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ABSTRACT

The first statewide followup study of occupational/career education students in Illinois community colleges was developed through the efforts of the Illinois Community College Board (ICCB) Research Advisory Council and the special Occupational Followup Subcommittee. The Phase 1 data for the followup study consisted of reporting student characteristics. Participation in the followup study consisted of all 38 community college districts in Illinois and 46 community colleges involving 27,663 students. The preliminary data for Phase 1 of the study were reported by each of the Illinois public community colleges and based on the number of new fall 1974 students in the occupational/career program. The reports classified these students by their curriculum, type of attendance (45.3 percent full-time, 54.7 percent part-time), sex (49.7 percent male, 50.3 percent female), and original intent for enrolling at the college (56.2 percent preparation for employment in career areas, 21.2 percent skill improvement). The preliminary report shows that although there are slight differences between the original intent of male and female students, significant differences occur between full-time and part-time students. It is concluded that followup data will be needed and can be accomplished through proposed phases 2 (withdrawal analysis) and 3 (followup and employer surveys). Appended materials include sample report forms and a standardized survey instrument. (BP)

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ILLINOIS PUBLIC COMMUNITY COLLEGE
STATEWIDE OCCUPATIONAL STUDENT
FOLLOW-UP STUDY:
PHASE I PRELIMINARY REPORT

JE004533

Illinois Community College Board
544 Iles Park Place
Springfield, Illinois 62718
Phone: (217) 782-2495

Occupational Student Follow-Up Study
Phase I, Report I
June 1975

JUL 07 1975

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PREFACE

The Illinois Community College Act specifies that the Illinois Community College Board shall conduct "... thorough, comprehensive and continuous study of the status of community college education, its problems, needs for improvement, and projected developments ...". The Act further stipulates that the Board shall have the power, and it shall be its duty "to cooperate with the community colleges in continuing studies of student characteristics, admission standards, grading policies, performance of transfer students, qualifications and certification of facilities and any other problem of community college education ...". The Illinois Community College Board has conducted a number of studies in response to the Illinois Community College Act. In 1970 a cooperative project with the American College Testing Program was conducted to analyze the characteristics of persons who enrolled in public community colleges of Illinois. Each year since 1970, studies of community college student characteristics have been completed for those community college students taking the ACT Test. A study on student development, "Student Development Programs in the Illinois Community Colleges," conducted during 1971-72, analyzed what happens to students while they attend the community colleges by describing the programs designed to serve students and promote their development. The first statewide follow-up study of community college transfer students was conducted in 1967 through 1969. A report of this study entitled "Performance of Transfer Students Within Illinois Institutions of Higher Education" was published in November 1971. In 1973 a second statewide follow-up study of transfer students was initiated. This study was deemed essential because of the rapid growth in the number of community college districts and community college enrollment between 1967 and 1973. Phase I of the follow-up study of Fall 1973 transfer students from Illinois public community colleges was completed in November 1974. In this particular study only students transferring during the fall term 1973 from Illinois public community colleges to Illinois senior institutions were included. At periodic intervals in the future, the senior institutions will be providing achievement data and educational status on the Fall 1973 transfers. This particular group will be followed for approximately three to five years.

The present study is the first statewide follow-up study of occupational/career education students in Illinois community colleges. The need for an occupational follow-up study is very great at both the state and local levels. In response to this need, the Illinois Community College Board Research Advisory Council identified the Occupational Follow-Up Study as their top priority project. This Statewide Occupational Student Follow-Up Study was developed through the efforts of the ICCB Research Advisory Council and the special Occupational Follow-Up Subcommittee. Both of these groups spent a considerable amount of time and effort in getting this study implemented. Considerable support was also given to this study by the Council of Presidents, who unanimously endorsed the study, and by the community college personnel, who realized the great need for this statewide effort despite the great deal of work that it meant at the local level.

The preliminary data for Phase I of the Statewide Occupational Student Follow-Up Study was reported by each of the Illinois public community colleges and was based on the number of new Fall 1974 students (with zero credit hours of previous college work) in the occupational/career programs. The reports in Phase I classified these students by their curriculum, full-time or part-time, sex, and original intent for enrolling at the college. These students make up the sample used in the follow-up study which will continue for the next three years. The students will be tracked term by term and changes in their status will be recorded. If the student terminates for any reason, the withdrawal survey will be sent to him to find out his reasons for termination. Similarly, after a student completes his work at the community college he is surveyed with a follow-up instrument which seeks to obtain feedback about his college experience and information about how the community college helped him achieve the objective that he had for going to college. This follow-up study does not assume the same objective for all occupational/career education students, but instead attempts to analyze the outcomes in terms of the students' original goals.

Peggy Sheerin
Assistant Secretary
For Research

Ivan J. Lach
Associate Secretary
Planning & Research

Fred L. Wellman
Executive Secretary

ACKNOWLEDGEMENTS

The development of the Statewide Occupational Student Follow-Up Study was initiated by the ICCB Research Advisory Council in the Spring of 1974. A special Occupational Follow-Up Study Sub-Committee was then formed to work closely and extensively with the ICCB staff in developing the standardized items and the procedures for the study. These two groups will continue to provide statewide coordination of the Occupational Student Follow-Up Study. The ICCB staff wish to express their appreciation for the many hours of expert and dedicated service that the members of these groups contributed to this follow-up effort. The broad representation from the many community college personnel should keep this study very responsive to local needs in addition to providing information for use at the state level. The members of each of these groups are listed below:

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INTRODUCTION

Participation in the Statewide Occupational Student Follow-Up Study consisted of all 38 public community college districts in Illinois (John Wood College was just founded in 1974 and had no students enrolled during 1974-75) and in all 46 community college campuses that had occupational/career students enrolled. Urban Skills Institute campus of Chicago City Colleges only had General Studies students; therefore, could not participate in the study. The students which were identified to be included in the study were all new students enrolled in occupational/career programs during the fall 1974 term.

