DOCUMENT RESUME

ED 128 037	JC 760 474


INSTITUTION	Tarrant County Junior Coll. District, Ft. Worth, Tex.

SPONS AGENCY	Texas Education Agency, Austin, Div. of Occupational Research and Development.

PUB DATE	Aug 76

NOTE	89p.; For related documents, see JC 760 473-483; For a previous project study see ED 118 164. Copies of survey instruments intended as masters for reproduction may not be adequate in EDRS hard copy to serve this purpose.

EDRS PRICE	MF-$0.83 HC-$4.67 Plus Postage.

DESCRIPTORS	Community Colleges; *Educational Assessment; *Followup Studies; Institutional Research; *Junior Colleges; *Management Information Systems; Manuals; Program Descriptions; Program Development; *Questionnaires; State Programs

IDENTIFIERS	*Project FOLLOW UP; Student Followup Management Information System; Texas; TEX SIS FOLLOW UP

ABSTRACT	Project FOLLOW-UP was conducted to develop, test, and validate a statewide management information system for follow-up of Texas public junior and community college students. This activities manual provides an overview of the resultant student information system (TEX-SIS) and its characteristics. Seven subsystems comprise SIS, each with its own data collection instruments and method of processing: (1) Student's Educational Intent, (2) Nonreturning Student Follow-up, (3) Withdrawal Follow-up, (4) Graduate Follow-up, (5) Employer Follow-up, (6) Adult and Continuing Education Follow-up, and (7) State Follow-up Reporting. The bulk of this manual is comprised of sections for each subsystem of SIS, describing in detail the scope and purpose of the subsystem, appropriate population, instrument development rationale, and a sample instrument. Copies of survey instruments intended as masters for reproduction are appended, but EDRS hard copy reproductions of the instruments may not successfully serve this purpose. This manual is intended for use in conjunction with the TEX-SIS FOLLOW-UP Procedures Manual (JC 760 475) and Data Processing Manual (JC 760 476). (JDS)
TEX-SIS FOLLOW-UP

Student Follow-up Management Information System

AM
ACTIVITIES MANUAL

Accompanying Documents Include
PM - Procedures Manual
DPM - Data Processing Manual
SC1 - Exit Interviews
    by Alvin Community College
SC2 - Employer Follow-up
    by Amarillo College
SC3 - Representative Sampling
    by College of the Mainland
SC4 - Follow-up Methodology
    by Del Mar College
SC5 - Follow-up Costs
    by Navarro College
SC6 - Graduate Follow-up
    by San Antonio College
SC7 - Educational Goals and Student Flow
    by Western Texas College

Documented by the staff of Project FOLLOW-UP, Tarrant County Junior College. Project FOLLOW-UP was fully supported by funds from the Division of Occupational Research and Development, Department of Occupational and Technical Education, Texas Education Agency, Austin, Texas.

August 1976
MEMORANDUM
August 1976

TO: Interested Personnel
FROM: Dr. Jim F. Reed, Director of Project FOLLOW-UP
SUBJECT: TEX-SIS Activities Manual (AM)

This Manual is the second in a series of publications designed to document the follow-up system developed by Project FOLLOW-UP. The general documentation philosophy presents SIS at three different levels. The first level (the brochure) gives a general overview of SIS with appropriate information included for the college administrator and/or State personnel to make decisions regarding the depth of follow-up involvement desired. The second level (this Activities Manual) presents the actual questionnaires utilized by SIS (and rationale for development) for college level staff personnel to make decisions regarding the usefulness of the questionnaires to a particular institutional environment. The third level (the Procedures Manual, Data Processing Manual, and Subcontractors' Manuals) presents SIS in a more comprehensive manner and can be used as a guide to actually performing the different types of follow-up studies included.

Of course, it is understood that the collection of the various types of student follow-up information is an endless task. The possibilities for the expansion and/or alteration of SIS are tremendous. SIS will not provide all of the student follow-up information to satisfy everyone. However, SIS is a fairly comprehensive "beginning" from which future local and/or State follow-up systems can benefit.

Because of the above, SIS is continually searching for ways to improve. New ideas, notation of problem areas, suggestions for additions and/or improvement, etc., are welcomed from the users of SIS.

JFR:mg
PREFACE

As a result of legislation which stated that funds "shall be expended for the purpose of developing data directly related to programs conducted by public junior colleges and shall be for the purpose of developing systems for use by the junior college," the Texas Education Agency (in cooperation with an Advisory Committee of two-year college educators) invited proposals and ultimately selected Tarrant County Junior College, Fort Worth, Texas, as the prime contractor for the development of the follow-up system.

The resulting system (SIS) was developed over an approximate 27-month period through the cooperative efforts of Texas public two-year college personnel and State personnel in response to the need for systematic methods of collecting, processing and reporting student follow-up information for use in enhancing the educational delivery system provided by the Texas community/junior colleges. The primary function of SIS is to provide a system which will gather information for local utilization as well as planning and coordination at the State level. SIS was created primarily by research and development activities organized through the below input mechanisms:

1. Results of a statewide SCOS-DELPHI Study whose purpose was to develop a consensus of opinion regarding the desirable characteristics of the follow-up system.

2. The awarding of seven subcontracts for the development of certain follow-up system components.

3. Interviews and discussions with public two-year college personnel concerning needed follow-up activities.

4. Field testing and evaluation of various SIS questionnaires by more than half of the Texas community/junior colleges on a "volunteer" basis.

5. Consultative assistance by the Project Follow-up Advisory Committee.

6. Research of follow-up activities/systems both inside and outside the State of Texas.

7. Input by Project Follow-up liaison personnel appointed by each public two-year college in Texas.

8. Project Follow-up staff efforts and experience.
As noted previously, seven subcontractor institutions played an integral role in the development of SIS. A listing of these institutions and their participation effort follows:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Subcontract</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alvin Community College</td>
<td>Exit Interviews</td>
<td>Dr. Jerry Carrier</td>
</tr>
<tr>
<td>Alvin, Texas</td>
<td></td>
<td>Counselor, Assistant Professor of Psychology</td>
</tr>
<tr>
<td>Amarillo College</td>
<td>Employer Follow-up</td>
<td>Mr. Larry Patterson</td>
</tr>
<tr>
<td>Amarillo, Texas</td>
<td></td>
<td>Director of Financial Aid and Placement</td>
</tr>
<tr>
<td>College of the Mainland</td>
<td>Representative Sampling</td>
<td>Mr. Larry Wilkinson</td>
</tr>
<tr>
<td>Texas City, Texas</td>
<td></td>
<td>Director of Research</td>
</tr>
<tr>
<td>Del Mar College</td>
<td>Follow-up Methodology</td>
<td>Mr. Ron Fite</td>
</tr>
<tr>
<td>Corpus Christi, Texas</td>
<td></td>
<td>Director of Placement</td>
</tr>
<tr>
<td>Navarro College</td>
<td>Follow-up Costs</td>
<td>Mr. Ron Baugh</td>
</tr>
<tr>
<td>Corsicana, Texas</td>
<td></td>
<td>Director of Administrative Services</td>
</tr>
<tr>
<td>San Antonio College</td>
<td>Graduate Follow-up</td>
<td>Mr. Ray Lewis</td>
</tr>
<tr>
<td>San Antonio, Texas</td>
<td></td>
<td>Director of Placement</td>
</tr>
<tr>
<td>Western Texas College</td>
<td>Educational Goals and Student</td>
<td>Dr. Duane Hood</td>
</tr>
<tr>
<td>Snyder, Texas</td>
<td>Flow</td>
<td>Dean of Student Services</td>
</tr>
</tbody>
</table>

The Project Follow-up Advisory Committee, which met on a quarterly basis, provided general system philosophical direction and leadership for obtaining statewide support for Project Follow-up activities. For this reason, a listing of these committee members and their affiliation follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. George Barnett</td>
<td>Counselor</td>
<td>Brazosport College</td>
</tr>
<tr>
<td>Mr. Ted Boaz</td>
<td>Dean, Technical-Vocational and Special Programs</td>
<td>Del Mar College</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Institution</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>Dr. Paul Culwell</td>
<td>Retired</td>
<td></td>
</tr>
<tr>
<td>Mr. Tom Deliganis</td>
<td>Dean, Occupational and Continuing Education</td>
<td>Laredo Junior College</td>
</tr>
<tr>
<td>Dr. Howard Duhon</td>
<td>Assistant Dean</td>
<td>Lee College</td>
</tr>
<tr>
<td>Mr. Frank Hunt</td>
<td>Dean of Technical-Vocational Education</td>
<td>South Plains College</td>
</tr>
<tr>
<td>*Dr. Robert J. Leo</td>
<td>Director, Special Services and Govt. Relations</td>
<td>Dallas County Community College District</td>
</tr>
<tr>
<td>Dr. Stewart McLaurin</td>
<td>Vice-President</td>
<td>Kilgore College</td>
</tr>
<tr>
<td>Mr. Eugene Speller</td>
<td>President</td>
<td>Olive-Harvey College, Chicago, Ill. (formerly Dean, Student Development, Austin Community College)</td>
</tr>
<tr>
<td>Dr. Don Wright</td>
<td>Dean of Instruction</td>
<td>Alvin Community College</td>
</tr>
<tr>
<td>Dr. Rod Wright</td>
<td>Dean of Technical-Vocational Education</td>
<td>Ranger Junior College</td>
</tr>
</tbody>
</table>

**Ex Officio Committee Members:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Ray Barber</td>
<td>Director, Division of Occupational Research and Development</td>
<td>Texas Education Agency</td>
</tr>
<tr>
<td>Mr. Roland A. H. Benson</td>
<td>Chief Consultant, Division of Post-Secondary Occupational Education</td>
<td>Texas Education Agency</td>
</tr>
</tbody>
</table>

*Note: Project Follow-up Advisory Committee Chairperson*
In addition to the above individuals, much input was gained through the 194 individuals who participated in the SCOS-DELPHI Study, the liaison personnel who provided the leadership necessary to field test and evaluate data collection devices at approximately 28 colleges across the state, and the more than 100 individuals who provided their time for Project interviews and discussions.

JFR
ACKNOWLEDGMENTS

Aside from those individuals and institutions mentioned in other locations, appreciation should be extended to the below Project FOLLOW-UP staff members:

Ms. Jeannene Cox, Associate Director of Project FOLLOW-UP
Mr. Richard Iwan, Systems Analyst
Mr. Mike Floyd, Programmer Analyst
Ms. Merle Ganier, Senior Secretary
Ms. Trudy Graves, Secretary

The valuable contribution of many individuals has enabled the Project to accomplish what success has been experienced. Sincere gratitude should be offered to those individuals who have made the SIS documentation available to college and State administrators.

Special thanks must also go to Dr. Joe B. Rushing, Chancellor, Mr. Jimmie C. Styles, Vice Chancellor for Research and Development, and Dr. Horace Griffitts, Director of Research, Tarrant County Junior College, for their leadership, encouragement, and support for Project FOLLOW-UP.
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Each of the above subsystems is treated in relation to specified activities by:

1. Population
2. Suggested Instrumentation
3. Instrument Development Rationale
4. SCOS-DELPHI Statements
5. Copy of Instrument(s)
Tarrant County Junior College and the Project Follow-up subcontractors reserve the right to make alterations and/or additions to the TEX-SIS Follow-up documentation on a need basis. Periodic updates and/or revisions may be necessary to assure that the system provides the most current information available. The TEX-SIS Follow-up documentation may not be commercialized without the written permission of the system developers.
SIS OVERVIEW
SIS OVERVIEW

SIS is an information system developed by Texas community/junior colleges for primary utilization by Texas community/junior colleges. SIS is composed of a series of 14 data collection devices developed and tested in a multitude of different environments in various colleges across the State of Texas. SIS, built upon the concept of an educational management information system, is divided into the below seven subsystems, each with its own instrument(s) and method of processing.

Subsystem I - Student's Educational Intent
Subsystem II - Withdrawal Follow-up
Subsystem III - Nonreturning Student Follow-up
Subsystem IV - Graduate Follow-up
Subsystem V - Employer Follow-up
Subsystem VI - Adult and Continuing Education Follow-up
Subsystem VII - State Follow-up Reporting

SIS Characteristics

One of the primary philosophical considerations of SIS is, that in order for a follow-up system to be functional in an educational environment, it must be flexible enough to allow the institution the option of choosing its degree of implementation (if any) and deciding upon the nature of the follow-up study to be conducted. Conversely, the system operation should be consistent enough to provide for valid reporting of statewide information and the potential for institutions to "compare" survey activities if the desire is to develop some degree of a "standard" for good, poor, or indifferent data results.

SIS exhibits a number of interesting characteristics, many of which were derived from input previously mentioned. A listing of some of these characteristics follow.

1. Provides data for both local and State utilization - This concept is demonstrated by the fact that the same questions utilized on the "State" instrument (which only responds to the State follow-up report) are utilized in four other questionnaires. This enables the institution to decide upon the amount of information to be collected at the same time the survey is conducted for State follow-up reporting purposes. Of course, because of the "local data needs" emphasis of SIS, the majority of the questionnaires collect data for
local use only and are not to be considered as information sources for State reporting purposes.

2. **Provides mechanisms for manual or computer processing of data** - Each questionnaire can be processed by computer with a processor which has been designed to analyze data in a variety of different manners. However, because of a wide variation of college computer size and capability, data tabulations sheets have been designed which provide a mechanism for processing the data manually. Each questionnaire has its own data tabulation sheet(s) for the purpose of error reduction.

3. **Interfaces with State student reporting systems** - Data from follow-up studies can be combined with student data which is collected for the purpose of conforming to Texas' "Uniform Reporting System" for higher education. SIS can derive much of its data from the Student Report (CBM-001) by use of the student's Social Security number. Also, as previously mentioned, the data collection devices provide information for the completion of State required follow-up report forms.

4. **Identifies diverse educational goals of students and the extent to which these students perceive their goals to have been satisfied** - Student "goal" information is collected via the SEI card (Subsystem 1) for analyses. Furthermore, student goal information is also collected at the time of follow-up, thereby making available analyses of "goals achieved." Also, it may be possible to accurately monitor "drop-out" and "stop-out" rates by analyzing student responses to questions concerned with student goals.

5. **Provides pre-tested procedures and instruments** - As mentioned previously, the SIS instruments and procedures have been tested and evaluated in a variety of different educational environments. Although not perfect, the instruments and procedures do conform to a large number of institutional conditions. Furthermore, SIS promotes the concept of an institution designing its own instrument(s), thereby conforming to an institution's needs in a more exacting manner.

6. **Provides a decentralized capability, both in responsibility and implementation** - SIS projects a "local" emphasis, with the concept being demonstrated by the
fact that the colleges collect their own data while reporting required follow-up information to the State.

7. Collects data from a variety of occupational/technical and university transfer/academic populations - SIS treats several different populations of potential respondents including:

a. Entering and returning students.
b. Students who withdraw from individual courses.
c. Students who withdraw from college.
d. Students who "walk-off" without adhering to the formal withdrawal process.
e. Students who enroll for a specific period and do not return.
f. Occupational/technical "completers."
g. Program graduates.
h. Employers of program graduates.
i. Adult and continuing education students.

