

## ***DCCCD Retention Best Practice Submission Form***

Across the district there are many successful practices that contribute to the retention of students. As the district begins to develop a greater emphasis on its retention strategy, all locations are asked to identify and submit information about successful retention programs and activities. Please complete the following information on selected practices.

College/Location: **Brookhaven**

The Retention Best Practice is primarily supported by what college/location area:

Instruction   X   Student Services        Administrative       

Combination of areas: (Please list)

Contact Person: **Don Jones**, [djones@dcccd.edu](mailto:djones@dcccd.edu), x4105

Retention Best Practice Title: **Continued Faculty Employment**

Retention Best Practice Area of Focus:

Math        STEM        Honors College        Other (Automotive) X

Retention Best Practice Executive Summary:

The automotive workgroup uses a student tracking and follow up system to retain students and assist our students in achieving their educational goals. New students requesting information about Brookhaven's automotive programs are sent directly to the automotive workgroup's advisor. We currently advise our new and returning students, select their developmental classes, build their schedules, and print their fee receipts. All automotive students have a program specific folder with their contact information and a degree plan which is updated each semester. We monitor our student's progress in state mandated testing, automotive courses and academic courses. This process also allows us to insure the student applies for certificates and degrees as they are earned. In addition, we follow up with students who do not return or do not successfully complete any coursework, automotive or academic.

Automotive students are made aware of the tutoring and support services available to them from their first day of class. We attempt to initiate and/or coordinate most of the necessary services to allow our students to successfully continue their education. Our students normally talk with their primary automotive instructor or the automotive advisor prior to withdrawing from any class. Automotive students understand our expectations, their employer's expectations and are very comfortable coming to us for help.

Copies of this year's recruiting and retention plans for our Ford ASSET and CAT programs are attached.

***Please submit this form to Dr. Sharon L. Blackman, DCCCD Educational Affairs by October 24, 2008***

Please describe the evaluation measures utilized to support this initiative as a best practice.

**Enrollment numbers and graduation / certificate completion rates.**

Provide a summary of the results, including data (such as trend lines over time) to show how it impacted retention and is a best practice.

We began the process of creating and monitoring degree plans within our Comprehensive Automotive Technology (CAT) program three years ago. The CAT program had the largest number of students, but had the smallest number of completers. In 2007/2008 CAT students were awarded more associate degrees than either of our manufacturer sponsored programs. CAT students were also awarded a record number of certificates in 2007/2008.

What would be needed to replicate the practice at other DCCCD colleges?

Program-specific, knowledgeable, student focused advisor(s) ... The process of creating records, monitoring degree plans and following up with students is labor/time intensive task.

Cost to implement this practice (financial and human):

Although this is workgroup wide effort it would not be possible without a dedicated advisor/staff position.

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## CAT Automotive Recruiting and Retention

Task	Assigned To	Timeline	Status
Provide new students with overview of automotive programs arrange student testing, provide basic academic advising and ongoing student support.	Susie with support from all faculty	Ongoing	
Maintain CAT student degree plans to determine each student's certificate and degree status and assist in advising.	Susie and Narvia	Ongoing	
Work with CAT students to fill open service technician positions at local employers.	David and Don	Ongoing	
Visit potential new employers for CAT students.	David and Don	Ongoing	
Work with existing and potential employers to align our programs with their needs.	All Faculty	Ongoing	
Visit at least two high school automotive programs each semester. These may be the same schools each semester to insure an ongoing relationship with the students and instructor.	All full-time Faculty	Ongoing	
Represent Brookhaven at Firestone, Midas, etc. related events.	Don, David	Ongoing	
Increase the number of high school automotive instructors attending automotive advisory meetings.	All full-time Faculty	Combined in November 2008 Program specific in Spring 2009	
Hold CAT student employer job fair night	Don, David, Susie and adjunct faculty	March 2009	
Order new brochures. Control and log brochure access/usage. Data to include number of brochures, date, instructor and event/use. Data to be provided to PI to better track brochure usage/expenditure.	Susie and Narvia	Fall 2008	

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## ASSET Automotive Recruiting and Retention

Task	Assigned To	Timeline	Status
Provide new students with overview of automotive programs arrange student testing, provide basic academic advising and ongoing student support.	Susie with support from all faculty	Ongoing	
Work with existing ASSET students to recognize and assist students in overcoming academic, behavioral, financial and personal problems as they develop. Lock-step programs are greatly impacted by the loss of a student for any reason.	Shane and Matt	Ongoing	
Work with existing and potential employers to align our programs with their needs.	All Faculty	Ongoing	
Visit Ford dealerships to determine why they no longer participate in ASSET. Discuss possible changes with individual dealers and at program specific advisory meetings.	Shane, Matt, Don and FSEs	January - May	
Visit at least two high school automotive programs each semester. These may be the same schools each semester to insure an ongoing relationship with the students and instructor.	All full-time Faculty	Ongoing	
Participate in Ford AAA high school troubleshooting contest at state level in Houston.	Shane and Matt	May	
Conduct an automotive high school instructor/student workshop at the Ford Training Center. This event is funded by Ford, but we have always been allowed to recruit for all of our programs.	Don, Shane, Matt, Don Cofer and Malcolm Barrett	July – August 2009	
Represent Brookhaven at Ford dealer related events?	Shane and Matt	Ongoing	
Increase the number of high school automotive instructors attending automotive advisory meetings.	All full-time Faculty	Combined in November 2008 Program specific in Spring 2009	
Increase the number of local automotive employers attending automotive advisory meetings.	All full-time Faculty	Combined in November 2008 Program specific in Spring 2009	
Order new brochures. Control and log brochure access/usage. Data to include number of brochures, date, instructor and event/use. Data to be provided to PI to better track brochure usage/expenditure.	Susie and Narvia	Fall 2008	

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