The total number of students in the follow-up study at the community colleges was a substantial 27,663 students. The number of students at any campus varied from a high of 3,770 at Triton College to a low of 88 at State Community College. The average number of students at each campus was approximately 600.

The figures on the next pages show the distribution of students by type of attendance, sex, and student intent. Figure 1 shows that of the students participating in the study, 45.3 % were full-time, 54.7% were part-time, 49.7% were male, and 50.3% were female.

One of the most unique features of this follow-up study was the identification of the original intent of the student for enrolling in an occupational/career program at a community college. By identifying the objectives of the student, the follow-up surveys will attempt to determine whether or not the student was able to meet his or her objective.

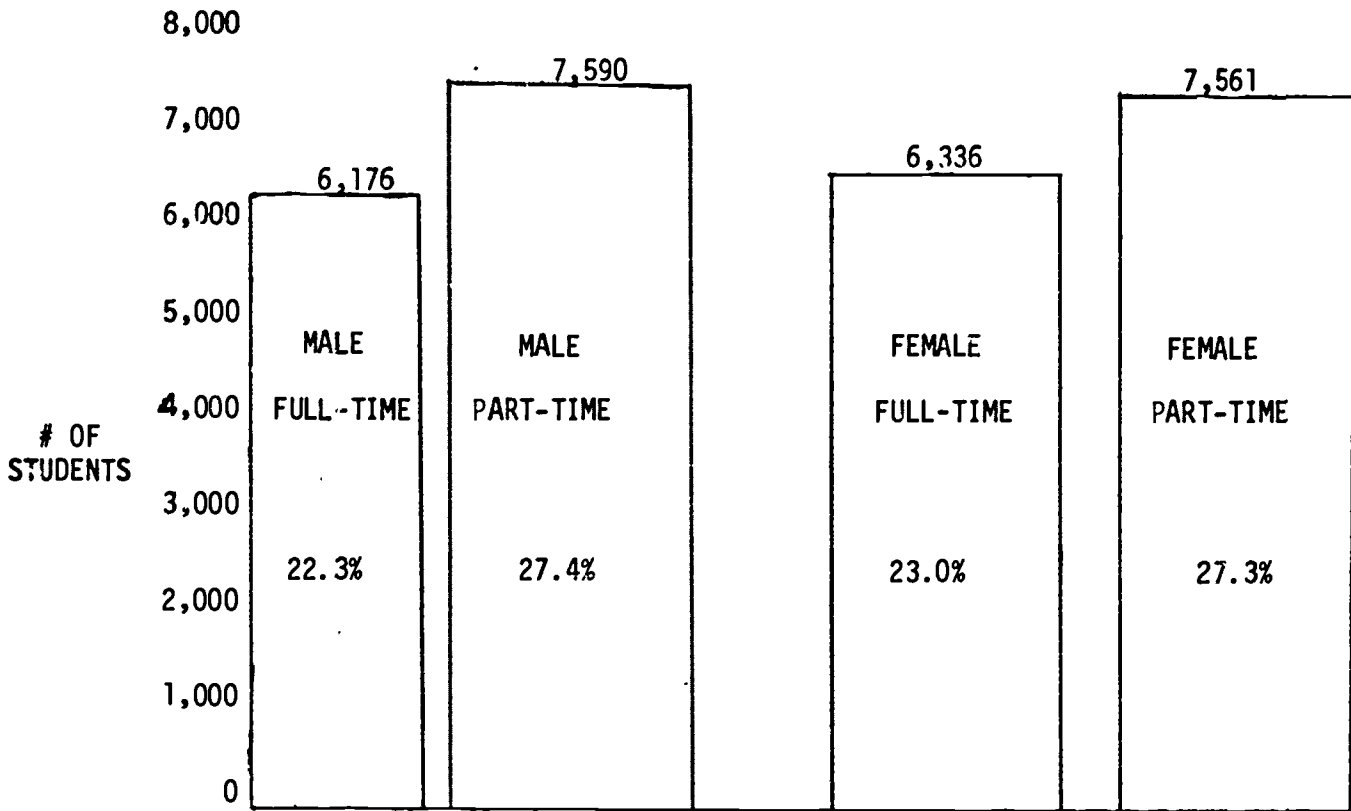


Figure 1

COMPARISON OF STUDENTS IN THE OCCUPATIONAL FOLLOW-UP STUDY BY SEX AND TYPE OF ATTENDANCE

The intent of the student is also very important for analysis of withdrawal rates, completion rates, and employment rates. Traditional follow-up studies have attempted to equate degree completion with success. However, a student who did not originally intend to complete a program should not be expected to do so. Hence, this intent item becomes essential for community college students because the assumption that all students are seeking degrees and certificates is probably a false one for the majority of community college students.

