

D. A. Dorsey Technical College



Student Services Plan₍₁₀₎

Follow-Up Plan₍₃₎

Student Retention Plan₍₁₀₎

2022-2023

Mission

Our mission is to positively impact the residents of this community through educational and economic empowerment by providing sound academic programs spanning literacy through vocational certification.

Vision

The vision for D. A. Dorsey Technical College is to be the cornerstone of the Liberty City community and surrounding areas of Miami-Dade County while connecting students to their maximum earning potential. All D. A. Dorsey Technical College graduates will be highly trained and ready for the workforce.

Core Values

Excellence: We pursue the highest standards in academic achievement and organizational performance.

Integrity: We build positive relationships through honesty, respect, and compassion, which enhance the self-esteem, safety, and well-being of our students, families, and staff.

Equity: We foster an environment that serves all students and aspires to eliminate the achievement gap.

Citizenship: We honor the diversity of our community by working as a team to ensure the educational success of all our students and recognize that our obligations go beyond our professional responsibilities to promote democratic principles.

Hours of Operation

The campus has classes in session Monday through Friday between 8:00 a.m. and 1:45 p.m. Evening classes are offered Monday through Thursday between 3:55 p.m. and 8:00 p.m. to serve the needs of post-secondary and adult general education students.

Student Services:

The mission of the student services department is to provide counseling services commensurate with each student's interests, aptitudes, and capabilities, providing each student the opportunity to grow and develop to their full potential. A Guidance Counselor is available from 8:00 a.m. to 8:00 p.m. Monday to Thursday, and 8:00 a.m. to 4:00 p.m. on Friday. Financial Aid Officers assist students in obtaining financial assistance for their education. This is evidenced by Sign-In Sheets, Counselor/Student Interview/ Communication Logs, Counselor's notes in FOCUS, and Student Referrals for attendance, behavior, and progress.

Counseling Services

Counseling services available to students include conflict resolution, test-taking skills, social skills, self-esteem, tolerance, and acceptance. Students are also referred to outside agencies for assistance beyond the school's scope of services such as financial assistance, social services, or therapy. Counseling sessions are offered individually. The counselor monitors the students' progress, guides them with proper class/program placement, and serves as a liaison between the students and the teachers to provide students the appropriate support until they graduate and are placed from the program.

Determination of Student Services Effectiveness

The school implements a Student Survey System to assess the effectiveness of the Student Services department. The survey addresses counseling, registration, and financial aid services. Additionally, we also implement a Student Survey of the Classroom Instruction. Whenever the students complete an OCP or a CTE program, they fill out a survey to evaluate their experience with the student services staff: guidance counselors, financial aid officers, and office/registration services. The results of the surveys are reviewed in the Leadership Team and the Student Services meetings to discuss the feedback and make the necessary adjustments.

Follow Up:

Data is collected through our program clearance package and turned into the Student Services Department for processing. Document records of completion, and the local data placement data are recorded via the district form - FM-5948. Additionally, should the student pass their industry certification, a copy is attached to this document. A survey is also included to ascertain the student's observation of the student's rating of the program's instruction and effectiveness as well as the satisfaction of the student services personnel.

Retention:

Retention data is reviewed with each teacher with a reflective look at the current trimester in comparison to the prior trimester to execute the re-registration process. A student that has withdrawn is contacted by the teacher to ascertain reasons why they withdrew, and

measures are taken to facilitate their return to the program. Data is reviewed and discussed with the faculty/staff and changes are made if necessary.

The plans are shared at the opening of school faculty/staff meeting or the EESAC meeting to review, discuss and evaluate its effectiveness and is used for improvement should there be any necessary changes.