



VOCATIONAL TRAINING INSTITUTE

Plan/Procedure Title:	Educational Program Administration Plan		COE Standard: 2
Review/Revision:		Next Scheduled Review/Revision:	6/2026
Annual Budget Allocation:	\$1,000	Publication(s): Vocational Training Institute Website	

Objective/Purpose

The purpose of the Educational Program Administration Plan is to ensure that the school maintains a systematic process to document all programs align with the mission, contains clearly stated objectives, has content relative to its objectives and aligns with the needs of industry, and is evaluated annually by faculty, administration, and industry partners. The plan outlines the roles and responsibilities for all stakeholders in implementing the plan.

Roles and Responsibilities

Role	Responsibility
Director of Education	✦ Meet, coach, mentor and appoint program chairs
	✦ Supervise instructors
	✦ Hold regular team meetings to discuss and review program objectives and content
	✦ Ensure programs align with the mission of the institution
	✦ Review employer surveys and discuss with education team
	✦ Meet with career service team to evaluate job opportunities and that program continues to meet need of graduates and employers
Director of Education, Program Chairs, Educators, Vice President and Career Services Coordinator	✦ Review retention, completion and placement data on annual basis
	✦ Review student surveys as quality control

	✦ Maintain industry partner relationships for educator and graduate development
	✦ Plan and hold career fairs for each program at least annually
All Staff	✦ Review course/program objectives, mission, institutional and employer survey data for evaluation by staff and advisory committee members.
	✦ Attend mandatory in-service meeting annually for formal review of education department
President or Vice President, Director of Education	✦ Conduct occupational advisory committee (OAC) meetings annually consisting of a minimum of three members external to the school and who represents expertise in the occupational field and the service area covered by the program
	✦ Ensure OAC reviews each educational program annually to provide the school with industry updates and changes
	✦ Assess program costs, time and graduation requirements as an indicator of the level of completer preparedness

Follow-Up

• Program Effectiveness

Educational objectives, mission, alignment, surveys and data will be reviewed at least annually. The complied data is reviewed regularly by the President and Education Director who then share the data, at least annually, at mandatory in-service meetings for all school personnel, and will be reviewed at Advisory Council meetings which include both occupational and institutional advisory committees.

• Evaluation and Improvement

Suggestions by staff, employers, and committee members are used to evaluate and improve the quality of program outcomes, undergo a review to identify educational issues impacting successful student outcomes, and implement changes, when applicable, in an effort to effectively administer educational programs and meet accreditation requirements.