Figure 2 shows the distribution by student intent. The intent "Preparation for Employment in Occupational/Career Area" (56.2% of those reporting) was the most often cited by the occupational students for entering the college. "Improvement of Skills and Competencies in Present

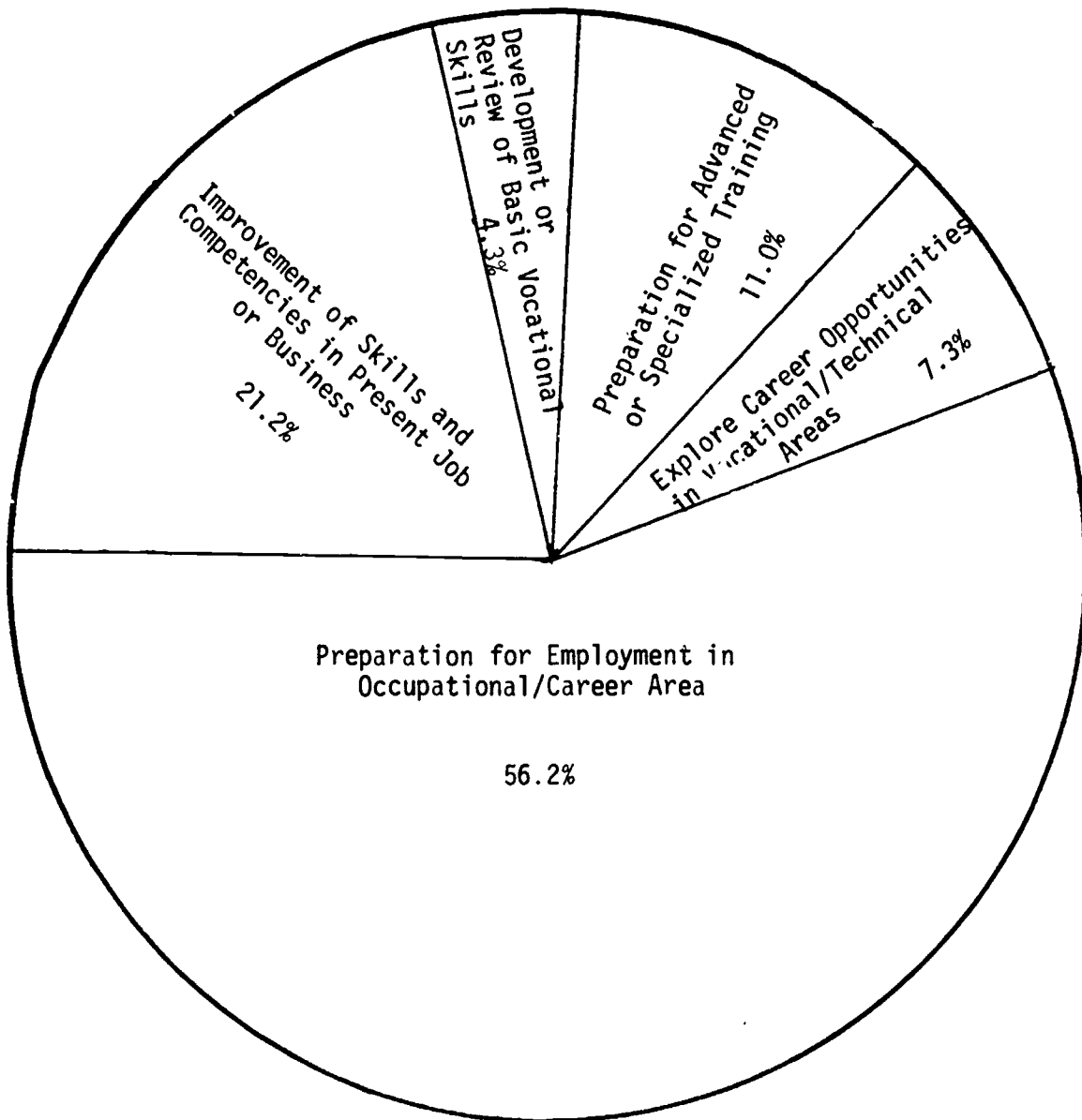


Figure 2

ORIGINAL INTENT OF STUDENTS IN OCCUPATIONAL FOLLOW-UP STUDY

Job or Business" (21.2%) was the second most often selected intent. The other intents for enrolling at college were selected by the students in the following order: "Preparation for Advanced or Specialized Training" (11%), "Exploration of Career Opportunities in Vocational/Technical Areas" (7.3%), and "Development and/or Review of Basic Vocational Skills" (4.3%).

INITIAL ENROLLMENT OF OCCUPATIONAL/CAREER STUDENTS
IN THE STATEWIDE FOLLOW-UP STUDY

Table 1 below shows a summary of the initial enrollment of students in occupational/career programs distributed by sex and type of attendance. According to the table, 49.7% of those involved are male students and 50.3% are female students. There are over 2,600 more part-time students than full-time students in the sample.

Table 2 on opposite page shows the initial enrollment distributed by sex and type of attendance for each of the public community colleges of Illinois. This table enables each community college to compare its data not only to the statewide averages but also to other colleges of similar size and characteristics. This type of comparison can be very useful if the institutional differences are carefully analyzed and not overlooked. If used wisely, the availability and utilization of statewide comparative data about community college occupational/career students can be one of the significant contributions of this statewide study.