8. Provides a mechanism for evaluation of the follow-up system - After the follow-up study is completed, SIS recommends that feedback be obtained from individuals who may be utilizing the resulting data. For this reason, evaluation forms have been designed for each questionnaire which may assist the user of SIS in assuring that the data being collected satisfies unique institutional needs.

9. Built around the concept of an educational management information system - The concept of a management information system displays the philosophy that its sole duty is to supply information to certain individuals who need that information to make effective decisions. SIS displays this same philosophy, and recognizes that follow-up study results should not be considered as being synonymous with program evaluation.
10. **Provides a mechanism for securing employer input into program planning** - Aside from gathering data from former community/junior college students, SIS exhibits the ability to collect information from employers of occupational/technical program graduates regarding their "opinion of the training received by the program graduate."

11. **Recommends procedures for "cycling" follow-up studies** - SIS recommends that an institution develop time frames for conducting certain follow-up studies. It is not feasible to implement all of the subsystems every semester; therefore, a schedule can be developed in such a manner that certain studies will "re-occur" over a period of several semesters or years.

12. **Provides questionnaires for standardized use** - Although there are advantages inherent with all colleges utilizing the same questionnaire for specific populations of students, there are many disadvantages. However, realizing the advantages, SIS provides the capability for statewide, regional, or other institutional cooperation in utilizing the same questionnaire for "comparison" type studies.

13. **Provides guidelines for utilization of representative sampling techniques and measurement of non-response bias** - Conducting tests for non-response bias and utilization of representative sampling techniques is discussed in a subcontractor report titled *Representative Sampling* by College of the Mainland.

14. **Provides follow-up cost data and guidelines for computing further cost data on an individual college basis**

A large amount of follow-up cost data has been analyzed by Navarro College in its subcontractor report entitled *Follow-up Costs*. In addition to this, forms are provided for an institution's use in computing its own follow-up costs.

Also, periodic references are made throughout this Activity Manual to the results of the statewide SCOS-DELPHI Study. The SCOS (System Characteristic Opinion Study) DELPHI, conducted early in the life of Project Follow-up, formulated certain philosophical guidelines which were utilized throughout the research and development effort. Since the 194 selected respondents participated 100% on the last two rounds of the DELPHI, it is
felt that the results of this study indicated a true consensus of the respondents' opinion regarding the desired characteristics of a statewide follow-up system. Aside from those SCOS-DELPHI statements documented later in this Activities Manual, the below statements were utilized to a great extent:

<table>
<thead>
<tr>
<th>Statement</th>
<th>Consensus</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;More community college funding will be necessary for the purpose of implementing a comprehensive follow-up system.&quot;</td>
<td>1.7</td>
</tr>
<tr>
<td>&quot;One designated office within a local institution should be assigned the responsibility of conducting follow-up studies.&quot;</td>
<td>1.5</td>
</tr>
<tr>
<td>&quot;The 'conditioning' of students to follow-up studies is important to a follow-up system.&quot;</td>
<td>1.5</td>
</tr>
<tr>
<td>&quot;A follow-up system should include methods for continual evaluation and updating of its own procedures.&quot;</td>
<td>1.2</td>
</tr>
<tr>
<td>&quot;Local administrative endorsement and support is necessary for the successful implementation of a follow-up system.&quot;</td>
<td>1.1</td>
</tr>
</tbody>
</table>

As stated previously, additional SCOS-DELPHI statements are utilized throughout this Activities Manual as rationale for development of the various subsystems and questionnaires.

Although the degree of implementation and impact of SIS cannot be appropriately evaluated for a number of years, it should be realized that the success of any effort is directly proportional to the eventual outcome of that effort. In terms of a statewide coordinated follow-up system, the true success can be measured in terms of how much impact the resulting information has on enhancing the educational delivery capability of the Texas community/junior colleges.

*Note: Level of consensus is determined by a scale of 1 through 7 with the lower number indicating complete agreement.
STUDENT'S EDUCATIONAL INTENT
Subsystem I

STUDENT’S EDUCATIONAL INTENT

Population: May include new, re-entry, and returning students enrolled in one or more college credit courses.

Suggested Instrumentation:
(SEI) Student’s Educational Intent (F01-l-J) Salmon

Subsystem I is concerned with the collection of information relative to the student's educational intent (or goal). As stated in other publications, many students attend public community/junior colleges for reasons other than pursuing formal degree programs. This fact, of course, impacts the analyses of follow-up data, thereby giving significant meanings to such terms as "stop-out" and "completer." For a detailed discussion of the operation of this subsystem, SIS's "Procedures Manual" should be consulted.

Instrument Development Rationale

Since many institutions desire to implement the SEI questionnaire during registration, it was felt that the printing should be performed on a small card which would facilitate ease in completion and the least amount of hindrance in being interfaced with any college’s registration process. The need for the SEI card was actually derived from the previously mentioned SCOS-DELPHI study and the subsystem guidelines were produced to a large extent, from the below SCOS-DELPHI statements:

Statement

"Identification of a student's 'educational goal' should provide the basis for follow-up."

"The documentation of a student's initial educational goal should be maintained and updated at the beginning of each enrollment period."

*Note: Level of consensus is determined by a scale of 1 through 7 with the lower number indicating complete agreement.

I-1

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"Information pertaining to the student's educational goal should be obtained during the time of the registration process."

"A 'stop-out' is defined as a student who temporarily terminates his formal educational pursuits with full intentions of continuing at a later date."

"The documentation of a student's educational goal should be the responsibility of counseling personnel."

"A 'drop-out' is a student who leaves college prior to achieving his or her stated objective, with no intention of returning."

"A 'completer' is defined as a student whose educational objective is completed culminating in a degree, certificate, selected courses, or portions of selected courses."

Of course, as reflected on the questionnaire, other student information can be collected at the same time "educational intent data is collected. For a more detailed description of areas related to this subsystem, the subcontractor report titled Educational Goals and Student Flow by Western Texas College and SIS's "Procedures Manual" should be consulted.
**1.** Are you currently working on a job for which you receive wages?
- Yes
- No

**2.** Do you have "work experience" in your major field of study? (Undeclared/Undecided majors skip to 3)
- Yes
- No

**3.** What is your PRIMARY educational goal in attending this college?
- Improvement of existing "job skills" (If your major is undecided, please check "Other" and describe your major)
- Preparation for "job to be obtained" (If your major is undecided, please check "Other" and describe your major)
- University transfer credit
- Personal interest
- Other (describe)

**4.** How do you expect to accomplish the above goal?
- Selected course(s)
- Certificate Program
- Two-year Associate Degree Program
- Other (describe)

**5.** Do you expect to complete your goal at this college by the end of this semester?
- Yes
- No

**6.** How definite are you concerning your above stated educational goal?
- Definite
- Fairly definite, subject to change
- Not at all definite

**Form Code:**
- O
- X

**Major Code:**
- O
- X

**Special Code:**
- O
- X
WITHDRAWAL FOLLOW-UP
SUBSYSTEM II

<table>
<thead>
<tr>
<th>Population:</th>
<th>May include those students who formally withdraw or &quot;walk-off&quot; from one or more college credit courses in which they initially enrolled.</th>
</tr>
</thead>
</table>
| Suggested Instrumentation: | (COS/W) Course Withdrawal (F02-1-E) White  
(COL/W) College Withdrawal (F02-2-E) Blue  
(WO) Walk-off (F02-3-D) Gray |

Subsystem II is concerned with the collection of information from students who depart from courses and/or college before completing a specified enrollment period. This situation provides a circumstance to collect a large amount of student data at a reasonable cost in terms of time and effort required on the part of college personnel. For a detailed discussion of the operation of this subsystem, SIS's "Procedures Manual" should be consulted.

Instrument Development Rationale

The three instruments in this subsystem were designed on a small card form for ease in implementation. The card size enables the questionnaire to be easily mailed if desired or placed at a point in the college's withdrawal process for completion. These three questionnaires actually collect data at the first point of student attrition after he or she starts attending class. As were other components of the system, the need for this subsystem was actually derived from the below SCOS-DELPHI statements:

<table>
<thead>
<tr>
<th>Statement</th>
<th>Level of Consensus</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;An immediate follow-up should be initiated on students who do not complete the period for which they enroll.&quot;</td>
<td>1.6</td>
</tr>
<tr>
<td>&quot;The 'exit interview' is an acceptable method of collecting follow-up information.&quot;</td>
<td>2.8</td>
</tr>
</tbody>
</table>

*Note: Level of consensus is determined by a scale of 1 through 7 with the lower number indicating complete agreement.
"Follow-up studies should be applied to all students who have attended the institution."

"Students who withdraw from college prior to completion of the semester should be followed-up regarding their reasons for college withdrawal."

Of course, as reflected on the three questionnaires on the following page, a large amount of student data can be gathered at the same time that "reasons for withdrawal" is collected. The additional information may be helpful in course planning and scheduling. The questionnaires represent an effort to collect information at the following three points of student attrition (1) when the student withdraws from a course--white card, (2) when the student withdraws from college--blue card, and (3) when the student "walks-off" without following the withdrawal process--gray card. A walk-off survey, of course, necessitates a mail-out survey, while other withdrawal data can be collected by implementing the first two questionnaires within the college. Procedures to utilize when conducting the "walk-off" mail out survey are specified in the Procedures Manual and selected subcontractor reports.
DEAR STUDENT: Our records indicate that you have stopped attending the following course:
If this is incorrect please check the appropriate box on the reverse side of this card and return in the postage-paid envelope. If you have stopped attending this course please complete all questions. Through your response we will gain information which will enable us to provide you with the best possible courses and services. Your answers will be kept confidential and will in no way affect your status with this college. Thank you.

Please make corrections to the information above if necessary.
NONRETURNING STUDENT FOLLOW-UP
NONRETURNING STUDENT FOLLOW-UP

Population: May include students with both university transfer/academic and occupational/technical intentions who, having completed a previous enrollment period, do not return for a subsequent enrollment period.

Suggested Instrumentation:
(NRS) Nonreturning Student (F03-1-E) Pink
(OCC/TECH) Occupational/Technical Nonreturning Student (F03-2-C) Blue

Subsystem III is concerned with the collection of information from students who chose not to continue their enrollment periods at an individual college. The questionnaires facilitate the identification of "drop-outs" and "stop-outs" as well as identifying students who complete a short term goal in one or more enrollment periods without graduating from a college program. This identification capability has the potential of giving a more significant meaning to the term "completer." For a detailed discussion of the operation of this subsystem, SIS's "Procedures Manual" should be consulted.

Instrument Development Rationale

Since the follow-up of nonreturning students provides the institution with the opportunity for short-term feedback from a cross-section of students, it was felt the questionnaires should be lengthy enough to collect a significant amount of data while being short enough to provide meaningful response rates. Of course, because of the population, the questionnaires had to be designed for a mail-out type survey. The SCOS-DELPHI study provided guidelines for the development of this subsystem as noted on the following page.
"A 'completer' is defined as a student whose educational objective is completed culminating in a degree, certificate, selected courses, or portions of selected courses."

"A student follow-up system should provide for methods of recognizing the need for specific curriculum revisions."

"A follow-up system should emphasize the collection of data which will reflect needed institutional changes."

"A student follow-up system should emphasize the collection of data which reflects the student's opinion of the local institution."

"The student's opinion of whether the college fulfilled his or her educational needs is one of the most important types of follow-up information to be obtained."

"An immediate follow-up should be initiated on students who complete a semester but do not enroll the following long enrollment period."

"A 'stop-out' is defined as a student who temporarily terminates his formal educational pursuits with full intentions of continuing at a later date."

"A 'drop-out' is any student who leaves college prior to achieving his or her stated objective, with no intention of returning."

The two questionnaires on the following pages represent an effort to collect information from a cross-section of students who have university transfer and/or occupational/technical educational intentions. The first questionnaire (pink) is designed for both groups of students and has common questions to the

*Level of Consensus

<table>
<thead>
<tr>
<th>Statement</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;A 'completer' is defined as a student whose educational objective is completed culminating in a degree, certificate, selected courses, or portions of selected courses.&quot;</td>
<td>1.5</td>
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<tr>
<td>&quot;A student follow-up system should provide for methods of recognizing the need for specific curriculum revisions.&quot;</td>
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<tr>
<td>&quot;A follow-up system should emphasize the collection of data which will reflect needed institutional changes.&quot;</td>
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<td>&quot;A student follow-up system should emphasize the collection of data which reflects the student's opinion of the local institution.&quot;</td>
<td>2.3</td>
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<tr>
<td>&quot;The student's opinion of whether the college fulfilled his or her educational needs is one of the most important types of follow-up information to be obtained.&quot;</td>
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<tr>
<td>&quot;An immediate follow-up should be initiated on students who complete a semester but do not enroll the following long enrollment period.&quot;</td>
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<tr>
<td>&quot;A 'stop-out' is defined as a student who temporarily terminates his formal educational pursuits with full intentions of continuing at a later date.&quot;</td>
<td>1.7</td>
</tr>
<tr>
<td>&quot;A 'drop-out' is any student who leaves college prior to achieving his or her stated objective, with no intention of returning.&quot;</td>
<td>1.6</td>
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</table>

*Note: Level of consensus is determined by a scale of 1 through 7 with the lower number indicating complete agreement.
second questionnaire (blue) which is designed only for students with occupational/technical intentions. Also, the blue questionnaire facilitates the follow-up of occupational/technical nonreturning students who have completed enough of the training program to be considered as having the potential for functioning (in an effective manner) in one of the jobs for which the program was intended to train and/or educate individuals. As stated previously, both questionnaires have been designed to facilitate a mail-out survey. For a more detailed description of areas related to this subsystem, SIS's "Procedures Manual" and the following subcontractor reports should be consulted:

- Exit Interviews by Alvin Community College
- Representative Sampling by College of the Mainland
- Follow-up Methodology by Del Mar College
- Educational Goals and Student Flow by Western Texas College

Also, additional questionnaires for the follow-up of nonreturning students can be found in the Del Mar College, College of the Mainland, and Alvin Community College subcontractor reports.
PROJECT FOLLOW-UP

Please respond to the below as appropriate. This information is needed for equal opportunity education and employment reporting.

Major

ETHNIC GROUP
1. American Indian or Alaskan Native
2. Black, not of Hispanic Origin
3. Asian or Pacific Islander
4. Hispanic
5. White, not of Hispanic Origin

SEX
M. Male
F. Female

Please make corrections to the information above if necessary.

PLEASE CHECK APPROPRIATE BLOCK(S) WITHIN EACH CATEGORY BELOW.

SECTION A EVERYONE SHOULD ANSWER THIS SECTION.

