

Program Performance Improvement Checklist

Texas Workforce Commission – Career Schools and Colleges

Suggested For Use in Developing Performance Improvement Plan

Admissions Criteria

1. What are the current admissions criteria for this program?

2. Are these requirements adequate to ensure students admitted to the program have the capability to not only graduate from school, but also obtain employment in the occupation for which they were trained?

Yes No

3. If your answer is yes, explain why the admissions requirements are set at an appropriate level for this program. If your answer is no, explain what would be a more appropriate set of admissions criteria and identify when (with what student cohort course start date) these admissions criteria will become effective:

Program Quality

4. How would you evaluate the educational components of this program: are they adequate to produce graduates with the qualifications needed to compete for entry level work in the occupation they were trained for by the program?

Component	Needs Improvement?
Curriculum	<input type="checkbox"/> Very Good, no improvements needed <input type="checkbox"/> Good, but could be improved <input type="checkbox"/> Of concern -- definitely needs improvement
Instructional staff	<input type="checkbox"/> Very Good, no improvements needed <input type="checkbox"/> Good, but could be improved <input type="checkbox"/> Of concern -- definitely needs improvement
Other personnel	<input type="checkbox"/> Very Good, no improvements needed <input type="checkbox"/> Good, but could be improved <input type="checkbox"/> Of concern -- definitely needs improvement
Instructional materials	<input type="checkbox"/> Very Good, no improvements needed <input type="checkbox"/> Good, but could be improved <input type="checkbox"/> Of concern -- definitely needs improvement
Facilities	<input type="checkbox"/> Very Good, no improvements needed <input type="checkbox"/> Good, but could be improved <input type="checkbox"/> Of concern -- definitely needs improvement
Equipment	<input type="checkbox"/> Very Good, no improvements needed <input type="checkbox"/> Good, but could be improved <input type="checkbox"/> Of concern -- definitely needs improvement
Other	<input type="checkbox"/> Very Good, no improvements needed <input type="checkbox"/> Good, but could be improved <input type="checkbox"/> Of concern -- definitely needs improvement

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5. For any educational component that you mentioned above “could be improved” or “definitely needs improvement”, what are the ways in which improvement is needed?

Component	Improvements Needed
Curriculum	
Instructional staff	
Other personnel	
Instructional materials	
Facilities	
Equipment	
Other	

The Program Advisory Committee

(Respond if this program is over 200 clock hours in length)

6. When did this program’s Advisory Committee last meet to evaluate the curriculum, instructional materials and media, equipment, and facilities to ensure they meet the needs of the job market?
- Date of Last Advisory Committee Meeting: _____
7. If the program’s advisory committee did not meet within the past year, identify when within the next 30 days the committee will be meeting:
- Date of Next Advisory Committee Meeting: _____
8. Is the current membership of the committee adequate at this time to represent the current industries and employers for entry level positions in the occupations for which this program trains students?
- Yes, for the most part Could use improvement
9. Attach a copy of the advisory committee’s last evaluation report on the program, including their assessment of each of the components identified and any comments, suggestions or recommendations. Include a listing of the members of the committee who attended
10. Did your school carry out the advisory committee’s recommendations or suggestions?

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- The committee made no suggestions or recommendations for program improvement.
 - We implemented all suggestions and recommendations made by the committee.
 - We implemented all suggestions and recommendations, except for the following:

11. Based on your responses above on the program’s advisory committee, are you or will you be making any changes to improve the committee’s work? Yes No

Student Follow-Up Programs

12. How do you stay in touch with your graduating students to allow you to follow up to determine whether they have gotten employed in their field, have passed any relevant professional exams, or need any placement assistance? Please respond to each of the below questions in detail.

- a. Do you obtain complete contact information (phone numbers, addresses, email address) on all graduating students?
 Yes No
- b. Do you routinely contact students after graduation, at least in part to find out about their employment status?
 Yes No
- c. Do you use the opportunity for contact with your former students to ask them how well your program has prepared them for work, and solicit suggestions for improvement to the program?
 Yes No

13. Describe any improvements to your student follow-up program you have recently made, are making now, or will be making in the immediate future:

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Employment Assistance and Resources

14. Does your school provide placement assistance¹ for this program?

Yes No

15. If you do provide placement assistance, please describe the specific types of employment assistance services and resources you provide to students to help them get a job in the occupation for which they were trained:

16. If you do provide placement assistance, describe any improvements to your student placement services you have recently made, are making now, or will be making in the immediate future:

Related Program Options Available in Your School's Geographic Area

17. Are there other postsecondary institutions in your area that provide similar programs to this program?

Yes No

18. Do you believe that your program is competitive with these other programs? Please explain your response.

Yes No

19. From your knowledge of market demands in the area, do you believe it possible that there is an oversupply of the type of program that you offer?

Yes No

Other Improvements

20. Specify any additional specific strategies you have not already discussed, which you have recently implemented, or will be implementing in the immediate future, in order to raise the employment rate of the students of this program. Use as much space as you need.

21. We acknowledge that the focus of this questionnaire is on the employment of graduating students. Student completion rates are also an important measure of student success. Please discuss any specific strategies you are or will be working on to maximize the completion rate of students in this program:

¹ Job placement: An affirmative effort by the school to assist the student in obtaining employment in the same or substantially similar stated occupation for which the student was trained. *Career Schools and Colleges Rules, Texas Administrative Code §807.2 (17).*

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Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

Electronic form can be obtained: [Proprietary Schools Forms Resource](#)