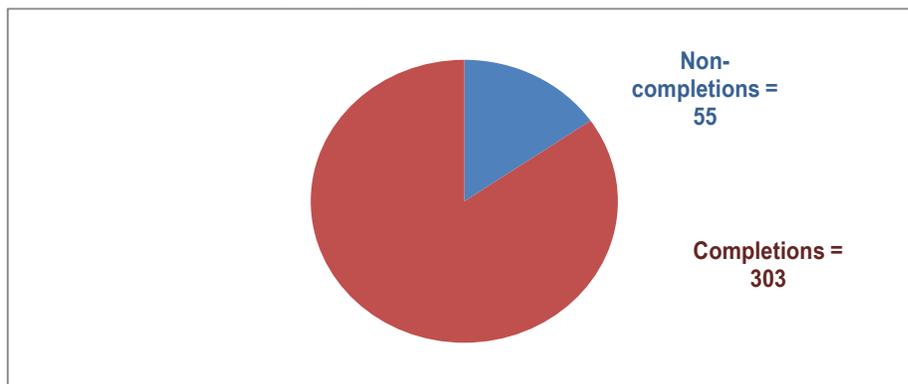
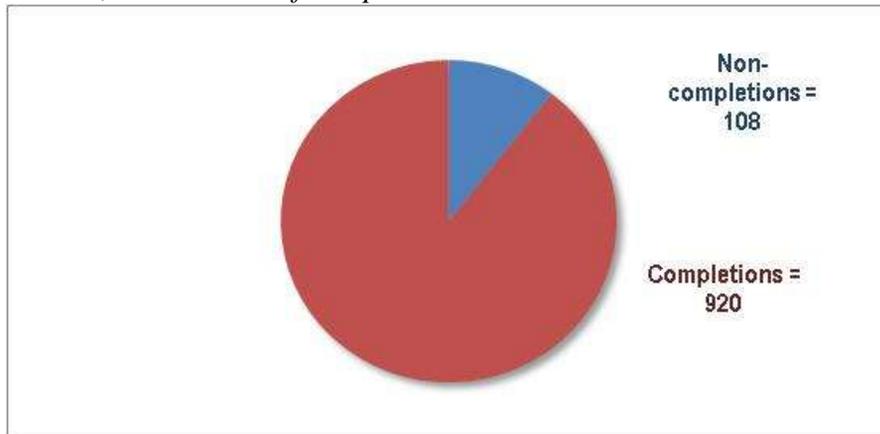


Chart 2, *Distribution of completions in non-credit classes*



Analysis

Based upon a combined total of completions in both credit and non-credit classes and trainings offered by the Workforce Development and Community Education department during the 2009/2010 academic year, the data reveal that the overall completion rate was 88 percent. This completion rate represents cumulative data for one academic year across all training and course offerings.

Training areas where faculty and staff focused on increasing completion rates during the year were in the for-credit programs of Emergency Medical Services (EMS) and Fire Safety. Students completing these programs and subsequently testing for certification are small in number; thus percentages can dramatically change for these programs with the inclusion and exclusion of a single student. Certification pass rates for EMS and Fire Safety programs are pulled out and examined by program when all academic programs are annually reviewed and reported for an *Ends* report in March. In addition to the EMS and fire safety programs, Mining and State Tested Nurse Aide (STNA) students can take certification tests following course completions. The mining program had high completion rates; however the certification pass rate is higher in the 80-hour program (93.2%) than in the 40-hour program (77.2%). The STNA program had a high completion rate of 79.3 percent and a similarly high pass rate on the state testing.

Conclusions/Recommendations

Completion rates for the 2009/2010 year demonstrate that the College has made a commitment to enhancing economic development services by providing salient training for employees of the region's businesses. Two notable improvements have been realized during the past year.

1. Data gathering and tracking processes have been implemented and represent beginning steps in developing a more robust system of monitoring and reporting outcomes.
2. Moving EMS/Fire Safety Programs' completion rate report to August in the monitoring report cycle has aligned these programs' outcomes report with the rest of the Community Education and Workforce Development's *Ends* policy reports.

Targets for improvement:

Administrators and staff in the department recommend for the next year, that data entry and monitoring processes be strengthened further to provide more robust counts of completion rates across all training and classes offered through the Workforce Development and Community Education department. The improvement target will be to have 100 percent of class data entered into the Administrative information system by June 2011. Full implementation of the Jenzabar Workforce Development and Community Education module will assist with goal attainment.