1. What was your PRIMARY objective in attending our two-year college?
   - 34-1. Improvement of existing "job skills"
   - 35-1. Preparation for "job to be obtained"
   - 36-1. University transfer credit
   - 37-1. Personal Interest
   - 38-1. Other (describe)

2. To what extent has this objective been completed?
   - 39-1. Fully completed
   - 40-1. Partially completed
   - 41-1. Not completed

3. Do you plan to pursue this objective further?
   - 42-1. Yes; where?
   - 43-1. At our college
   - 44-1. At another college
   - 45-1. Other (describe)

4. How much education is (or was) required to accomplish your educational objective at our college?
   - 46-1. Selected course(s)
   - 47-1. Certificate program
   - 48-1. Two-year associate degree program
   - 49-1. Other (describe)

5. What was your principal reason for NOT re-enrolling at our college this semester?
   - 50-1. Completed needed courses
   - 51-1. Transportation problems
   - 52-1. Transferred to another college
   - 53-1. Found job in occupation related to course(s) completed at this college
   - 54-1. Conflicting job hours
   - 55-1. Financial reasons
   - 56-1. Change of residence
   - 57-1. Dissatisfied with instruction
   - 58-1. Dissatisfied with content of courses
   - 59-1. Personal/family illness or injury
   - 60-1. Other personal/family reasons
   - 61-1. Other (describe)

6. Which statement best describes your feeling about your educational experience at our college?
   - 62-1. Very satisfied
   - 63-1. Satisfied
   - 64-1. Neutral
   - 65-1. Disappointed
   - 66-1. Very disappointed

7. If you have completed courses in your MAJOR FIELD OF STUDY please rate them according to how well they fulfilled your individual needs. Students with "undecided/undeclared" majors should skip to next question.
   - 67-1. Quality of instruction
   - 68-1. Grading/Testing
   - 69-1. Instructor interest
   - 70-1. Content of course(s)
   - 71-1. Instructional media
   - 72-1. Class size

8. If you have used any of the below college services, please rate them according to how well they fulfilled your individual needs.
   - 73-1. Financial aid
   - 74-1. Counseling
   - 75-1. Job placement services
   - 76-1. Course advisement
   - 77-1. Tutoring services
   - 78-1. Veterans services
   - 79-1. Learning lab/packages
   - 80-1. Student activities
   - 81-1. Library services

9. Which one of the below best describes your present status?
   - 82-1. Employed, full time
   - 83-1. Employed, part time
   - 84-1. Unemployed, seeking employment
   - 85-1. Military, full time active duty
   - 86-1. Continuing education at higher level
   - 87-1. Unavailable for employment (describe)

OVER PLEASE!
SECTION B

1. IF YOU ARE CURRENTLY EMPLOYED, is your present occupation related to the courses you have completed at our college?
   - Yes, directly related
   - Yes, closely related
   - No

2. IF NO, have you been employed in an occupation related to the courses you completed at our college since you left our college?
   - Yes, directly related
   - Yes, closely related
   - No (IF NO, go to Section C)

3. Please check below if the course(s) you took at our college helped you in your occupational area in any of the following ways.
   - Helped to obtain job
   - Helped performance on present job
   - Helped advance on present job
   - None of the above
   - Other (describe)

4. How would you rate the training you received at our college in relation to its usefulness to you in performing your job?
   - Very good
   - Good
   - Neutral
   - Poor
   - Very poor

5. Would you recommend the course(s) taken at our college to others employed in positions similar to yours?
   - Yes
   - Undecided
   - No

6. Were you employed in your occupational area prior to enrolling in the course(s) completed at our college?
   - Yes
   - No

SECTION C

1. What is the name of your current (or most recently attended) college?

2. Did you have problems transferring to the college indicated above?
   - Yes; what?
     - Transferring credit hours
     - Transcript problems
     - Admission problems
     - Other (describe)
   - No

3. How many credit hours earned at our college were not accepted at the college indicated above?
   - All credit hours accepted
   - Lost 1 - 3 credit hours
   - Lost 4 - 6 credit hours
   - Lost 7 - 12 credit hours
   - Lost 13 - 21 credit hours
   - Lost more than 21 credit hours

SECTION D

1. Approximately how many credit hours have you completed at our college?
   - None
   - 1 - 10
   - 11 - 20
   - 21 - 30
   - 31 - 40
   - 41 - 50
   - 51 - 60
   - More than 60

2. How do you see the course(s) completed at our college in terms of your career plans?
   - Of immediate, direct benefit
   - Of long term, direct benefit
   - Of indirect benefit
   - Of no benefit

3. Are you interested in taking other courses at our college? You may include courses not presently offered by our college.
   - Yes
   - No
   - Undecided

4. We would appreciate any comments regarding how we could improve the course(s) you have completed and/or services we have provided. Use back of college letter for additional space.

Thank you for assisting us in our survey! Please return this form in the pre-paid envelope as soon as possible!
## PROJECT FOLLOW-UP

Please make corrections to the information above if necessary.

### Section A

**What was your PRIMARY objective in attending our two-year college?**

- [ ] Improvement of existing "job skills"
- [ ] Preparation for "job to be obtained"
- [ ] University transfer credit
- [ ] Personal interest
- [ ] Other (describe)

**To what extent has this objective been completed?**

- [ ] Fully completed
- [ ] Partially completed
- [ ] Not completed

**Do you plan to pursue this objective further?**

- [ ] Yes; where?
  - [ ] At our college
  - [ ] At another college
  - [ ] Other (describe)
- [ ] No

### Section B

**What was your principal reason for NOT enrolling at our college this semester?**

- [ ] Completed needed courses
- [ ] Transportation problems
- [ ] Transferred to another college
- [ ] Found job in occupation related to course(s) completed at this college
- [ ] Conflicting job hours
- [ ] Financial reasons
- [ ] Change of residence
- [ ] Grade problems
- [ ] Dissatisfied with instruction
- [ ] Dissatisfied with content of courses
- [ ] Personal/family illness or injury
- [ ] Other personal/family reasons
- [ ] Other (describe)

**Which one of the below best describes your present status?**

- [ ] Employed, full time
- [ ] Employed, part time
- [ ] Unemployed, seeking employment
- [ ] Military, full time active duty
- [ ] Continuing education at higher level
- [ ] Unavailable for employment (describe)

---

Please respond to the below as appropriate. This information is needed for equal opportunity education and employment reporting.

**ETRNIC GROUP**

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<thead>
<tr>
<th>Major Code</th>
<th>Ethnic Group</th>
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<tr>
<td>1</td>
<td>American Indian or Alaskan Native</td>
</tr>
<tr>
<td>2</td>
<td>Asian or Pacific Islander</td>
</tr>
<tr>
<td>3</td>
<td>Hispanic</td>
</tr>
<tr>
<td>4</td>
<td>Black, not of Hispanic Origin</td>
</tr>
<tr>
<td>5</td>
<td>White, not of Hispanic Origin</td>
</tr>
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</table>

**SEX**

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<th>Sex Code</th>
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<tr>
<td>2</td>
<td>Female</td>
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</table>

**Major Code**

<table>
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<tbody>
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<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>No</td>
</tr>
</tbody>
</table>

**Target Pop. Code**

| 1 | 36 |

**Level Code**

| 1 | 2 | 3 |

**Special Code**

| 1 | 2 | 3 | 4 | 5 | 6 |

---

**PLEASE CHECK APPROPRIATE BLOCK(S) WITHIN EACH CATEGORY BELOW.**

---

**OVER PLEASE!**

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32
SECTION B

A. IF YOU ARE CURRENTLY EMPLOYED, is your present occupation related to the courses you have completed at our college?
- [ ] Yes, directly related
- [ ] Yes, closely related
- [ ] No (IF NO, Go to Section C)

B. IF NO, have you been employed in an occupation related to the courses you completed at our college since you left our college?
- [ ] Yes, directly related
- [ ] Yes, closely related
- [ ] No (IF NO, Go to Section C)

2. Please check below if the course(s) you took at our college helped you in your occupational area in any of the following ways.
- [ ] Helped to obtain job
- [ ] Helped performance on present job
- [ ] Helped advance on present job
- [ ] None of the above
- [ ] Other (describe)

3. How would you rate the training you received at our college in relation to its usefulness to you in performing your job?
- [ ] Very good
- [ ] Good
- [ ] Neutral
- [ ] Poor
- [ ] Very poor

4. Would you recommend the course(s) taken at our college to others employed in positions similar to yours?
- [ ] No
- [ ] Undecided
- [ ] Yes

We would appreciate receiving any comments regarding how we could improve the courses you have completed and/or services we have provided. Use back of college letter for additional space.

SECTION C

A. Were you employed in your occupational area prior to enrolling in the course(s) completed at our college?
- [ ] No
- [ ] Yes

ALL STUDENTS SHOULD ANSWER THIS SECTION.

1. Approximately how many credit hours have you completed at our college?
- [ ] None
- [ ] 1 - 10
- [ ] 11 - 20
- [ ] 21 - 30
- [ ] 31 - 40
- [ ] 41 - 50
- [ ] 51 - 60
- [ ] More than 60

2. How do you see the course(s) completed at our college in terms of your career plans?
- [ ] Immediate, direct benefit
- [ ] Long term, direct benefit
- [ ] Indirect benefit
- [ ] Of no benefit

3. Are you interested in taking other courses at our college? You may include courses not presently offered by our college.
- [ ] No
- [ ] Yes; what course(s)

4. Which statement best describes your feeling about your educational experience at our college?
- [ ] Very satisfied
- [ ] Satisfied
- [ ] Neutral
- [ ] Very disappointed
- [ ] Disappointed

THANK YOU FOR ASSISTING US IN OUR SURVEY! PLEASE RETURN THIS FORM IN THE PRE-PAID ENVELOPE AS SOON AS POSSIBLE!
Population: May include those students who complete degree or certificate/diploma programs (both university transfer/academic and occupational/technical) documented in the college catalog.

Suggested Questionnaires:
- (GRAD-1) 1st Year Graduate (F04-1-G) Green
- (GRAD-3) 3rd Year Graduate (F04-3-B) Gray
- (GRAD-5) 5th Year Graduate (F04-5-C) Gold

Subsystem IV is concerned with the collection of information from program graduates (both university transfer/academic and occupational/technical). The three questionnaires facilitate first, third, and fifth year follow-up studies while satisfying the collection of information from occupational/technical program graduates (first year) for State follow-up reporting. For a detailed discussion of the operation of this subsystem, SIS's "Procedures Manual" and the subcontractor report titled Graduate Follow-up by San Antonio College should be consulted.

Instrument Development Rationale

Since the graduate study is the most frequent type of follow-up study conducted by community/junior colleges, it was felt that a significant amount of data should be collected from this population. The importance of a graduate follow-up study is further emphasized by the realization of the length of time the program graduate has been involved with an institution. The three questionnaires are, by necessity, designed for a mail-out survey and are the result of conclusions drawn from the SCOS-DELPHI study. As can be seen, the SCOS-DELPHI study provided guidelines for the development of this subsystem by noting:

Statement
“Occupational/technical students should be followed-up the same length of time as academic students.”

*Level of Consensus
2.1

*Note: Level of consensus is determined by a scale of 1 through 7 with the lower number indicating complete agreement.
"Both information received from the student and from his employer should be analyzed in determining whether job skill requirements have been met."

"A student follow-up system should provide for methods of recognizing the need for specific curriculum revisions."

"Program graduates should be followed up at the end of the first, third, and fifth year."

"A follow-up system should emphasize the collection of data which will reflect needed institutional changes."

"A student follow-up system should emphasize the collection of data which reflects the student's opinion of the local institution."

"Information regarding a student's salary should be retrieved."

The three questionnaires on the following pages represent an effort to collect information from first year graduates (green instrument), third year graduates (gray instrument), and fifth year graduates (gold instrument). All questionnaires facilitate the implementation of a mail-out survey of both university transfer/academic and occupational/technical graduates by utilizing the same questionnaire. Also, the first year graduate questionnaire contains questions which reply specifically to State follow-up reporting. For a more detailed description of areas related to this subsystem, the following subcontractor reports should be consulted:

Follow-up Methodology by Del Mar College  
Graduate Follow-up by San Antonio College  
Employer Follow-up by Amarillo College

Also, additional questionnaires for the follow-up of graduates can be found in the Del Mar College and San Antonio College subcontractor reports.
**PROJECT FOLLOW-UP**

Please make corrections to the information above if necessary.

### SECTION A

**EVERYONE SHOULD ANSWER THIS SECTION.**

**1.** What was your PRIMARY objective in attending our two-year college?

- [ ] Improvement of existing "job skills"
- [ ] Preparation for "job to be obtained"
- [ ] University transfer credit
- [ ] Personal interest
- [ ] Other (describe)...

**2.** Which one of the below best describes your present status?

- [ ] Employed, full time
- [ ] Employed, part time
- [ ] Unemployed, seeking employment
- [ ] Military, full time active duty
- [ ] Continuing education at higher level
- [ ] Unavailable for employment (describe)...

**3.** Please rate those courses in your major field of study according to how well they fulfilled your own individual needs.

<table>
<thead>
<tr>
<th></th>
<th>Very Good</th>
<th>Good</th>
<th>Neutral</th>
<th>Poor</th>
<th>Very Poor</th>
</tr>
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<td>4</td>
<td>5</td>
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<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

**4.** Please rate only those college services below that you have utilized according to how well they fulfilled your own individual needs.

<table>
<thead>
<tr>
<th></th>
<th>Very Good</th>
<th>Good</th>
<th>Neutral</th>
<th>Poor</th>
<th>Very Poor</th>
</tr>
</thead>
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<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

### SECTION B

**IF YOU HAVE ENROLLED IN ANOTHER COLLEGE SINCE YOUR ENROLLMENT AT OUR COLLEGE, PLEASE ANSWER THIS SECTION.**

**1.** What is the name of your current (or most recently attended) college?

**2.** Did you have problems transferring to the college indicated above?

- [ ] Yes; what?
- [ ] No

**3.** How many credit hours earned at our college were not accepted at the college indicated above?

- [ ] All credit hours accepted
- [ ] Lost 1 - 3 credit hours
- [ ] Lost 4 - 6 credit hours
- [ ] Lost 7 - 12 credit hours
- [ ] Lost 13 - 21 credit hours
- [ ] Lost more than 21 credit hours

**4.** If you are currently enrolled in college, please indicate your current status and classification at the college indicated above.

<table>
<thead>
<tr>
<th>Status</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**5.** How well did the courses you completed at our college prepare you for continuing your education?

- [ ] My preparation was excellent
- [ ] My preparation was satisfactory
- [ ] Fair, but all areas could have been better
- [ ] My preparation was inadequate

OVER PLEASE!
SECTION C

IF YOU ARE CURRENTLY EMPLOYED, is your present occupation related to the courses you have completed at our college?

- Yes, directly related
- Yes, closely related
- No

A. IF YES, have you been employed in an occupation related to the courses you completed at our college since you left our college?

- Yes
- Yes, closely related
- No

B. IF NO, have you been employed in an occupation related to the courses you completed at our college since you left our college?

- Yes
- Yes, closely related
- No

Please complete the information below regarding the occupation related to the courses completed at our college.

- Job title
- Name of Employer
- Street address of Employer
- City of Employment

How would you rate the training you received at our college in relation to its usefulness to you in performing your job?

- Very good
- Good
- Neutral
- Poor
- Very poor

Please check below if the course(s) you took at our college helped you in your occupational area in any of the following ways.

- Helped to obtain job
- Helped performance on present job
- Helped advance on present job
- None of the above
- Other (describe)

If you are employed full-time, please indicate your approximate average monthly salary range (gross) below. This information, when combined with other members of your graduating class, will provide valuable information to other individuals in career planning.

