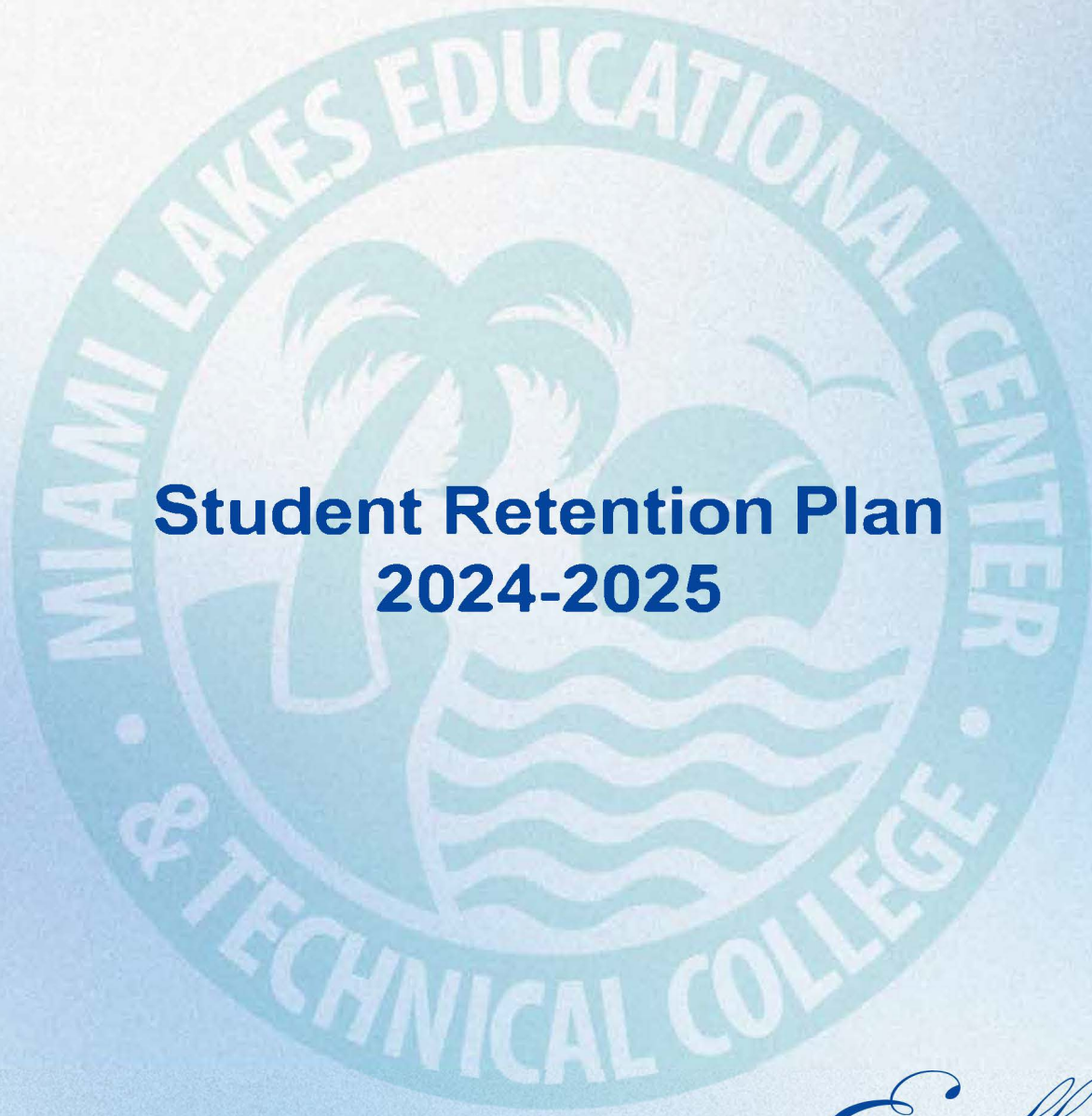
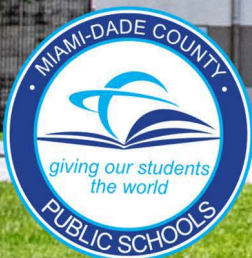


# MIAMI LAKES EDUCATIONAL CENTER & TECHNICAL COLLEGE



## Student Retention Plan 2024-2025

*Excellence*  
In Motion



Miami Lakes Educational Center and Technical College

## **Introduction**

Miami Lakes Educational Center and Technical College (MLEC&TC) has always been determined to ensure that students are provided the adequate support and resources to complete their program, graduate with a certificate, and be successful in the workforce. This goal requires the efforts of all faculty and staff. However, the counselors and programs instructors are directly responsible for the retention activities which include but not limited to: student orientation, attendance monitoring, student advisement and support, follow up on withdrawn students, students' extra-curricular activities, students' incentives, and completers' survey.

## **Retention Strategies**

A) Upon enrolling in the program, students attend an orientation session where they meet the Student Services staff who shared with them all policies and procedures and available resources. This face-to-face meeting is a welcoming way for students to know where to go when they need help. Once they start the course, the instructors collaborate with the counselors to monitor students' attendance. The counselors and school administrators have access to students' attendance through the FOCUS system. When students accumulate three absences, or show signs of poor performance, the instructor and the counselor meet with them to provide the necessary assistance and/or develop a plan of action such as tutorial, help with test-taking skills, time management, financial aid, transportation services, program or schedule change, and referral to social agencies for needed services.

B) When students withdraw from school, the counselors and the instructors must contact the students to identify the reason for the withdrawal. Based on the result of the conversation, every effort must be made to re-enroll the students unless it is a legitimate withdrawal such as relocation, meaningful employment, health issues.

C) Many of the students never had the opportunity to participate in extra-curricular activities in high school; therefore, the school offers them such opportunities. These events and experiences make students feel appreciated, especially when they receive incentives and certificates from competitions and achievements.

D) Students must fill out a survey as part of their clearance package where they provide feedback about their experiences in the school. These data play a vital role in students' retention because the school learns about what to do and what to avoid retaining students and ensuring that they successfully complete their programs.

E) Student retention information is used to assist the College in evaluating and improving the quality of program outcomes. The information gathered during follow-up phone calls provides MLEC&TC with opportunities to increase student retention.

At the end of each trimester, the instructors complete and post, on-line progression and enrollment data to document the students' progress and program completers. These records facilitate a comparison between the number of students enrolled and the number of completers, leading to the determination of the student retention rate. The programs' administrators review these data at the departments' meetings where the instructors and the Student Services staff reflect on the programs' retention and brainstorm on effective ways to retain students.

### **Plan Evaluation**

The Miami Lakes Educational Center and Technical College retention plan is reviewed annually by the faculty and staff at the opening of schools' meetings. All information and input are considered to make adjustments needed. The plan is made available for all faculty and staff in the administrators' office and the department chairpersons' office.