Table 1

SUMMARY OF INITIAL ENROLLMENTS OF OCCUPATIONAL FOLLOW-UP STUDENTS
DISTRIBUTED BY SEX AND TYPE OF ATTENDANCE

	Full-Time		Part-Time		Total	
	No.	% of Total	No.	% of Total	No.	% of Total
Male	6,176	22.3%	7,590	27.4%	13,766	49.7%
Female	6,336	23.0%	7,561	27.3%	13,897	50.3%
Total	12,512	45.3%	15,151	54.7%	27,663	100.0%

Table 2

INITIAL ENROLLMENT OF STUDENTS IN THE OCCUPATIONAL FOLLOW-UP STUDY BY SEX AND TYPE OF ATTENDANCE

Dist. No.	Community College	NUMBER OF STUDENTS				TOTAL
		FULL-TIME		PART-TIME		
		MALE	FEMALE	MALE	FEMALE	
501	Kaskaskia	84	162	100	76	422
502	Page	285	269	413	618	1,585
503	Black Hawk	(143)	(169)	(158)	(51)	(521)
	Black Hawk Q.C.	92	37	147	44	420
	Black Hawk East	51	32	11	7	101
504	Triton	757	670	1,594	749	3,770
5050	Parkland	211	259	123	151	744
506	Sauk Valley	56	48	62	27	193
507	Darville	124	190	104	100	518
508	Chicago City	(902)	(858)	(1,034)	(1,649)	(4,443)
	Kennedy-King	118	169	17	186	647
	Loop	44	65	2	540	878
	Malcolm X	131	210	61	173	575
	Mayfair	26	47	40	91	204
	Olive-Harvey	127	77	113	193	510
	Southwest	190	103	279	364	936
	Wilbur-Wright	266	187	138	102	693
	Skills Center	--	--	--	--	--
509	Elgin	115	183	432	429	1,159
510	Thornton	134	204	121	168	627
511	Rock Valley	158	121	226	161	666
512	Wm. Rainey Harper	180	232	285	348	1,045
513	Illinois Valley	133	144	*	*	277
514	Illinois Central	293	317	441	628	1,679
515	Prairie State	89	101	185	175	550
516	Waubensee	64	48	270	252	634
517	Lake Land	211	203	166	140	720
518	Carl Sandburg	225	163	178	132	698
519	Highland	73	47	57	79	256
520	Kankakee	120	162	278	271	831
521	Rend Lake	108	93	26	11	238
522	Belleville	160	188	113	180	641
523	Kishwaukee	96	36	162	120	414
524	Moraine Valley	172	175	190	206	743
525	Joliet	204	132	158	184	678
526	Lincoln Land	82	75	38	49	244
527	Morton	114	151	68	61	394
528	McHenry	40	20	88	49	197
529	IL Eastern	(227)**	(148)**	(0)	(0)	(375)
	Q Lincoln Trail	79	28	0	0	107
	Q Olney Central	65	53	0	0	118
	Q Wabash Valley	83	67	0	0	150
530	John A. Logan	67	141	7	24	239
531	Shamrock	35	65	5	17	122
532	Lake County	100	130	306	242	778
533	Southeastern	65	65	23	12	165
534	Spoken River	48	79	23	53	203
535	Oakton	92	114	86	81	373
536	Lewis & Clark	155	115	26	40	336
537	Nicoland	18	21	37	21	97
	SUBTOTALS	6,140	6,298	7,583	7,554	27,575
601	SCC, E.St.Louis	36	38	7	7	88
	STATE TOTALS	6,176	6,336	7,590	7,561	27,663

*Part-time students excluded from sample.

**Some of the students are part-time but the distribution was not available.

ORIGINAL INTENT OF STUDENTS FOR ENROLLMENT AT COLLEGE

Table 3 below shows a summary of the original intent of the occupational/career students in the follow-up study by the six intent categories. Of those students, e.g., 56.2% gave "Preparation for Employment in Occupational/Career Area" as the reason for enrolling in an occupational program. "Improvement of Skills and Competencies in Present Job or Business" was second most often chosen intent with 21.2% of the students selecting this item.

Table 4 on opposite page shows the distribution by student intent for the occupational/career education students in the follow-up study at each of the community colleges. When analyzing the results at the various colleges one must consider the proportion of full-time to part-time students because the intents of these two types of students are considerably different. These differences are analyzed in detail in tables 9 through 12 on pages 12 through 15.

Table 3

SUMMARY OF INITIAL ENROLLMENT BY STUDENT INTENT

<u>INTENT CATEGORIES</u>	<u>NUMBER</u>	<u>% OF TOTAL</u>	<u>% OF ALL RESPONDING</u>
Prep. for Employment in Occu/Car. Area	8,865	32.1%	56.2%
Improve. of Skills & Competencies in Present Job or Business	3,352	12.1%	21.2%
Devel. and/or Review of Basic Vocational Skills	678	2.4%	4.3%
Prep. for Advanced or Specialized Training	1,735	6.3%	11.0%
Explor. Car. Opportunities in Voc/Tech Areas	1,152	4.3%	7.3%
Unknown or No Response	11,881	42.9%	--
TOTAL	27,663	100.0%	100.0%