- Up to $300
- $300 - $399
- $400 - $499
- $500 - $599
- $600 - $699
- $700 - $799
- $800 - $899
- $900 - $999
- $1,000 - $1,099
- $1,100 - $1,199
- $1,200 - Up

Were you employed in your occupational area PRIOR to enrolling in the courses completed at our college?

- No
- Yes

How would you rate the availability of jobs in your occupational area?

- Very good
- Good
- Neutral
- Poor
- Very poor

SECTION D

EVENONE SHOULD ANSWER THIS SECTION.

1. If your occupational area is not related to the courses you have completed at our college (as indicated in Section C) please check each reason which applies. If occupational area is related to courses completed, go to Question 2.

- Transferred to a four-year college
- Not sufficiently qualified for a job in my field of college preparation
- Preferred to work in another field
- Found better paying job in another field
- Could not find a job in field of preparation
- Worked previously in field of preparation, but changed
- Other (describe)

2. How do you see the courses completed at our college in terms of your career plans:

- Immediate, direct benefit
- Long term, direct benefit
- Indirect benefit
- No benefit

3. Are you interested in taking other courses at our college? You may include courses not presently offered by our college.

- No
- Yes; what course(s)

4. We would appreciate any comments regarding how we could improve the courses you have completed and/or services we have provided. Use back of college letter for additional space.

THANK YOU FOR ASSISTING US IN OUR SURVEY! PLEASE RETURN THIS FORM IN THE PRE-PAID ENVELOPE AS SOON AS POSSIBLE!
Please make corrections to the information above if necessary.

## Section A
### Everyone Should Answer This Section

1. **What was your PRIMARY objective in attending our two-year college?**
   - [ ] Improvement of existing "job skills"
   - [ ] Preparation for "job to be obtained"
   - [ ] University transfer credit
   - [ ] Personal interest
   - [ ] Other (describe)

2. **Which one of the below best describes your present status?**
   - [ ] Employed, full time
   - [ ] Employed, part time
   - [ ] Unemployed, seeking employment
   - [ ] Military, full time active duty
   - [ ] Continuing education at higher level
   - [ ] Unavailable for employment (describe)

3. **Please indicate that activity in which you were most involved during each of the below years after you completed your course work at our college.**

<table>
<thead>
<tr>
<th>1st YR.</th>
<th>2nd YR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending college (4 yr.)</td>
<td>Attending college (other)</td>
</tr>
<tr>
<td>Working in field related to courses completed at our college</td>
<td>Working in other field</td>
</tr>
<tr>
<td>Working in other field</td>
<td>Unemployed, looking for job</td>
</tr>
<tr>
<td>Unemployed, not looking for job</td>
<td>Other (describe)</td>
</tr>
</tbody>
</table>

4. **How well did the courses you completed at our college prepare you for the above activities?**
   - [ ] My preparation was excellent
   - [ ] My preparation was satisfactory
   - [ ] Good in some areas only
   - [ ] Fair, but all areas could have been better
   - [ ] My preparation was inadequate

## Section B
### IF YOU HAVE ENROLLED IN ANOTHER COLLEGE SINCE YOUR ENROLLMENT AT OUR COLLEGE, PLEASE ANSWER THIS SECTION

1. **What is the name of your current (or most recently attended) college?**

   - **Name:**
   - **City and State:**

2. **What is (was) the highest degree you now hold?**

   - **Major Field**
   - **Mark in Column B**

   - [ ] Associate (A.A., A.A.S., A.S., etc.)
   - [ ] Bachelor's Degree (B.A., B.S., etc.)
   - [ ] Master's Degree (M.A., M.S., etc.)
   - [ ] Ph.D. or Ed.D.
   - [ ] M.D., D.O., D.D.S., or D.V.M.
   - [ ] LL.B., J.D. (Law)
   - [ ] B.D. or M.Div. (Divinity)
   - [ ] Other

   - **b. What are your future degree plans?**
     - **Mark in Column A**

   - **c. In what field of study is the highest degree you now hold?**

3. **What is (was) your overall grade point average in your transfer college?**

   - **Less than 1.0**
   - **1.0 - 1.9**
   - **2.0 - 2.9**
   - **3.0 - 3.9**
   - **4.0**

4. **If you are currently enrolled in college, please indicate your current status and classification at the college indicated above.**

   - **Status**
   - **Classification**

   - [ ] Part-time student
   - [ ] Full-time student
   - [ ] Junior
   - [ ] Senior
   - [ ] Graduate student
   - [ ] Other

**OVER PLEASE!**
### SECTION C

A. If you are currently employed, is your present occupation related to the courses you have completed at our college?

<table>
<thead>
<tr>
<th></th>
<th>1 Yes, directly related</th>
<th>2 Yes, closely related</th>
<th>3 No</th>
</tr>
</thead>
</table>

B. If No, have you been employed in an occupation related to the courses you completed at our college since you left our college?

<table>
<thead>
<tr>
<th></th>
<th>1 Yes, directly related</th>
<th>2 Yes, closely related</th>
<th>3 No (IF NO, Go to Section D)</th>
</tr>
</thead>
</table>

2 Please complete the information below regarding the occupation related to the courses completed at our college.

- **Job title**
- **Name of Employer**
- **Street address of Employer**
- **City of Employment**

3 How would you rate the training you received at our college in relation to its usefulness to you in performing your job?

<table>
<thead>
<tr>
<th></th>
<th>1 Very good</th>
<th>2 Good</th>
<th>3 Neutral</th>
<th>4 Poor</th>
<th>5 Very poor</th>
</tr>
</thead>
</table>

4 If you are employed full-time, please indicate your approximate average monthly salary range (gross) below. This information, when combined with other members of your graduating class, will provide valuable information to other individuals in career planning.

|   | A Up to $300 | B $300 - $399 | C $400 - $499 | D $500 - $599 | E $600 - $699 | F $700 - $799 | G $800 - $899 | H $900 - $999 | I $1,000 - $1,099 | J $1,100 - $1,199 | K $1,200 - Up |

5 How far from our college are you currently living?

<table>
<thead>
<tr>
<th></th>
<th>1 Up to 25 miles</th>
<th>2 25 - 49 miles</th>
<th>3 50 - 99 miles</th>
<th>4 100 - 199 miles</th>
<th>5 200 miles and over</th>
</tr>
</thead>
</table>

6 How satisfied are you with your field of employment?

<table>
<thead>
<tr>
<th></th>
<th>1 Extremely satisfied</th>
<th>2 Satisfied</th>
<th>3 Neutral</th>
<th>4 Unsatisfied</th>
<th>5 Extremely unsatisfied</th>
</tr>
</thead>
</table>

7 How do you see the courses completed at our college in terms of your career plans?

|   | 1 Immediate, direct benefit | 2 Long term, direct benefit | 3 Indirect benefit | 4 No benefit |

### SECTION D

1 If your occupational area is not related to the courses you have completed at our college (as indicated in Section C), please check each reason which applies. If occupational area is related to courses completed, go to Question 2.

- 42 I transferred to a four-year college
- 43 Not sufficiently qualified for a job in my field of college preparation
- 44 Preferred to work in another field
- 45 Found better paying job in another field
- 46 Could not find a job in field of preparation previously in field of preparation, but changed
- 48 Other (describe)____________

2 Would you recommend the courses you completed at our college to others?

<table>
<thead>
<tr>
<th></th>
<th>1 Yes</th>
<th>2 No</th>
</tr>
</thead>
</table>

3 Have you completed credit courses at our college since your original date of completion?

<table>
<thead>
<tr>
<th></th>
<th>1 Yes; how many?</th>
</tr>
</thead>
</table>

4 We would appreciate any comments regarding how we could improve the program you have completed and/or services we have provided. Use back of college letter if additional space is needed.
Please make corrections to the information above if necessary.

### SECTION A

**EVERYONE SHOULD ANSWER THIS SECTION.**

<table>
<thead>
<tr>
<th>1</th>
<th>What was your PRIMARY objective in attending our two-year college?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Improvement of existing &quot;job skills&quot;</td>
</tr>
<tr>
<td>□</td>
<td>Preparation for &quot;job to be obtained&quot;</td>
</tr>
<tr>
<td>□</td>
<td>University transfer credit</td>
</tr>
<tr>
<td>□</td>
<td>Personal interest</td>
</tr>
<tr>
<td>□</td>
<td>Other (describe)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>Which one of the below best describes your present status?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Employed, full time</td>
</tr>
<tr>
<td>□</td>
<td>Employed, part time</td>
</tr>
<tr>
<td>□</td>
<td>Unemployed, seeking employment</td>
</tr>
<tr>
<td>□</td>
<td>Military, full time active duty</td>
</tr>
<tr>
<td>□</td>
<td>Continuing education at higher level</td>
</tr>
<tr>
<td>□</td>
<td>Unavailable for employment (describe)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>Please indicate that activity in which you were most involved during each of the below years after you completed your course work at our college.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>2nd</td>
</tr>
<tr>
<td>YR.</td>
<td>YR.</td>
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<td>□</td>
<td>□</td>
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<td>□</td>
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<td>□</td>
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</tbody>
</table>

### SECTION B

**IF YOU HAVE ENROLLED IN ANOTHER COLLEGE SINCE YOUR ENROLLMENT AT OUR COLLEGE, PLEASE ANSWER THIS SECTION.**

<table>
<thead>
<tr>
<th>1</th>
<th>What is the name of your current (or most recently attended) college?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>a. What is the highest degree you now hold?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
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<tr>
<td>□</td>
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<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>What is (was) your overall grade point average in your transfer college?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>□</td>
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<tr>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4</th>
<th>If you are currently enrolled in college, please indicate your current status and classification at the college indicated above.</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

**OVER PLEASE!**
**SECTION C**

1. **IF YOU ARE CURRENTLY EMPLOYED,** is your present occupation related to the courses you have completed at our college?
   - [ ] Yes, directly related
   - [ ] Yes, closely related
   - [ ] No

2. **B. IF NO,** have you been employed in an occupation related to the courses you completed at our college since you left our college?
   - [ ] Yes, directly related
   - [ ] Yes, closely related
   - [ ] No (IF NO, Go to Section D)

3. Please complete the information below regarding the occupation related to the courses completed at our college.
   - **Job title**
   - **Name of Employer**
   - **Street address of Employer**
   - **City of Employment**

4. How would you rate the training you received at our college in relation to its usefulness to you in performing your job?
   - [ ] Very good
   - [ ] Good
   - [ ] Neutral
   - [ ] Poor
   - [ ] Very poor

5. **If you are employed full-time,** please indicate your approximate average monthly salary range (gros) below. This information, when combined with other members of your graduating class, will provide valuable information to other individuals in career planning.
   - [ ] Up to $300
   - [ ] $300 - $699
   - [ ] $700 - $999
   - [ ] $1,000 - $1,999
   - [ ] $1,200 - Up

6. **How far from our college are you currently living?**
   - [ ] Up to 25 miles
   - [ ] 25 - 49 miles
   - [ ] 50 - 99 miles
   - [ ] 100 - 199 miles
   - [ ] 200 miles and over

7. **How satisfied are you with your field of employment?**
   - [ ] Extremely satisfied
   - [ ] Satisfied
   - [ ] Neutral
   - [ ] Unsatisfied
   - [ ] Extremely unsatisfied

8. **How do you see the courses completed at our college in terms of your career plans?**
   - [ ] Of immediate, direct benefit
   - [ ] Of long term, direct benefit
   - [ ] Of indirect benefit
   - [ ] Of no benefit

---

**SECTION D
\[Everyone should answer this section.\]

1. If your occupational area is not related to the courses you have completed at our college (as indicated in Section C) please check each reason which applies. If occupational area is related to courses completed, go to Question 2.
   - [ ] 42-1 Transferred to a four-year college
   - [ ] 43-1 Not sufficiently qualified for a job in your field of college preparation
   - [ ] 44-1 Preferred to work in another field
   - [ ] 45-1 Found better paying job in another field
   - [ ] 46-1 Could not find a job in field of preparation, but changed
   - [ ] 48-1 Other (describe)

2. **Would you recommend the courses you completed at our college to others?**
   - [ ] Yes
   - [ ] No

3. **Have you completed credit courses at our college since your original date of completion?**
   - [ ] Yes, how many hours?
   - [ ] No

4. We would appreciate any comments regarding how we could improve the program you have completed and/or services we have provided. Use back of college letter if additional space is needed.

5. **Thank you for assisting us in our survey! Please return this form in the pre-paid envelope as soon as possible!**
EMPLOYER FOLLOW-UP
SUBSYSTEM V
EMPLOYER FOLLOW-UP

Population: May include those employers of occupational/technical program graduates who have responded to a graduate follow-up survey.

Suggested Instrumentation:
(EMP) Employer (F05-1-E) Tan

Subsystem V is concerned with the collection of information from employers of students who have graduated from an occupational/technical program offered by the college. The list of employer addresses can be obtained from a graduate survey in which this information is solicited. For a detailed discussion of the operation of this subsystem, SIS's "Procedures Manual" and the subcontractor report titled Employer Follow-up by Amarillo College should be consulted.

Instrument Development Rationale

The employer subsystem is the only SIS subsystem which is concerned with a population other than former college students. Realizing this and the potential impact of an employer follow-up on the operation of the college's programs, a questionnaire was designed which seemed lengthy enough to gather a significant amount of data and short enough to yield meaningful response rates. Of course, because of the population, the questionnaire had to be designed for a mail-out type survey although some success has been experienced with personal interviews of employers. The SCOS-DELPHI study provided guidelines for the development of this subsystem as noted below:

<table>
<thead>
<tr>
<th>Statement</th>
<th>Consensus</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Occupational-technical advisory committees should be involved in the student follow-up process.&quot;</td>
<td>2.5</td>
</tr>
</tbody>
</table>

*Note: Level of consensus is determined by a scale of 1 through 7 with the lower number indicating complete agreement.
"Both information received from the student and from his employer should be analyzed in determining whether job skill requirements have been met."

"A student follow-up system should provide for methods of recognizing the need for specific curriculum revisions."

"A follow-up system should emphasize the collection of data which will reflect needed institutional changes."

The questionnaire on the following page represents an effort to collect information from employers of program graduates. Of course, the employer survey can only be initiated after some type of survey is conducted to find out the names and addresses of the firms or businesses which are employing program graduates. After this information is obtained, the appropriate documentation can be entered on the employer questionnaire for program identification purposes. As stated previously, a detailed description of areas related to this subsystem is contained in Amarillo College's Employer Follow-up and SIS's "Procedures Manual."
PROJECT FOLLOW-UP

Please make corrections to the information above if necessary.

GRADUATE'S NAME

JOB TITLE

PROGRAM MAJOR

EMPLOYER (COMPANY NAME - INSTITUTION - ORGANIZATION, ETC.)

1. Is the job title and status of the above graduate accurate?
   - [ ] Yes
   - [ ] No; IF NO, please describe change(s) below.

