



TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE: Graduate/Employer Follow-Up Surveys Number: 3.5.2.3

Responsibility: Executive Administration/Academic Affairs (Dept. of Research and Planning)
Approved: October 10, 2023
Related Policy: 3.5.2 Institutional Effectiveness

President

Purpose:

The purpose of this procedure is to outline the process for the development, dissemination, and analysis of college-wide surveys of students, courses and instructors, graduates, and their employers, as required.

Procedure:

1. Designation of Responsibility
 - a. The Department of Institutional Research and Planning has the responsibility for the development, dissemination, and analysis of college-wide surveys of students, courses and instructors, graduates, and their employers, as required.
 - b. Each academic division or program is responsible for conducting employer and graduate surveys which are specifically targeted at their division or program graduates only, as appropriate. The Department of Institutional Research and Planning provides assistance and support in the development and analysis of such surveys.
 - c. Internal surveys will be formatted by the Director of Institutional Research and Planning as needed.
 - d. The Department of Institutional Research will provide analysis and reports as appropriate.
2. Schedules

- a. In support of the SCTCS Program Evaluation Report, a graduate follow-up survey which collects placement information is conducted every year for students who received an award between July 1 and June 30.
- b. Graduate Employer feedback surveys are conducted as required.