Table 4
INITIAL ENROLLMENT BY STUDENT INTENT

Dist. No.	Community College	Prep. for Employment in Occu/Car. Area	Improve. of Skills & Competencies in Present Job or Business	Devel. and/or Review of Basic Vocational Skills	Prep. for Adv. or Specialized Training	Explor. Car. Opportunities in Voc/Tech Areas	Unknown or No Response	TOTAL
501	Kaskaskia	225	76	26	17	32	46	422
502	DuPage	229	93	9	46	26	1,182	1,585
503	Black Hawk	(280)	(70)	(20)	(87)	(28)	(36)	(521)
	Black Hawk Q.C.	240	60	14	82	24	0	420
	Black Hawk East	40	10	6	5	4	36	101
504	Triton	574	354	30	184	81	2,547	3,770
505	Parkland	428	105	18	79	39	75	744
506	Sauk Valley	103	39	7	28	15	1	193
507	Danville	299	49	12	18	7	133	518
508	Chicago City	(470)	(131)	(33)	(236)	(90)	(3,483)	(4,443)
	Kennedy-King *						647	647
	Loop *						878	878
	Malcolm X	152	15	11	104	26	267	575
	Mayfair	42	30	3	14	1	114	204
	Olive-Harvey *						510	510
	Southwest	189	76	13	66	36	556	936
	Wilbur Wright	87	10	6	52	27	511	693
	Skills Center	--	--	--	--	--	--	--
509	Elgin	660	249	70	0	180	0	1,159
510	Thornton	397	230	--	--	--	--	627
511	Rock Valley	303	217	20	72	46	8	666
512	Wm. Rainey Harper	412	204	143	130	107	49	1,045
513	Illinois Valley	203	20	2	38	12	2	277
514	Illinois Central	404	153	23	53	27	1,019	1,679
515	Prairie State	34	21	1	18	4	472	550
516	Waubensee	72	18	6	18	7	513	634
517	Lake Land	289	26	7	18	16	364	720
518	Carl Sandburg	87	43	5	20	18	525	698
519	Highland	114	70	10	43	19	0	256
520	Kankakee	283	106	10	76	32	324	831
521	Rend Lake	157	39	6	24	12	0	238
522	Belleville	435	97	17	54	38	0	641
523	Kishwaukee	93	67	13	13	18	210	414
524	Moraine Valley	162	72	4	37	14	454	743
525	Joliet	394	141	19	72	46	6	678
526	Lincoln Land	138	36	7	48	15	0	244
527	Morton	176	50	3	48	23	94	394
528	McHenry	61	27	6	15	8	80	197
529	Ill. Eastern	(272)	(32)	(2)	(37)	(21)	(11)	(375)
	Lincoln Trail	89	3	0	10	5	0	107
	Olney Central	79	7	0	13	8	11	118
	Wabash Valley	104	22	2	14	8	0	150
530	John A. Logan	152	18	17	9	26	17	239
531	Shawnee	79	19	2	17	5	0	122
532	Lake County	297	138	46	85	40	172	778
533	Southeastern	85	10	4	18	9	39	165
534	Spoon River	132	25	23	5	18	0	203
535	Oakton	247	57	16	40	13	0	373
536	Lewis & Clark	34	222	36	3	41	0	336
537	Riceland	34	20	2	11	11	19	97
	SUBTOTALS	8,814	3,344	675	1,717	1,144	11,881	27,575
601	SCC, E. St. Louis	51	8	3	18	8	0	88
	STATE TOTALS	8,865	3,352	678	1,735	1,152	11,881	27,663

* Not Distributed by Categories Given.

ORIGINAL INTENT OF MALE STUDENTS IN OCCUPATIONAL FOLLOW-UP STUDY

Table 5 below presents a summary of original intent of male students in the follow-up study by intent category. Of the 7,678 students responding, 49.6% selected "Preparation for Employment in Occupational/Career Area" as their particular reason for entering an occupational/career program.

"Improvement of Skills and Competencies in Present Job or Business" was the second choice with 26.1% of the students selecting that intent.

Table 6 on the following page shows the distribution of male students by intent category for each of the public community colleges in Illinois. This table enables the community colleges to compare their institution with others of the same size and general characteristics.

Table 5SUMMARY OF ORIGINAL INTENT OF MALE STUDENTS IN OCCUPATIONAL FOLLOW-UP STUDY

<u>INTENT CATEGORIES</u>	<u>NUMBER</u>	<u>% OF TOTAL</u>	<u>% OF ALL RESPONDING</u>
Prep. for Employment in Occu/Car. Area	3,807	27.7%	49.6%
Improve. of Skills & Competencies in Present Job or Business	2,006	14.6%	26.1%
Devel. and/or Review of Basic Vocational Skills	307	2.2%	4.0%
Prep. for Advanced or Specialized Training	892	6.5%	11.6%
Explor. Car. Opportunities in Voc/Tech Areas	666	4.8%	8.7%
Unknown or No Response	6,088	44.2%	---
TOTAL	13,766	100.0%	100.0%