2. What is your relationship with the above graduate?
   - [ ] Employer
   - [ ] Supervisor
   - [ ] Personnel staff
   - [ ] Co-worker
   - [ ] Other (describe)

OVER PLEASE!
3. Please rate the training received by the graduate in the following personal skill areas. Please respond only to those areas you feel are appropriate.

<table>
<thead>
<tr>
<th>Skill Area</th>
<th>Very Good</th>
<th>Good</th>
<th>Neutral</th>
<th>Poor</th>
<th>Very Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Accepting responsibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Punctuality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Personal initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Willingness to learn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Co-worker cooperation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Management cooperation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Work attendance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Work attitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Personal appearance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. Compliance with policies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Please rate the training received by the graduate in the following technical skill areas. Please respond only to those areas you feel are applicable to the occupational area.

<table>
<thead>
<tr>
<th>Skill Area</th>
<th>Very Good</th>
<th>Good</th>
<th>Neutral</th>
<th>Poor</th>
<th>Very Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Mathematical skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Technical knowledge</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Organizational ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Communication skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Problem solving skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Work quality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Work quantity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Manual dexterity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Meeting the public</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. Following instructions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. Operation of equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. What is your overall rating of the training received by the graduate as it relates to the requirements of his or her job?

<table>
<thead>
<tr>
<th>Rating</th>
<th>Very Good</th>
<th>Good</th>
<th>Neutral</th>
<th>Poor</th>
<th>Very Poor</th>
</tr>
</thead>
</table>

6. What suggestions do you have for improving the technical and/or personal skills of future graduates?

7. What, in your opinion, is the job outlook for program graduates of this particular occupational field?

8. To what extent, if any, has the graduate's college training added to his or her ability for job placement and advancement?

<table>
<thead>
<tr>
<th>Amount</th>
<th>Very much</th>
<th>Much</th>
<th>Neutral</th>
<th>Very little</th>
<th>None</th>
</tr>
</thead>
</table>

9. What was the primary source(s) for the initial hiring of the graduate named?

<table>
<thead>
<tr>
<th>Source</th>
<th>Employment agency</th>
<th>College faculty member</th>
<th>College job placement office</th>
<th>Mutual acquaintance</th>
<th>Applicant applied on own initiative</th>
<th>Other (describe)</th>
</tr>
</thead>
</table>

THANK YOU FOR ASSISTING US IN OUR SURVEY! PLEASE RETURN THIS FORM IN THE PRE-PAID ENVELOPE AS SOON AS POSSIBLE!
ADULT AND CONTINUING ED. FOLLOW-UP
Subsystem VI is concerned with the collection of information from students who complete certain adult and continuing education courses. The need for this subsystem, which is perhaps the most controversial SIS subsystem, has been discussed at length several times. However, it was felt that SIS should include the A/CE documentation for those individuals who feel that the follow-up of adult and continuing education students is appropriate. For a detailed discussion of the operation of this subsystem, SIS's "Procedures Manual" should be consulted.

Instrument Development Rationale

For reasons previously discussed, it was felt that the questionnaires should be kept as short as possible, allowing the flexibility to follow-up different A/CE populations. This concept is demonstrated on the following pages with three short form questionnaires. As can be seen by the below SCOS-DELPHI statements, there was no definitive consensus developed regarding the follow-up of adult and continuing education students.

Statement

"A comprehensive adult and continuing education follow-up subsystem would not be a practical component in a total college follow-up system."

*Level of Consensus

4.4

*Note: Level of consensus is determined by a scale of 1 through 7 with the lower number indicating complete agreement.
"It is not practical to follow-up adult and continuing education students in cultural/recreational and personal type classes."

"Adult and continuing education follow-up should be given a lower priority than regular credit students in a follow-up system."

"Students enrolled in classes with a Continuing Education Unit (CEU) designation should be the only adult and continuing education students to be followed-up."

The three questionnaires on the following pages represent an effort to collect information from students who complete certain adult and continuing education courses. The first questionnaire (natural color) is designed for the follow-up of A/CE preparatory course completers and is similar to the questionnaire designed for State follow-up reporting. The second questionnaire (yellow) is designed for supplemental course completers while the third questionnaire (red) is designed for completers of other A/CE courses. The questionnaires facilitate a mail-out type survey although many colleges choose to implement this type of survey on the last class day of the course. Of course, if an institution desires to conduct an adult preparatory student follow-up survey for State reporting purposes, a mail-out survey must be conducted. As stated previously, more details regarding the operation of this subsystem can be found in SIS's "Procedures Manual."
### F06-1-B (A/CE-FRRP) SEM:

**CHECK APPROPRIATE BOX(ES) WITHIN EACH OF THE BELOW CATEGORIES:**

1. Which one of the below best describes your present status?
   - [ ] Employed, full time
   - [ ] Employed, part time
   - [ ] Unemployed, seeking employment
   - [ ] Military, full time active duty
   - [ ] Continuing education at higher level
   - [ ] Unavailable for employment (describe)

2. A. Are you currently employed?
   - [ ] Yes, directly related
   - [ ] Yes, closely related
   - [ ] No
   B. If no, have you been employed in an occupation related to the courses you completed at our college since you left our college?
   - [ ] Yes, directly related
   - [ ] Yes, closely related
   - [ ] No

3. Please respond to the below as appropriate. This information is needed for equal opportunity education and employment reporting.

<table>
<thead>
<tr>
<th>Major/course</th>
<th>Gender</th>
<th>SEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaskan Native</td>
<td>Black, not of Hispanic Origin</td>
<td>Asian or Pacific Islander</td>
</tr>
</tbody>
</table>

Thank you for assisting us in our survey. Please return this card in the enclosed prepaid envelope as soon as possible.

### F06-2-B (A/CE-SUPP) SEM:

<table>
<thead>
<tr>
<th>(34-37)</th>
<th>(COURSE NUMBER)</th>
</tr>
</thead>
</table>

1. How would you rate the courses you completed at our college in relation to usefulness to you in your occupational area?
   - [ ] Very good
   - [ ] Good
   - [ ] Fair
   - [ ] Poor
   - [ ] Very poor

2. Please check if the course you completed at this college helped you in your occupational area in any of the following ways.
   - [ ] Helped to obtain new job
   - [ ] Helped performance on present job
   - [ ] Helped advance on present job
   - [ ] None of the above
   - [ ] Other (describe)

3. A. Do you plan to enroll in a course at our college in the future?
   - [ ] Yes; When?
   - [ ] No
   - [ ] Undecided

4. B. If yes, in what type of course(s) do you plan to enroll?
   - [ ] College credit course(s)
   - [ ] Other noncredit course(s)
   - [ ] Both

5. What course(s) would you like to see offered that we are not presently offering?

Approximately how many college credit hours have you previously completed:

**At our college?**

| 1. None | 2. 1 - 10 | 3. 11 - 20 | 4. 21 - 30 | 5. 31 - 40 | 6. 41 - 50 | 7. 51 - 60 | 8. More than 60 |

**At other colleges?**

| 1. None | 2. 1 - 10 | 3. 11 - 20 | 4. 21 - 30 | 5. 31 - 40 | 6. 41 - 50 | 7. 51 - 60 | 8. More than 60 |

Thank you for assisting us in our survey. Please return this card in the enclosed prepaid envelope as soon as possible.

### F06-3-C (A/CE-CNR) SEM:

**CHECK APPROPRIATE BOX(ES) WITHIN EACH OF THE CATEGORIES BELOW:**

1. How would you rate the course you completed at our college in relation to how it fulfilled your own individual needs?
   - [ ] Very good
   - [ ] Good
   - [ ] Neutral
   - [ ] Poor
   - [ ] Very poor

2. A. Do you plan to enroll in a course at our college in the future?
   - [ ] Yes; When?
   - [ ] No
   - [ ] Undecided

3. B. If yes, in what type of course(s) do you plan to enroll?
   - [ ] College credit course(s)
   - [ ] Other noncredit course(s)
   - [ ] Both

4. What course(s) would you like to see offered that we are not presently offering?

Approximately how many college credit hours have you previously completed:

**At our college?**

| 1. None | 2. 1 - 10 | 3. 11 - 20 | 4. 21 - 30 | 5. 31 - 40 | 6. 41 - 50 | 7. 51 - 60 | 8. More than 60 |

**At other colleges?**

| 1. None | 2. 1 - 10 | 3. 11 - 20 | 4. 21 - 30 | 5. 31 - 40 | 6. 41 - 50 | 7. 51 - 60 | 8. More than 60 |
In our efforts to provide you with worthwhile courses and services, we periodically conduct surveys to find out if you are satisfied with the courses completed at our college. Our records indicate that you completed one or more of our community service courses this past year. Because of this, we are requesting your response to the questions on the back of this card. It is only through your response that we can live up to your expectations.

Please make corrections to the information above if necessary.
STATE FOLLOW-UP REPORTING
SUBSYSTEM VII
STATE FOLLOW-UP REPORTING

Population: May include students who can be identified as occupational/technical program "completers" as defined by the Department of Health, Education and Welfare's follow-up report form.

Suggested Instrumentation:
(SFR) State Follow-up Reporting (F07-1-C) Green or (GRAD-1) 1st Year Graduate (F04-1-G) (OCC/TECH) Occupational/Technical Nonreturning Student (F03-2-C) or (NRS) Nonreturning Student (F03-1-E) (A/CE-PREP) A/CE Preparatory (F06-1-B)

Subsystem VII is concerned with the follow-up of students who can be identified as occupational/technical program "completers" as defined below by the Department of Health, Education, and Welfare. Follow-up data is specifically requested on students who:

1. "Successfully completed the required sequence of vocational instruction in their programs of study and graduated."

2. "Completed the vocational program requirements and left school at the end of the year, without graduating."

3. "Terminated their training in a program prior to normal completion time but who have gained marketable skills and have been employed full time in the field for which they have been trained."

The concept displayed in this subsystem is one based on the fact that an institution may desire to collect information for local use beyond what is required for State reporting purposes. For this reason, colleges have the option of selecting a single "State" questionnaire or various other SIS questionnaires for securing follow-up data. For a detailed discussion of this subsystem, SIS's "Procedures Manual" should be consulted.
Instrument Development Rationale

From a detailed review of the follow-up information requested at the State and Federal level, several data elements can be delineated. The exact wording of the questions found on the questionnaire on the following page represents an effort to respond to State and Federal follow-up information needs in a valid and forthright manner. The mechanism for the operation of this subsystem has been derived from the below SCOS-DELPHI statements:

<table>
<thead>
<tr>
<th>Statement</th>
<th>Level of Consensus</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Each individual institution should develop its own methods for local collection, analysis and reporting of follow-up information based on uniform (statewide) procedural guidelines.&quot;</td>
<td>2.4</td>
</tr>
<tr>
<td>&quot;The State should develop a plan to promulgate significant follow-up studies to interested institutions.&quot;</td>
<td>2.2</td>
</tr>
<tr>
<td>&quot;A student follow-up system should emphasize the collection of data which will be beneficial for statewide planning and coordination.&quot;</td>
<td>2.6</td>
</tr>
<tr>
<td>&quot;Standardized, statewide follow-up questionnaires should be designed for local institutional use.&quot;</td>
<td>2.9</td>
</tr>
</tbody>
</table>

The questions on the following pages collect only that information for State follow-up reporting purposes. Of course, as previously stated, a college may choose to collect both State and local data at the same time the State data is collected. By a review of the questionnaires previously mentioned, one can see that the "State" questions are consistent from one questionnaire to the next. Specifically, the questionnaire response items which, when answered, facilitate the completion of State and Federal follow-up report forms are shown on the following pages.

*Note: Level of consensus is determined by a scale of 1 through 7 with the lower number indicating complete agreement.

VII-2
* Which one of the below best describes your present status?
   - Employed, full time
   - Employed, part time
   - Unemployed, seeking employment
   - Military, full time active duty
   - Continuing education at higher level
   - Unavailable for employment (describe)

* A. IF YOU ARE CURRENTLY EMPLOYED, is your present occupation related to the courses you have completed at our college?
   - Yes, directly related
   - Yes, closely related
   - No

B. IF NO, have you been employed in an occupation related to the courses you completed at our college since you left our college?
   - Yes, directly related
   - Yes, closely related
   - No

* Please respond to the below as appropriate. This information is needed for equal opportunity education and employment reporting.

Major/course

<table>
<thead>
<tr>
<th>ETHNIC GROUP</th>
<th>SEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaskan Native</td>
<td>Male or Female</td>
</tr>
<tr>
<td>Black, not of Hispanic Origin</td>
<td></td>
</tr>
<tr>
<td>Asian or Pacific Islander</td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
</tr>
<tr>
<td>White, not of Hispanic Origin</td>
<td></td>
</tr>
</tbody>
</table>
As stated previously, more details regarding the operation of this subsystem can be found in SIS's "Procedures Manual." Also, additional questionnaires which have been used for State follow-up reporting can be found in the Del Mar College and San Antonio College subcontractor reports.
CHECK APPROPRIATE BOX(ES) WITHIN EACH OF THE BELOW CATEGORIES:

Which one of the below best describes your current status?

- Employed, full time
- Employed, part time
- Unemployed, seeking employment
- Military, full time active duty
- Continuing education at higher level
- Unavailable for employment (describe)

A. IF YOU ARE CURRENTLY EMPLOYED, is your present occupation related to the courses you have completed at our college?

- Yes, directly related
- Yes, closely related
- No

B. IF NO, have you been employed in an occupation related to the courses you completed at our college since you left our college?

- Yes, directly related
- Yes, closely related
- No

Please respond to the below as appropriate. This information is needed for equal opportunity education and employment reporting.

Major/course (At our college)

Please return this card in the enclosed prepaid envelope as soon as possible.

In our efforts to provide you with worthwhile courses and services, we periodically conduct surveys to find out if we are living up to your expectations. Our records indicate that you completed courses at our college this past year. Because of this, we are requesting your response to the questions on the back of this card. It is only through your responses that we can live up to our expectations. Answers to individual forms are confidential and do not affect your status with this college in any way. Please call us if we can supply additional information or answer any questions about this form. Thank you.

Please make corrections to the information above if necessary.
GLOSSARY OF TERMS

1. **coding:** The specification of the different types of student populations, courses, programs, and other categories for use in processing data.

2. **completion code:** Follow-up code designation used to designate a college degree program by alphabetical character according to the below table:

   - A - Associate in Arts
   - B - Associate in Applied Arts
   - C - Associate in Arts and Sciences
   - D - Associate in Applied Arts and Sciences
   - E - Associate in Business
   - F - Associate in Applied Engineering
   - G - Associate in Engineering Science
   - H - Associate in General Education
   - I - Associate in Science
   - J - Associate of Science in Technology
   - K - Associate in Applied Science
   - L - Diploma
   - M - Certificate
   - N - Associate in Fine Arts

3. **completer:** A student whose educational objective is completed culminating in a degree, certificate, selected courses, or portions of selected courses.

4. **course type code:** TEA occupational/technical follow-up code used to specify (1) Coop type instructional programs (in which college credit is given for on-the-job training), (2) Non-Coop type instructional programs, and (3) Preparatory instruction (used to designate adult preparatory courses).

5. **drop-out:** Any student who leaves college prior to achieving his or her stated objective, with no intentions of returning.

