

## Student Retention Plan

Effective March 14, 2019  
Revised June 24, 2020  
Revised August 12, 2021,

Davis Technical College maintains a Retention Committee created to ensure that students have support from the College from enrollment through program completion. The Committee includes representatives from Student Services, Instructional Design, Instructional Management Assistants, and Faculty. This plan serves to outline the intentions and actions of the Committee to retain students.

This Plan will be evaluated annually (4<sup>th</sup> quarter) by the Committee to measure efficiency and revise actions for the first quarter of the following year and shared with faculty, staff, and students.

### ACTIONS:

1. The Committee will partner with the Data team to determine at what point in their program students are leaving the institution and the reasons for leaving.
  - a. Completed: Data show students tend to leave at the 25% mark. Reasons vary, but “Financial” is used frequently.
  - b. Special attention will also be paid to the “near completers” who find employment prior to completion.
2. Student Services Advisors will assist students with career counseling using career-finder software to ensure that students are getting into the correct program the first time around.
3. Canvas Pace Plans will be purchased and implemented. This tool allows students to see due dates for assignments and modules. It will help them stay on pace for program completion. Students who stay on pace are more likely to stay and complete.
  - a. Update: Pace Plans have been purchased and are being implemented program by program. Data for FY22 will help track success.
4. Faculty professional development opportunities will be scheduled to teach student engagement skills to help retain students in a program.
  - a. Update: A faculty workshop was held on August 5, 2021. A Student Engagement session was held to teach importance of and tips for student engagement. Ongoing sessions will occur throughout the year.
5. Administer a 12-hour per week minimum schedule for certificate-seeking students to prepare them for successful completion.
  - a. Student Services staff made this requirement a necessity beginning July 1, 2021.