Table 6

ORIGINAL INTENT OF MALE STUDENTS IN OCCUPATIONAL FOLLOW-UP STUDY

Dist. No.	Community College	Prep. for Employment in Occ/Car. Area	Improve. of Skills & Competencies in Present Job or Business	Dev. and/or Rev. of Basic Voc. Skills	Prep. for Adv. or Specialized Training	Explor. Car. Opportunities in Voc/Tech Areas	Unknown & No Response	TOTAL
501	Kaskaskia	72	57	11	8	20	19	184
502	DuPage	63	52	2	20	13	548	698
503	Black Hawk	(123)	(56)	(14)	(73)	(14)	(21)	(301)
	Black Hawk Q.C.	98	51	10	68	12	0	239
	Black Hawk East	25	5	4	5	2	21	62
504	Triton	257	274	21	101	60	1,638	2,351
505	Parkland	172	56	11	37	23	35	334
506	Sauk Valley	51	28	6	18	14	1	118
507	Danville	127	23	7	10	3	58	228
508	Chicago City	(215)	(67)	(8)	(77)	(43)	(1,526)	(1,930)
	Kennedy-King *						292	292
	Loop *						273	273
	Malcolm X	58	0	0	10	5	119	192
	Mayfair	15	15	1	4	1	30	66
	Olive-Harvey*						240	240
	Southwest	92	44	3	33	18	279	469
	Wilbur Wright	50	8	4	30	19	293	404
	Skills Center		NOT	APPLICABLE				
509	Elgin	303	126	23	0	95	0	547
510	Thornton	157	98	0	0	0	0	255
511	Rock Valley	174	118	10	47	27	8	384
512	Wm Rainey Harper	147	97	58	79	59	25	465
513	Ill. Valley	76	19	1	25	11	1	133
514	Ill. Central	145	81	12	21	12	463	734
515	Prairie State	12	7	0	6	1	248	274
516	Waubesaee	34	14	3	10	4	269	334
517	Lake Land	150	25	7	12	13	170	377
518	Carl Sandburg	32	36	3	8	12	312	403
519	Highland	56	39	7	15	13	0	130
520	Kankakee	143	81	9	26	26	113	398
521	Rend Lake	78	32	1	12	11	0	134
522	Belleville	166	49	7	29	22	0	273
523	Kishwaukee	52	37	8	8	13	140	258
524	Moraine Valley	68	43	2	21	8	220	362
525	Joliet	176	97	8	50	28	3	362
526	Lincoln Land	62	19	5	24	11	0	120
527	Morton	67	30	2	27	14	42	182
528	McHenry	35	21	5	6	1	60	128
529	Ill. Eastern	(145)	(29)	(1)	(26)	(18)	(8)	(227)
	Lincoln Trail	63	1	0	10	5	0	79
	Olney Central	35	6	0	10	6	8	65
	Wabash Valley	47	22	1	6	7	0	83
530	John A. Logan	40	3	3	4	7	17	74
531	Shawnee	24	7	1	6	2	0	40
532	Lake County	130	80	23	48	25	100	406
533	Southeastern	35	8	2	7	7	29	88
534	Spoon River	55	9	4	2	1	0	71
535	Oakton	114	38	4	17	5	0	178
536	Lewis & Clark	13	135	16	1	16	0	181
537	Rockland	14	13	1	6	7	14	55
	SUBTOTALS	3,783	2,000	306	887	659	6,088	13,723
601	SCC, E. St. Louis	24	6	1	5	7	0	43
	STATE TOTALS	3,807	2,006	307	892	666	6,088	13,766

* Not Distributed by Categories Given.

ORIGINAL INTENT OF FEMALE STUDENTS IN OCCUPATIONAL FOLLOW-UP STUDY

Table 7 below indicates the summary of original intent of female students in the follow-up study. The total female enrollment in occupational/career programs totaled 13,897. The female students, like the male students, selected "Preparation for Employment in Occupational/Career Area" and "Improvement of Skills and Competencies in Present Job or Business" as their number one and number two choices with 62.4% and 16.6% of the students respectively. Of those participating in the study, 41.7% did not respond to the intent item or else their intent was unknown.

Table 8 on the opposite page shows a statewide distribution of female students by original intent categories.

Table 7

SUMMARY OF ORIGINAL INTENT OF FEMALE STUDENTS IN OCCUPATIONAL FOLLOW-UP STUDY

<u>INTENT CATEGORIES</u>	<u>NUMBER</u>	<u>% OF TOTAL</u>	<u>% OF ALL RESPONDING</u>
Prep. for Employment in Occu/Car. Area	5,058	36.4%	62.4%
Improve. of Skills & Competencies in Present Job or Business	1,346	9.7%	16.6%
Devel. and/or Review of Basic Vocational Skills	371	2.6%	4.6%
Prep. for Advanced or Specialized Training	843	6.1%	10.4%
Explor. Car. Opportunities in Voc/Tech Areas	486	3.5%	6.0%
Unknown or No Response	5,793	41.7%	---
TOTAL	13,897	100.0%	100.0%