6. **educational intent:** That objective which a student expects to attain during the course of his or her time spent at the respective educational institution.
7. **exit interview**: The procedure whereby institutional contact is made with a student leaving the college (graduate or withdrawal) for the purpose of collecting follow-up information.

8. **follow-up cycling**: That procedure concerning the periodic recurrence and/or alternating of specific types of follow-up activity.

9. **follow-up instrument**: A data input device whose function is to record student follow-up information.

10. **follow-up orientation**: That procedure which makes the student aware of follow-up activity which may be occurring at a later date.

11. **graduate**: A student who completes a formal program documented in the college catalog.

12. **group code**: Follow-up code designation used to specify different categories of majors or instructional offerings such as occupational/technical (O/T), university transfer/academic (UT), other majors such as undecideds (OTH), and adult and continuing education (A/CE).

13. **level code**: TEA occupational/technical code used to specify regular postsecondary college credit programs or adult programs.

14. **major field code**: Follow-up code designation used to specify the student's major field of study or area of concentration.

15. **no-show**: A student who completes the registration process but never "shows up" for class(es).

16. **nonreturning student**: A nongrade who, having completed an enrollment period, does not return for a subsequent enrollment period of the type previously completed.

17. **occupational-technical program enrollee**: A student with an occupational/technical major whose stated educational intent is "improvement of existing job skills," or "preparation for job to be obtained."

18. **partial completer**: A student who has partially completed his or her educational objective.
19. **special code:** Follow-up code designation which can be used to distinguish between different campuses, extension centers, special student groupings, etc. Code used can be letters (A, B, C, etc.) or numbers (1, 2, 3, etc.). This code designation cannot exceed one digit.

20. **stop-out:** A student who temporarily terminates his formal educational pursuits with full indications of continuing at a later date.

21. **student follow-up:** That procedure which collects and documents status and/or opinion information from former students as well as students who do not complete the course(s) for which they enroll.

22. **target population code:** TEA occupational/technical follow-up code used to specify (1) regular (REG) college credit postsecondary programs, (2) programs specifically supported by vocational funds for educationally disadvantaged (DAVT) students, and (3) programs specifically supported by vocational funds for handicapped (HNCP) students.

23. **term date:** The specification of the last month and year of a student's enrollment for data analysis. The Mo (month) designation should be entered as appropriate (01, 02, ...., 12) with the Yr (year) designation entered as 76, 77, etc.

23. **walk-off:** The student who stops attending class(es) or college and does not follow the college's standard withdrawal procedure.
PRINTING SIS QUESTIONNAIRES

As can be seen in the back pocket of this Manual, questionnaire "printing masters" are provided for a college to print its own questionnaires. The name of the college should be added in the space provided (see questionnaires included in this Manual for space with the "TEX-SIS Follow-up" designation). The appropriate semester in which the study is concentrated should also be added after the SEM (semester) designation. In addition to the above, the course withdrawal card requires the completion of "Example A" according to how the college specifies its department, course, and section numbers. For aesthetic purposes, it is advisable to use "rub-on" letters or varitype to add the name of the college and semester designation to the questionnaires. SIS also recommends that the college continue the concept of color-coding the questionnaires by printing on paper stock which matches the colors of the questionnaires in this Manual. The paper stock should be heavy enough to prevent both printed sides from "showing through" to the other side.
**Are you currently working on a job for which you receive wages?**

- Yes
- No

**How many hours per week?**

- Less than 31
- 31 to 40
- Over 40

**Do you have "work experience" in your major field of study? (Undecided/Undecided majors skip to 3)**

- Yes
- No

**What is your PRIMARY educational goal in attending this college?**

- Improvement of existing "job skills"
- Preparation for "job to be obtained"
- University transfer credit
- Personal interest
- Other (describe)

**How do you expect to accomplish the above goal?**

- Selected course(s)
- Certificate Program
- Two-year Associate Degree Program
- Other (describe)

**Do you expect to complete your goal at this college by the end of this semester?**

- Yes
- No

**Do you plan to enroll at this college in the future?**

- Yes, when?
- Next Fall
- Next Spring
- Next Summer
- Undecided
- Later date

**How definite are you concerning your above stated educational goal?**

- Definite
- Fairly definite, subject to change
- Not at all definite

**FOR COLLEGE USE ONLY**

- Major Code
- Special Code
- Program Code
1. Please enter the course you are currently dropping in the spaces below. (See example A.) Refer to your "Drop Slip" for the necessary information (DEPT., COURSE NO., SECTION NO.).

<table>
<thead>
<tr>
<th>EXAMPLE</th>
<th>COURSE</th>
<th>FOR COLLEGE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td>40-40</td>
<td></td>
</tr>
<tr>
<td>COURSE NO.</td>
<td>30-34</td>
<td></td>
</tr>
<tr>
<td>SECTION NO.</td>
<td>73-63</td>
<td></td>
</tr>
</tbody>
</table>

2. Please check your reason(s) for dropping the above course.

- [ ] Attendance problems
- [ ] Grade problems
- [ ] D' satisfied with instruction
- [ ] Need job in occupation related to course(s) completed at this college
- [ ] Transportation problems
- [ ] Conflicting job hours
- [ ] Dissatisfied with course content
- [ ] Too heavy course load
- [ ] Personal/family illness or injury
- [ ] Other personal/family reasons
- [ ] Other (describe)

3. Do you think a discussion with a college counselor would be beneficial to you?

- [ ] Yes
- [ ] No
- [ ] Perhaps

4. Please use the back of this card for any comments and/or suggestions about how we could better serve your educational needs.
<table>
<thead>
<tr>
<th>Major</th>
<th>Please check the reason(s) for your college withdrawal.</th>
</tr>
</thead>
<tbody>
<tr>
<td>34-1</td>
<td>Attendance problems</td>
</tr>
<tr>
<td>35-1</td>
<td>Grade problems</td>
</tr>
<tr>
<td>36-1</td>
<td>Dissatisfied with instruction</td>
</tr>
<tr>
<td>37-1</td>
<td>Found job in occupation related to course(s) completed at this college</td>
</tr>
<tr>
<td>38-1</td>
<td>Transportation problems</td>
</tr>
<tr>
<td>39-1</td>
<td>Conflicting job hours</td>
</tr>
<tr>
<td>40-1</td>
<td>Dissatisfied with content of course(s)</td>
</tr>
<tr>
<td>41-1</td>
<td>Dissatisfied with college in general</td>
</tr>
<tr>
<td>42-1</td>
<td>Change of residence</td>
</tr>
<tr>
<td>43-1</td>
<td>Financial reasons</td>
</tr>
<tr>
<td>44-1</td>
<td>Personal/family illness or injury</td>
</tr>
<tr>
<td>45-1</td>
<td>Other personal/family reasons</td>
</tr>
<tr>
<td>46-1</td>
<td>Other (describe)</td>
</tr>
</tbody>
</table>

2. Do you plan to enroll at this college in the future?
   - Yes; when?
   - Next Fall
   - Next Spring
   - Next Summer
   - Later date
   - Undecided
   - No

3. Are you currently employed?
   - Yes
   - Less than 31
   - 31 to 40
   - Over 40
   - No

4. Please check the appropriate box(es) if you have used any of the below:
   - 54-1 Financial Aids
   - 55-1 Counseling
   - 56-1 Job placement assistance
   - 57-1 Health clinic/services
   - 58-1 Tutoring services
   - 59-1 Veterans services

5. Which statement best describes your feeling about your educational experience at this college?
   - Very Satisfied
   - Satisfied
   - Neutral
   - Disappointed
   - Very Disappointed
1. Have you stopped attending the course listed on the reverse side of this card?
   - No
   - Yes; I plan to:
     A. Return to this course this semester:
        - Yes
        - No
     B. Enroll for this course next semester:
        - Yes
        - No

2. Why have you stopped attending class?
   - Attendance problems
   - Grade problems
   - Dissatisfied with instruction
   - Found job in occupation related to course(s)
   - Transportation problems
   - Conflicting job hours
   - Dissatisfied with course content
   - Too heavy course load
   - Personal/family illness or injury
   - Other personal/family reasons
   - Other (describe)

3. Have you stopped attending all courses in which you are enrolled?
   - Yes
   - No

4. Please check the appropriate box(es) if you have used any of the below college services.
   - Financial Aids
   - Counseling
   - Job placement assistance
   - Health clinic/services
   - Tutoring services
   - Veterans services

5. Do you plan to enroll at this college in the future?
   - Yes: when?
     - Yes--Next Fall
     - Yes--Next Spring
     - Yes--Next Summer
     - Yes--Later date
   - No
   - Undecided

6. Are you currently employed?
   - Yes--How many hours per week?
     - Less than 31
     - 31 to 40
     - Over 40
   - No

7. Which statement best describes your feeling about your educational experience at this college?
   - Very Satisfied
   - Satisfied
   - Neutral
   - Disappointed
   - Very Disappointed

---

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Please make corrections to the information above if necessary.

If you have stopped attending this course, please let us know. Your answers will be used in our evaluations and will not affect your grades or continuation of any correspondence or course. If you no longer wish to receive this correspondence, please check the appropriate box.

We will keep your answers confidential and all information received will be used in the best interests of our students and for the improvement of our courses and services.

Thank you.
**PROJECT FOLLOW-UP**

Please make corrections to the information above if necessary.

### PLEASE CHECK APPROPRIATE BLOCK(S) WITHIN EACH CATEGORY BELOW

#### SECTION A

**EVERYONE SHOULD ANSWER THIS SECTION.**

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Question</th>
<th>Appropriate Blocks</th>
</tr>
</thead>
</table>
| 1 | What was your PRIMARY objective in attending our two-year college? | 34- Improvement of existing "job skills"
35- Preparation for "job to be obtained"
36- University transfer credit
37- Personal interest
38- Other (describe) |

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Question</th>
<th>Appropriate Blocks</th>
</tr>
</thead>
</table>
| 2 | To what extent has this objective been completed? | 41- Fully completed
42- Partially completed
43- Not completed |

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Question</th>
<th>Appropriate Blocks</th>
</tr>
</thead>
</table>
| 3 | Do you plan to pursue this objective further? | 41- Yes; where? 42- At our college
43- No
44- Other (describe) |

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Question</th>
<th>Appropriate Blocks</th>
</tr>
</thead>
</table>
| 4 | How much education is (or was) required to accomplish your educational objective at our college? | 41- Selected course(s)
42- Certificate program
43- Two-year associate degree program
44- Other (describe) |

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Question</th>
<th>Appropriate Blocks</th>
</tr>
</thead>
</table>
| 5 | What was your principal reason for NOT re-enrolling at our college this semester? | 41- Completed needed courses
42- Transportation problems
43- Transferred to another college
44- Found job in occupation related to course(s) completed at this college
45- Conflicting job hours
46- Financial reasons
47- Change of residence
48- Grade problems
49- Dissatisfied with instruction
50- Dissatisfied with content of courses
51- Personal/family illness or injury
52- Other personal/family reasons
53- Other (describe) |

---

### SECTION B

#### BLOCKS WITHIN EACH CATEGORY BELOW

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Question</th>
<th>Appropriate Blocks</th>
</tr>
</thead>
</table>
| 6 | Which statement best describes your feeling about your educational experience at our college? | Very satisfied
Satisfied
Neutral
Disappointed
Very disappointed |

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Question</th>
<th>Appropriate Blocks</th>
</tr>
</thead>
</table>
| 7 | If you have completed courses in your major or study please rate them according to how well they fulfilled your individual needs. Students with "undecided/undeclared" majors should skip next question. | Quality of instruction
Grading/Testing
Instructor interest
Content of course(s)
Instructional media |

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Question</th>
<th>Appropriate Blocks</th>
</tr>
</thead>
</table>
| 8 | If you have used any of the below college services please rate them according to how well they fulfilled your individual needs. | Financial aids
Counseling
Job placement services
Course advisement
Tutoring services
Veterans services
Learning lab/packages
Student activities
Library services |

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Question</th>
<th>Appropriate Blocks</th>
</tr>
</thead>
</table>
| 9 | Which one of the below best describes your present status? | Employed, Full time
Employed, part time
Unemployed, seeking employment
Military, full time active duty
Continuing education at higher level
Unavailable for employment (describe) |

---

### OVER PLEASE!
IF YOU HAVE BEEN EMPLOYED SINCE YOU LEFT OUR COLLEGE, PLEASE ANSWER THIS SECTION.

A. IF YOU ARE CURRENTLY EMPLOYED, is your present occupation related to the courses you have completed at our college?

- Yes, directly related
- Yes, closely related
- No

B. IF NO, have you been employed in an occupation related to the courses you completed at our college since you left our college?

- Yes, directly related
- Yes, closely related
- No (IF NO, Go to Section C)

Please check below if the course(s) you took at our college helped you in your occupational area in any of the following ways.

- Helped to obtain job
- Helped performance on present job
- Helped advance on present job
- None of the above
- Other (describe)

How would you rate the training you received at our college in relation to its usefulness to you in performing your job?

- Very good
- Good
- Neutral
- Poor
- Very poor

Would you recommend the course(s) taken at our college to others employed in positions similar to yours?

- No
- Undecided
- Yes

Were you employed in your occupational area prior to enrolling in the course(s) completed at our college?

- No
- Yes

IF YOU HAVE ENROLLED IN ANOTHER COLLEGE SINCE YOUR ENROLLMENT AT OUR COLLEGE, PLEASE ANSWER THIS SECTION.

What is the name of your current (or most recently attended) college?

Name

City and State

Did you have problems transferring to the college indicated above?

- Yes; what?
- Transferring credit hours
- Transcript problems
- Admission problems
- Other (describe)

How many credit hours earned at our college were not accepted at the college indicated above?

- All credit hours accepted
- Lost 1 - 3 credit hours
- Lost 4 - 6 credit hours
- Lost 7 - 12 credit hours
- Lost 13 - 21 credit hours
- Lost more than 21 credit hours

In your opinion, how well did our college prepare you for continuing your education?

- Very good
- Good
- Neutral
- Poor
- Very poor

If you are currently enrolled in college, please indicate your current status and classification at the college indicated above.

Status

Classification

- Part-time student (Less than 12 hours)
- Full-time student (12 or more hours)

- Freshman
- Sophomore
- Junior
- Senior
- Graduate student

All students should answer this section.

Approximately how many credit hours have you completed at our college?

- None
- 1 - 10
- 11 - 20
- 21 - 30
- 31 - 40
- 41 - 50
- 51 - 60
- More than 60

How do you see the course(s) completed at our college in terms of your career plans?

- Immediate, direct benefit
- Long term, direct benefit
- Indirect benefit
- No benefit

Are you interested in taking other courses at our college? You may include courses not presently offered by our college.

- No
- Yes; what course(s)

We would appreciate any comments regarding how we could improve the course(s) you have completed and/or services we have provided. Use back of college letter for additional space.

Thank you for assisting us in our survey! Please return this form in the pre-paid envelope as soon as possible!
PROJECT FOLLOW-UP

Please make corrections to the information above if necessary.

PLEASE CHECK APPROPRIATE BLOCK(S) WITHIN EACH CATEGORY BELOW.

SECTION A  EVERYONE SHOULD ANSWER THIS SECTION.