Table 8
ORIGINAL INTENT OF FEMALE STUDENTS IN OCCUPATIONAL FOLLOW-UP STUDY

Dist. No.	Community College	Prep. for Employment in Occ/Car. Area	Improve. of Skills & Competencies in Present Job or Business	Dev. and/or Review of Basic Voc. Skills	Prep. for Adv. or Specialized Training	Explor. Car. Opportunities in Voc/Tech Areas	Unknown & No Response	TOTAL
501	Kaskaskia	153	22	15	9	12	27	238
502	DuPage	166	41	7	26	13	634	887
503	Black Hawk	(157)	(14)	(6)	(14)	(14)	(15)	(220)
	Black Hawk Q.C.	142	9	4	14	12	0	181
	Black Hawk East	15	5	2	0	2	15	39
504	Triton	317	80	9	83	21	909	1,419
505	Parkland	256	49	7	42	16	40	410
506	Sank Valley	52	11	1	10	1	0	75
507	Danville	172	26	5	8	4	75	290
508	Chicago City	(255)	(64)	(25)	(159)	(47)	(1,957)	(2,507)
	Kennedy-King *						355	355
	Loop *						605	605
	Malcolm X	94	15	11	94	21	148	383
	Mayfair	27	15	2	10	0	84	138
	Olive-Harvey *						270	270
	Southwest	97	32	10	33	18	277	467
	Wilbur Wright	37	2	2	22	8	218	289
	Skills Center			NOT	APPLI	CABLE		
509	Elgin	357	123	47	0	85	0	612
510	Thornton	240	132	0	0	0	0	372
511	Rock Valley	129	99	10	25	19	0	282
512	Wm. Rainey Harper	265	107	85	51	48	24	580
513	Ill. Valley	127	1	1	13	1	1	144
514	Ill. Central	259	72	11	32	15	556	945
515	Prairie State	22	14	1	12	3	224	276
516	Waubensee	38	4	3	8	3	244	300
517	Lake Land	139	1	0	6	3	194	343
518	Carl Sandburg	55	7	2	12	6	213	295
519	Highland	58	31	3	28	6	0	126
520	Kankakee	140	25	1	50	6	211	433
521	Rend Lake	79	7	5	12	1	0	104
522	Belleville	269	48	10	25	16	0	368
523	Kishwaukee	41	30	5	5	5	0	156
524	Moraine Valley	94	29	2	16	6	234	381
525	Joliet	218	44	11	22	18	3	316
526	Lincoln Land	76	18	2	24	4	0	124
527	Morton	109	20	1	21	9	52	212
528	McHenry	26	6	1	9	7	20	69
529	Ill. Eastern	(127)	(3)	(1)	(11)	(3)	(3)	(148)
	Lincoln Trail	26	2	0	0	0	0	28
	Olney Central	44	1	0	3	2	3	53
	Wabash Valley	57	0	1	8	1	0	67
530	John A. Logan	112	15	14	5	19	0	165
531	Shawnee	55	12	1	11	3	0	82
532	Lake County	167	58	23	37	15	72	372
533	Southern	50	2	2	11	2	10	77
534	Spoon River	77	16	19	3	17	0	132
535	Oakton	133	19	12	23	8	0	195
536	Lewis & Clark	21	87	20	2	25	0	155
537	Richland	20	7	1	5	4	5	42
	SUBTOTALS	5,031	1,344	369	830	485	5,793	13,852
601	SCC, E. St. Louis	27	2	2	13	1	0	45
	STATE TOTALS	5,058	1,346	271	843	486	5,793	13,897

* Not Distributed by Categories Given.

ORIGINAL INTENT OF FULL-TIME STUDENTS IN OCCUPATIONAL FOLLOW-UP STUDY

Table 9 below shows the summary of original intent of full-time students in the occupational follow-up study. The total number of full-time students in the study was 12,512. The majority of the students, 5,939, indicated "Preparation for Employment in Occupational/Career Area" as their reason for entering college. We note that this item was selected by a much larger proportion of the full-time students (71.5%) than it was by part-time students (39.2%) as we would expect. "Preparation for Advanced or Specialized Training" was their second priority (11.5%). The selection of this item as their second choice would seem to indicate that a good proportion of full-time students in occupational program areas are planning to continue their education after completing their studies at the community college.

Table 10 on the following page shows the breakdown of full-time students in the follow-up study by original intent for each of the public community colleges in Illinois.

Table 9SUMMARY OF ORIGINAL INTENT OF FULL-TIME STUDENTS IN OCCUPATIONAL FOLLOW-UP STUDY

<u>INTENT CATEGORIES</u>	<u>NUMBER</u>	<u>% OF TOTAL</u>	<u>% OF ALL RESPONDING</u>
Prep. for Employment in Occ/Car. Area	5,939	47.4%	71.5%
Improve. of Skills & Competencies in Present Job or Business	725	5.8%	8.7%
Devel. and/or Review of Basic Vocational Skills	212	1.7%	2.6%
Prep. for Advanced or Specialized Training	957	7.7%	11.5%
Explor. Car. Opportunities in Voc/Tech Areas	475	3.8%	5.7%
Unknown or No Response	4,204	33.6%	---
TOTAL	12,512	100.0%	100.0%