1 What was your PRIMARY objective in attending our two-year college?
   - Improvement of existing "job skills"
   - Preparation for "job to be obtained"
   - University transfer credit
   - Personal interest
   - Other (describe)

2 To what extent has this objective been completed?
   - Fully completed
   - Partially completed
   - Not completed

3 Do you plan to pursue this objective further?
   - Yes, where?  41- At our college
   - No
   - Other (describe)

4 What was your principal reason for NOT enrolling at our college this semester?
   - 44-1 Completed needed courses
   - 44-2 Transfer portation problems
   - 44-3 Transferred to another college
   - 44-4 Second job in occupation related to course(s) completed at this college
   - 44-5 Conflicting job hours
   - 44-6 Financial reasons
   - 50-1 Change of residence
   - 51-1 Grade problems
   - 52-1 Dissatisfied with instruction
   - 52-2 Dissatisfied with content of courses
   - 52-3 Dissatisfied with quality of instruction
   - 52-4 Personal/Family illness or injury
   - 52-5 Other personal/family reasons
   - 52-6 Other (describe)

52 Which one of the below best describes your present status?
   - 57-1 Employed, full time
   - 58-1 Employed, part time
   - 59-1 Unemployed, seeking employment
   - 60-1 Military, full time active duty
   - 61-1 Continuing education at higher level
   - 62-1 Unable to work (describe)

OVER PLEASE
SECTION B

1. If you are currently employed, is your present occupation related to the courses you have completed at our college?
   a. Yes, directly related
   b. Yes, closely related
   c. No

2. If no, have you been employed in an occupation related to the courses you completed at our college since you left our college?
   a. Yes, directly related
   b. Yes, closely related
   c. No (If NO, go to Section C)

3. Please check below if the course(s) you took at our college helped you in your occupational area in any of the following ways.
   65. Helped to obtain job
   66. Helped performance on present job
   67. Helped advance on present job
   68. Helped to advance in profession
   69. Other (describe)

4. How would you rate the training you received at our college in relation to its usefulness to you in performing your job?
   a. Very good
   b. Good
   c. Neutral
   d. Poor
   e. Very poor

5. Would you recommend the course(s) taken at our college to others employed in positions similar to yours?
   a. No
   b. Undecided
   c. Yes

We would appreciate receiving any comments regarding how we could improve the course(s) you have completed and/or services we have provided. Use back of college letter for additional space.

SECTION C

ALL STUDENTS SHOULD ANSWER THIS SECTION.

1. Approximately how many credit hours have you completed at our college?
   a. None
   b. 1 - 10
   c. 11 - 20
   d. 21 - 30
   e. 31 - 40
   f. 41 - 50
   g. 51 - 60
   h. More than 60

2. How do you see the course(s) completed at our college in terms of your career plans?
   71. Immediate, direct benefit
   72. Long term, direct benefit
   73. Indirect benefit
   74. No benefit

3. Are you interested in taking other courses at our college? You may include courses not presently offered by our college.
   a. No
   b. Yes; what course(s)__________________________

4. Which statement best describes your feeling about your educational experience at our college?
   a. Very satisfied
   b. Satisfied
   c. Neutral
   d. Very disappointed
   e. Disappointed

THANK YOU FOR ASSISTING US IN OUR SURVEY! PLEASE RETURN THIS FORM IN THE PRE-PAID ENVELOPE AS SOON AS POSSIBLE!
Please make corrections to the information above if necessary.

**SECTION A**

**EVERYONE SHOULD ANSWER THIS SECTION.**

1. What was your PRIMARY objective in attending our two-year college?
   - [ ] Improvement of existing "job skills"
   - [ ] Preparation for "job to be obtained"
   - [ ] University transfer credit
   - [ ] Personal interest
   - [ ] Other (describe)

2. Which one of the below best describes your present status?
   - [ ] Employed, full time
   - [ ] Employed, part time
   - [ ] Unemployed, seeking employment
   - [ ] Military, full time active duty
   - [ ] Continuing education at higher level
   - [ ] Unavailable for employment (describe)

3. Please rate those courses in your major field of study according to how well they fulfilled your own individual needs.
   - Quality of instruction
   - Grading/Testing
   - Instructor interest
   - Content of course(s)
   - Instructional Media
   - Class size

4. Please rate only those college services below that you have utilized according to how well they fulfilled your own individual needs.
   - Financial aids
   - Counseling
   - Placement assistance
   - Course advisement
   - Tutoring services
   - Veterans services
   - Learning lab/packages
   - intracurricular activities
   - Social services

5. How well did the courses you completed at our college prepare you for continuing your education?
   - [ ] My preparation was excellent
   - [ ] My preparation was satisfactory
   - [ ] Good in some areas only
   - [ ] Fair, but all areas could have been better
   - [ ] My preparation was inadequate

---

**SECTION B**

IF YOU HAVE ENROLLED IN ANOTHER COLLEGE SINCE YOUR ENROLLMENT AT OUR COLLEGE, PLEASE ANSWER THIS SECTION.

1. What is the name of your current (or most recently attended) college?
   - [ ] Name
   - [ ] City and State

2. Did you have problems transferring to the college indicated above?
   - [ ] Yes; what?
   - [ ] 71- Transferring credit hours
   - [ ] 72- Transcript problems
   - [ ] 73- Admission problems
   - [ ] 74- Other (describe)

3. How many credit hours earned at our college were not accepted at the college indicated above?
   - [ ] All credit hours accepted
   - [ ] 75- Lost 1 - 3 credit hours
   - [ ] 76- Lost 4 - 6 credit hours
   - [ ] 77- Lost 7 - 12 credit hours
   - [ ] 78- Lost 13 - 21 credit hours
   - [ ] 79- Lost more than 21 credit hours

4. If you are currently enrolled in college, please indicate your current status and classification at the college indicated above.
   - [ ] Part-time student
   - [ ] Full-time student
   - [ ] Junior
different classifications

5. How well did the courses you completed at our college prepare you for continuing your education?
   - [ ] My preparation was excellent
   - [ ] My preparation was satisfactory
   - [ ] Good in some areas only
   - [ ] Fair, but all areas could have been better
   - [ ] My preparation was inadequate

---

OVER PLEASE!
**SECTION C** IF YOU HAVE BEEN EMPLOYED SINCE YOU LEFT OUR COLLEGE, PLEASE ANSWER THIS SECTION.

1. **A. If you are currently employed,** is your present occupation related to the courses you have completed at our college?
   - [ ] Yes, directly related
   - [ ] Yes, closely related
   - [ ] No

2. **B. If no,** have you been employed in an occupation related to the courses you completed at our college since you left our college?
   - [ ] Yes, directly related
   - [ ] Yes, closely related
   - [ ] No (If NO, go to Section D)

3. **Please complete the information below regarding the occupation related to the courses completed at your college.**

   - **Job title**
   - **Name of Employer**
   - **Street address of Employer**
   - **City of Employment**

4. **How would you rate the training you received at our college in relation to its usefulness to you in performing your job?**
   - [ ] Very good
   - [ ] Good
   - [ ] Neutral
   - [ ] Poor
   - [ ] Very poor

5. **Please check below if the course(s) you took at our college helped you in your occupational area in any of the following ways.**
   - [ ] Helped to obtain job
   - [ ] Helped performance on present job
   - [ ] Helped advance on present job
   - [ ] None of the above
   - [ ] Other (describe)

6. **If you are employed full-time, please indicate your approximate average monthly salary range (gross) below.**
   - [ ] Up to $300
   - [ ] $300 - $399
   - [ ] $400 - $499
   - [ ] $500 - $599
   - [ ] $600 - $699
   - [ ] $700 - $799
   - [ ] $800 - $899
   - [ ] $900 - $999
   - [ ] $1,000 - $1,099
   - [ ] $1,100 - $1,199
   - [ ] $1,200 - Up

7. **Were you employed in your occupational area prior to enrolling in the courses completed at our college?**
   - [ ] No
   - [ ] Yes

8. **How would you rate the availability of jobs in your occupational area?**
   - [ ] Very good
   - [ ] Good
   - [ ] Neutral
   - [ ] Poor
   - [ ] Very poor

---

**SECTION D** EVERONE SHOULD ANSWER THIS SECTION.

1. **If your occupational area is not related to the courses you have completed at our college (as indicated in Section C), please check each reason which applies.**
   - [ ] Transferred to a four-year college
   - [ ] Not sufficiently qualified for a job in my field of college preparation
   - [ ] Preferred to work in another field
   - [ ] Found better paying job in another field
   - [ ] Could not find a job in field of preparation
   - [ ] Worked previously in field of preparation but changed
   - [ ] Other (describe)

2. **How do you see the courses completed at our college in terms of your career plans?**
   - [ ] Of immediate, direct benefit
   - [ ] Of long term, direct benefit
   - [ ] Of indirect benefit
   - [ ] Of no benefit

3. **Are you interested in taking other courses at our college? You may include courses not presently offered by our college.**
   - [ ] No
   - [ ] Yes; what course(s)

---

**Thank you for assisting us in our survey! Please return this form in the pre-paid envelope as soon as possible!**
# PROJECT FOLLOW-UP

Please make corrections to the information above if necessary.

## SECTION A

### EVERYONE SHOULD ANSWER THIS SECTION.

1. What was your PRIMARY objective in attending our two-year college?
   - Improve existing job skills
   - Preparation for job to be obtained
   - University transfer credit
   - Personal interest
   - Other (describe)

2. Which one of the below best describes your present status?
   - Employed, full time
   - Employed, part time
   - Unemployed, seeking employment
   - Military, full time active duty
   - Continuing education at higher level
   - Unavailable for employment (describe)

3. Please indicate that activity in which you were most involved during each of the below years after you completed your course work at our college.

<table>
<thead>
<tr>
<th>Year</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Attending college (4 yr.)</td>
</tr>
<tr>
<td>2</td>
<td>Attending college (other)</td>
</tr>
<tr>
<td>3</td>
<td>Working in field related to courses completed at our college</td>
</tr>
<tr>
<td>4</td>
<td>Working in other field</td>
</tr>
<tr>
<td>3</td>
<td>Unemployed, looking for job</td>
</tr>
<tr>
<td>3</td>
<td>Unemployed, not looking for job</td>
</tr>
<tr>
<td>4</td>
<td>Other (describe)</td>
</tr>
</tbody>
</table>

4. How well did the courses you completed at our college prepare you for the above activities?
   - My preparation was excellent
   - My preparation was satisfactory
   - Good in some areas only
   - Fair, but all areas could have been better
   - My preparation was inadequate

## SECTION B

### IF YOU HAVE ENROLLED IN ANOTHER COLLEGE SINCE YOUR ENROLLMENT AT OUR COLLEGE, PLEASE ANSWER THIS SECTION.

1. What is the name of your current (or most recently attended) college?

2. What is the highest degree you now hold?
   - Associate (A.A., A.S., A.M., etc.)
   - Bachelor's Degree (B.A., B.S., etc.)
   - Master's Degree (M.A., M.S., etc.)
   - Ph.D. or Ed.D.
   - M.D., D.O., D.D.S., or D.V.M.
   - J.D., LL.B.
   - B.D. or M.Div. (Divinity)
   - Other

   b. What are your future degree plans?
   - Mark in Column A

   c. In what field of study is the highest degree you now hold?

3. What is your overall grade point average in your transfer college?
   - Less than 1.0
   - 1.0 - 1.9
   - 2.0 - 2.9
   - 3.0 - 3.9
   - 4.0

4. If you are currently enrolled in college, please indicate your current status and classification at the college indicated above.

<table>
<thead>
<tr>
<th>Status Classification</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time student</td>
<td>Junior</td>
</tr>
<tr>
<td>Less than 12 hours</td>
<td>Senior</td>
</tr>
<tr>
<td>Full-time student</td>
<td>Graduate student</td>
</tr>
<tr>
<td>(12 or more hours)</td>
<td>Other</td>
</tr>
</tbody>
</table>

## OVER PLEASE!
SECTION C

1. IF YOU ARE CURRENTLY EMPLOYED, is your present occupation related to the courses you have completed at our college?
   a. Yes, directly related
   b. Yes, closely related
   c. No

2. IF NO, have you been employed in an occupation related to the courses you completed at our college since you left our college?
   a. Yes, directly related
   b. Yes, closely related
   c. No (IF NO, Go to Section D)

Please complete the information below regarding the occupation related to the courses completed at our college.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Name of Employer</th>
<th>Street address of Employer</th>
<th>City of Employment</th>
</tr>
</thead>
</table>

3. How would you rate the training you received at our college in relation to its usefulness to you in performing your job?
   a. Very good
   b. Good
   c. Neutral
   d. Poor
   e. Very poor

4. If you are employed full-time, please indicate your approximate average monthly salary range (gross) below. This information, when combined with other members of your graduating class, will provide valuable information to other individuals in career planning.
   a. Up to $300
   b. $300 - $399
   c. $400 - $499
   d. $500 - $599
   e. $600 - $699
   f. $700 - $799
   g. $800 - $899
   h. $900 - $999
   i. $1,000 - $1,099
   j. $1,100 - $1,199
   k. $1,200 - $1,299

5. How far from our college are you currently living?
   a. Up to 25 miles
   b. 25 - 49 miles
   c. 50 - 99 miles
   d. 100 - 199 miles
   e. 200 miles and over

6. How satisfied are you with your field of employment?
   a. Extremely satisfied
   b. Satisfied
   c. Neutral
   d. Unsatisfied
   e. Extremely unsatisfied

7. How do you see the courses completed at our college in terms of your career plans?
   a. Of immediate, direct benefit
   b. Of long term, direct benefit
   c. Of indirect benefit
   d. Of no benefit

SECTION D

1. IF your occupational area is not related to the courses you have completed at our college (as indicated in Section C) please check each reason which applies. If occupational area is related to courses completed, go to Question 2.
   a. Transferred to a four-year college
   b. Not sufficiently qualified for a job in my field of college preparation
   c. Preferred to work in another field
   d. Found better paying job in another field
   e. Could not find a job in field of preparation
   f. Worked previously in field of preparation, but changed
   g. Other (describe)

2. Would you recommend the courses you completed at our college to others?
   a. Yes
   b. No

3. Have you completed credit courses at our college since your original date of completion?
   a. Yes; how many hours?
      1. 1 - 5
      2. 7 - 12
      3. 13 - 15
      4. 16 - 18
      5. More than 18

4. We would appreciate any comments regarding how we could improve the program you have completed and/or services we have provided. Use back of college letter if additional space is needed.
**PROJECT FOLLOW-UP**

Please make corrections to the information above if necessary.

### SECTION A
EVERYONE SHOULD ANSWER THIS SECTION.

1. What was your PRIMARY objective in attending our two-year college?
   - [ ] Improvement of existing "job skills"
   - [ ] Preparation for "job to be obtained"
   - [ ] University transfer credit
   - [ ] Personal interest
   - [ ] Other (describe)

2. Which one of the below best describes your present status?
   - [ ] Employed, full time
   - [ ] Employed, part time
   - [ ] Unemployed, seeking employment
   - [ ] Military, full time active duty
   - [ ] Continuing education at higher level
   - [ ] Unavailable for employment (describe)

3. Please indicate that activity in which you were most involved during each of the below years AFTER you completed your course work at our college.
   - 1st Year
     - [ ] Attending college (4 yr.)
     - [ ] Attending college (other)
     - [ ] Working in field related to courses completed at our college
     - [ ] Working in other field
     - [ ] Unemployed, not looking for job
     - [ ] Other (describe)
   - 2nd Year
   - 3rd Year
   - 4th Year

4. How well did the courses you completed at our college prepare you for the above activities?
   - [ ] My preparation was excellent
   - [ ] My preparation was satisfactory
   - [ ] Good in some areas only
   - [ ] Fair, but all areas could have been better
   - [ ] My preparation was inadequate

---

### SECTION B
IF YOU HAVE ENROLLED IN ANOTHER COLLEGE SINCE YOUR ENROLLMENT AT OUR COLLEGE, PLEASE ANSWER THIS SECTION.

1. What is the name of your current (or most recently attended) college?

2. a. What is the highest degree you now hold? Mark in Column B
   - [ ] Associate (A.A., A.A.S., A.S., etc.)
   - [ ] Bachelor's Degree (B.A., B.S., etc.)
   - [ ] Master's Degree (M.A., M.S., etc.)
   - [ ] Ph.D. or Ed.D.
   - [ ] M.D., D.O., D.D.S., or D.V.M.
   - [ ] LL.B., J.B. (Law)
   - [ ] A.D. or M.Div. (Divinity)
   - [ ] Other

   b. What are your future degree plans? Mark in Column A

   c. In what field of study is the highest degree you now hold?

3. What is (was) your overall grade point average in your transfer college?
   - [ ] Less than 1.0
   - [ ] 1.0 - 1.9
   - [ ] 2.0 - 2.9
   - [ ] 3.0 - 3.9
   - [ ] 4.0

4. If you are currently enrolled in college, please indicate your current status and classification at the college indicated above.

   Status
   - [ ] Part-time student
     - [ ] Less than 12 hours
   - [ ] Full-time student
     - [ ] 12 or more hours

   Classification
   - [ ] Junior
   - [ ] Senior
   - [ ] Graduate student
   - [ ] Other

---

**OVER PLEASE!**
**SECTION C**

1. **A. IF YOU ARE CURRENTLY EMPLOYED, is your present occupation related to the courses you have completed at our college?**
   - Yes, directly related
   - Yes, closely related
   - No

2. **B. IF NO, have you been employed in an occupation related to the courses you completed at our college since you left our college?**
   - Yes, directly related
   - Yes, closely related
   - No (IF NO, Go to Section D)

2. **Please complete the information below regarding the occupation related to the courses completed at our college.**

<table>
<thead>
<tr>
<th>Job title</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Employer</th>
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</table>

<table>
<thead>
<tr>
<th>Street address of Employer</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>City of Employment</th>
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<tbody>
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</tbody>
</table>

3. **How would you rate the training you received at our college in relation to its usefulness to you in performing your job?**
   - Very good
   - Good
   - Neutral
   - Poor
   - Very poor

4. **If you are employed full-time, please indicate your approximate average monthly salary range (gross) below. This information, when combined with other members of your graduating class, will provide valuable information to other individuals in career planning.**
   - Up to $300
   - $300 - $399
   - $400 - $499
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   - $800 - $899
   - $900 - $999
   - $1,000 - $1,099
   - $1,100 - $1,199
   - $1,200 - Up

5. **How far from our college are you currently living?**
   - Up to 25 miles
   - 25 - 49 miles
   - 50 - 99 miles
   - 100 - 199 miles
   - 200 miles and over

6. **How satisfied are you with your field of employment?**
   - Extremely satisfied
   - Satisfied
   - Neutral
   - Unsatisfied
   - Extremely unsatisfied

7. **How do you see the courses completed at our college in terms of your career plans?**
   - Of immediate, direct benefit
   - Of long term, direct benefit
   - Of indirect benefit
   - Of no benefit

---

**SECTION D**

1. **If your occupational area is not related to the courses you have completed at our college (as indicated in Section C) please check each reason which applies. If occupational area is related to courses completed, go to Question 2.**
   - Transferred to a four-year college
   - Not sufficiently qualified for a job in my field of college preparation
   - Preferred to work in another field
   - Found better paying job in another field
   - Could not find a job in field of preparation
   - Worked previously in field of preparation, but changed
   - Other (describe)

2. **Would you recommend the courses completed at our college to others?**
   - Yes
   - No

3. **Have you completed credit courses at our college since your original date of completion?**
   - Yes
   - No

4. **How far are you from our college currently living?**
   - Up to 25 miles
   - 25 - 49 miles
   - 50 - 99 miles
   - 100 - 199 miles
   - 200 miles and over

5. **How satisfied are you with your field of employment?**
   - Extremely satisfied
   - Satisfied
   - Neutral
   - Unsatisfied
   - Extremely unsatisfied

6. **How do you see the courses completed at our college in terms of your career plans?**
   - Of immediate, direct benefit
   - Of long term, direct benefit
   - Of indirect benefit
   - Of no benefit

---

THANK YOU FOR ASSISTING US IN OUR SURVEY! PLEASE RETURN THIS FORM IN THE PRE-PAID ENVELOPE AS SOON AS POSSIBLE!
<table>
<thead>
<tr>
<th>Major Code</th>
<th>Completion Date</th>
<th>Group Code</th>
<th>Completion</th>
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</tr>
</tbody>
</table>

**GRADUATE'S NAME**

**JOB TITLE**

**PROGRAM MAJOR**

**EMPLOYER (COMPANY NAME - INSTITUTION - ORGANIZATION, ETC.)**

1. Is the job title and status of the above graduate accurate?
   - [ ] Yes
   - [x] No; IF NO, please describe change(s) below.

2. What is your relationship with the above graduate?
   - [35] Employer
   - [36] Supervisor
   - [37] Personal staff
   - [38] Co-worker
   - [39] Other (describe)

OVER PLEASE!
In the following personal skill areas, please respond only to those areas you feel are appropriate.

<table>
<thead>
<tr>
<th>Skill Area</th>
<th>Very Good</th>
<th>Good</th>
<th>Neutral</th>
<th>Poor</th>
<th>Very Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepting responsibility</td>
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</tr>
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<td>Punctuality</td>
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<td>Personal initiative</td>
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<td>Willingness to learn</td>
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<td>Co-worker cooperation</td>
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<td>Work attitude</td>
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<tr>
<td>Personal appearance</td>
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<tr>
<td>Compliance with policies</td>
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</tbody>
</table>

Please rate the training received by the graduate in the following technical skill areas. Please respond only to those areas you feel are applicable to the occupational area.

<table>
<thead>
<tr>
<th>Skill Area</th>
<th>Very Good</th>
<th>Good</th>
<th>Neutral</th>
<th>Poor</th>
<th>Very Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematical skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical knowledge</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem solving skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work quality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work quantity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manual dexterity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting the public</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Following instructions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operation of equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What is your overall rating of the training received by the graduate as it relates to the requirements of his or her job?

<table>
<thead>
<tr>
<th>Rating</th>
<th>Very good</th>
<th>Good</th>
<th>Neutral</th>
<th>Poor</th>
<th>Very poor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A. What suggestions do you have for improving the technical and/or personal skills of future graduates?

B. What, in your opinion, are additional areas of training (job titles, skills, etc.) in which our college should become involved?

THANK YOU FOR ASSISTING US IN OUR SURVEY! PLEASE RETURN THIS FORM IN THE PRE-PAID ENVELOPE AS SOON AS POSSIBLE!
A. Check appropriate box(es) within each of the below categories:

1. Which one of the below best describes your present status?
   - [ ] Employed, full time
   - [ ] Employed, part time
   - [ ] Unemployed, seeking employment
   - [ ] Military, full time active duty
   - [ ] Continuing education at higher level
   - [ ] Unavailable for employment (describe)

2. A. If you are currently employed, is your present occupation related to the courses you have completed at our college?
   - [ ] Yes, directly related
   - [ ] Yes, closely related
   - [ ] No

   B. If no, have you been employed in an occupation related to the courses you completed at our college since you left our college?
   - [ ] Yes, directly related
   - [ ] Yes, closely related
   - [ ] No

3. Please respond to the below as appropriate.

   This information is needed for equal opportunity education and employment reporting.

   Major/course
   - American Indian or Alaska Native
   - Black, not of Hispanic Origin
   - Asian or Pacific Islander
   - Hispanic
   - White, not of Hispanic Origin

   THX YOU FOR ASSISTING US IN OUR SURVEY.

   Please return this card in the enclosed prepaid envelope as soon as possible.
Our efforts to provide you with worthwhile courses and services are not complete unless we periodically conduct surveys to find out if we are living up to your expectations.

Our records indicate that you completed courses at our college this past year. Because of this, we are requesting your response to the questions on the back of this card. It is only through your responses that we can learn how to better meet your expectations.

Answers to individual forms are confidential and do not affect your status with this college in any way. We promise that we will keep all of your information confidential. If we find that we are not fulfilling your expectations, we will work to correct it. Our goal is to provide you with worthwhile courses and services.

Please make corrections to the information above if necessary.
How would you rate the courses you completed at our college in relation to usefulness to you in your occupational area?

1. Very good
2. Good
3. Fair
4. Poor
5. Very poor

Please check below if the course you completed at this college helped you in your occupational area in any of the following ways.

35. Helped to obtain new job
36. Helped performance on present job
37. Helped advance on present job
38. None of the above
39. Other (describe)

Do you plan to enroll in a course at our college in the future?

1. Yes; when?
   - 41. Next Fall
   - 42. Next Spring
   - 43. Next Summer
   - 44. Later date

If yes, in what type of course(s) do you plan to enroll?

1. College credit course(s)
2. Other noncredit course(s)
3. Both

What course(s) would you like to see offered that we are not presently offering?

Approximately how many college credits have you previously completed?

- College?
- At other college?

<table>
<thead>
<tr>
<th>Courses</th>
<th>College</th>
<th>At other college</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>1</td>
<td>None</td>
</tr>
<tr>
<td>1 - 29</td>
<td>2</td>
<td>1 - 29</td>
</tr>
<tr>
<td>10 - 29</td>
<td>3</td>
<td>30 - 69</td>
</tr>
<tr>
<td>30 - 69</td>
<td>4</td>
<td>70 - 109</td>
</tr>
<tr>
<td>70 - 109</td>
<td>5</td>
<td>More than 10</td>
</tr>
<tr>
<td>Bachelor's degree</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Above Bachelor's</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

Thank you for assisting us in our survey. Please return this card in the enclosed pre-paid envelope as soon as possible.
In our efforts to provide you with worthwhile courses and services, we periodically conduct surveys to find out if you are satisfied with the courses completed at our college. Our records indicate that you completed one or more of our community service courses this past year. Because of this, we are requesting your response to the questions on this card.

It is only through your response that we can live up to your expectations. Please make corrections to the information above if necessary.
(COURSE NUMBER)

(COURSE NAME)

CHECK APPROPRIATE BOX(ES) WITHIN EACH OF THE CATEGORIES BELOW:

1. How would you rate the course you completed at our college in relation to how it fulfilled your own individual needs?

   - [ ] Very good
   - [ ] Good
   - [ ] Neutral
   - [ ] Poor
   - [ ] Very poor

2. Do you plan to enroll in a course at our college in the future?

   - [ ] Yes; when:
     - [ ] Next Fall
     - [ ] Next Spring
     - [ ] Next Summer
     - [ ] Later date
   - [ ] No
   - [ ] Undecided

3. If YES, in what type of course(s) do you plan to enroll?

   - [ ] College credit course(s)
   - [ ] Other noncredit course(s)
   - [ ] Both

4. List course(s) you would like to see offered that we are not presently offering:

   ____________________________

5. Approximately how many college credit hours have you previously completed:

<table>
<thead>
<tr>
<th>At our college</th>
<th>At other colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>1. None</td>
<td>None</td>
</tr>
<tr>
<td>2. 1 - 10</td>
<td>1 - 29</td>
</tr>
<tr>
<td>3. 11 - 20</td>
<td>30 - 69</td>
</tr>
<tr>
<td>4. 21 - 30</td>
<td>70 - 109</td>
</tr>
<tr>
<td>5. 31 - 40</td>
<td>More than 109</td>
</tr>
<tr>
<td>6. 41 - 50</td>
<td>Bachelor's degree</td>
</tr>
<tr>
<td>7. 51 - 60</td>
<td>Above Bachelor's</td>
</tr>
<tr>
<td>8. More than 60</td>
<td></td>
</tr>
</tbody>
</table>
In our efforts to provide you with worthwhile courses and services, we periodically conduct surveys to find out if you are satisfied with the courses completed at our college. Our records indicate that you completed one or more of our community service courses this past year.

Because of this, we are requesting your response to the questions on the back of this card. It is only through your response that we can live up to your expectations. Please make corrections to the information above if necessary.
F07-1-C (SFR) SEM:

CHECK APPROPRIATE BOX(ES) WITHIN EACH OF THE BELOW CATEGORIES:

1. Which one of the below best describes your present status?
   - [ ] 34-1: Employed, full time
   - [ ] 35-1: Employed, part time
   - [ ] 36-1: Unemployed, seeking employment
   - [ ] 37-1: Military, full time active duty
   - [ ] 38-1: Continuing education at higher level
   - [ ] 39-1: Unavailable for employment (describe)

A. IF YOU ARE CURRENTLY EMPLOYED, is your present occupation related to the courses you have completed at our college?
   - [ ] 40-1: Yes, directly related
   - [ ] 41-1: Yes, closely related
   - [ ] 42-1: No

B. IF NO, have you been employed in an occupation related to the courses you completed at our college since you left our college?
   - [ ] 43-1: Yes, directly related
   - [ ] 44-1: Yes, closely related
   - [ ] 45-1: No

Please respond to the below as appropriate. This information is needed for equal opportunity education and employment reporting.

<table>
<thead>
<tr>
<th>Major/course</th>
<th>(At our college)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETHNIC GROUP</td>
<td>SEX</td>
</tr>
<tr>
<td>[ ] American Indian or Alaska Native</td>
<td>[ ] Male</td>
</tr>
<tr>
<td>[ ] Black, not of Hispanic Origin</td>
<td>[ ] Female</td>
</tr>
<tr>
<td>[ ] Asian or Pacific Islander</td>
<td>[ ] Hispanic</td>
</tr>
<tr>
<td>[ ] White, not of Hispanic Origin</td>
<td>[ ] Indian</td>
</tr>
</tbody>
</table>

THANK YOU FOR ASSISTING US IN OUR SURVEY. Please return this card in the enclosed prepaid envelope as soon as possible.
In our efforts to provide you with worthwhile courses and services, we periodically conduct surveys to find out if we are meeting your expectations. Our records indicate that you completed courses at our college this past year. Because of this, we are requesting your response to the questions on the back of this card.

It is only through your cooperation that we can improve our college. Answers to individual forms are confidential and do not affect your status with this college in any way. Please call us if you have any questions or need additional information.

Thank you.

Please make corrections to the information above if necessary.