Table 10
ORIGINAL INTENT OF FULL-TIME STUDENTS IN OCCUPATIONAL FOLLOW-UP STUDY

Dist. No.	Community College	Prev. for Employment in Occ/Car. Area	Improve. of Skills & Competencies in Present Job or Business	Dev. and/or Review of Basic Voc. Skills	Prep. for Adv. or Specialized Training	Explor. Car. Opportunities in Voc/Tech Areas	Unknown & No Response	TOTAL
501	Kaskaskia	195	8	7	8	12	16	246
502	DuPage	92	13	3	19	11	416	554
503	Black Hawk	(199)	(21)	(9)	(38)	(16)	(29)	(312)
	Black Hawk Q.C.	163	16	3	34	13	0	229
	Black Hawk East	36	5	6	4	3	29	83
504	Triton	310	19	4	59	17	1,018	1,427
505	Parkland	329	14	7	41	14	65	470
506	Sauk Valley	72	10	3	14	5	0	104
507	Danville	223	9	6	8	2	66	314
508	Chicago City	(326)	(42)	(20)	(159)	(59)	(1,154)	(1,760)
	Kennedy-King *						287	287
	Loop *						109	109
	Malcolm X	120	15	11	73	21	101	341
	Mayfair	27	4	0	7	0	35	73
	Olive-Harvey *						204	204
	Southwest	92	13	3	27	11	147	293
	Wilbur Wright	87	10	6	52	27	271	453
	Skills Center	N O T	A P P L I C A B L E					
509	Elgin	281	3	0	0	14	0	298
510	Thornton	311	27	0	0	0	0	338
511	Rock Valley	197	21	6	32	23	0	279
512	Wm. Rainey Harper	187	56	33	73	49	14	412
513	Ill. Valley	203	20	2	38	12	2	277
514	Ill. Central	227	6	2	24	11	340	610
515	Prairie State	9	14	1	9	3	154	190
516	Waubensee	33	2	1	12	5	59	112
517	Lake Land	289	26	7	18	16	58	414
518	Carl Sandburg	69	12	3	11	11	282	388
519	Highland	73	10	5	23	9	0	120
520	Kankakee	166	12	1	42	10	51	282
521	Rond Lake	155	20	2	14	10	0	201
522	Belleville	301	4	4	25	14	0	348
523	Kishwaukee	49	5	2	8	7	61	132
524	Moraine Valley	63	38	2	20	7	217	347
525	Joliet	259	26	3	31	15	2	336
526	Lincoln Land	105	3	4	34	11	0	157
527	Morton	133	6	1	24	7	94	265
528	McHenry	29	3	1	8	0	19	60
529	Ill. Eastern	(272)	(32)	(2)	(37)	(21)	(11)	(375)
	Lincoln Trail	89	3	0	10	5	0	107
	Olney Central	74	7	0	13	8	11	118
	Wabash Valley	104	22	2	14	8	0	150
530	John A. Logan	133	14	14	9	24	14	208
531	Shawnee	72	8	1	14	5	0	100
532	Lake County	141	7	9	34	5	34	230
533	Southeastern	75	6	3	17	6	22	130
534	Spoon River	115	5	1	4	2	0	127
535	Oakton	166	3	6	26	5	0	206
536	Lewis & Clark	15	191	32	3	29	0	270
537	Richland	19	4	2	6	2	6	39
	SUBTOTALS	5,894	720	209	942	469	4,204	12,438
601	SCC E. St. Louis	45	5	3	15	6	0	74
	STATE TOTALS	5,939	725	212	957	475	4,204	12,512

* Not Distributed by Categories Given.

ORIGINAL INTENT OF PART-TIME STUDENTS IN OCCUPATIONAL FOLLOW-UP STUDY

Table 11 below shows the summary of original intent of part-time students in the follow-up study. Of the total students reported, 15,151 were part-time. "Preparation for Employment in Occupational/Career Area" was selected as the number one reason (39.2% of the total responding) for entering the college. "Improvement of Skills and Competencies in Present Job or Business" with 35.1% of the total responding was second.

Table 12 on opposite page presents the distribution of part-time students in the occupational follow-up study by original intent for all public community colleges in Illinois.

Table 11

SUMMARY OF ORIGINAL INTENT OF PART-TIME STUDENTS IN OCCUPATIONAL FOLLOW-UP STUDY

<u>INTENT CATEGORIES</u>	<u>NUMBER</u>	<u>% OF TOTAL</u>	<u>% OF ALL RESPONDING</u>
Prep. for Employment in Occ/Car. Area	2,296	19.3%	39.2%
Improve. of Skills & Competencies in Present Job or Business	2,627	17.3%	35.1%
Devel. and/or Review of Basic Vocational Skills	466	3.1%	6.2%
Prep. for Advanced or Specialized Training	778	5.1%	10.4%
Explor. Car. Opportunities in Voc/Tech Areas	677	4.5%	9.1%
Unknown or No Response	7,677	50.7%	---
TOTAL	15,151	100.0%	100.0%

Table 12

ORIGINAL INTENT OF PART-TIME STUDENTS IN OCCUPATIONAL FOLLOW-UP STUDY

Dist. No.	Community College	Prep. for Employment in Occ/Car. Area	Improve. of Skills & Competencies in Present Job or Business	Dev. and/or Review of Basic Voc. Skills	Prep. for Adv. or Specialized Training	Explor. Car. Opportunities in Voc/Tech Areas	Unknown & No Response	TOTAL
501	Kaskaskia	30	68	19	9	20	30	176
502	DuPage	137	80	6	27	15	766	1,031
503	Black Hawk	(31)	(49)	(11)	(49)	(12)	(7)	(209)
	Black Hawk Q.C.	77	44	11	48	11	0	191
	Black Hawk East	4	5	0	1	1	7	18
504	Triton	264	335	26	125	64	1,529	2,343
505	Parkland	99	91	11	38	25	10	274
506	Sauk Valley	31	29	4	14	10	1	89
507	Danville	76	40	6	10	5	67	204
508	Chicago City	(144)	(89)	(13)	(77)	(31)	(2,329)	(2,683)
	Kennedy-King *						360	360
	Loop *						769	769
	Malcolm X	32	0	0	31	5	166	234
	Mayfair	15	26	3	7	1	79	131
	Olive-Harvey *						306	306
	Southwest	97	63	10	39	25	409	643
	Wilbur Wright	0	0	0	0	0	240	240
	Skills Center			NOT	APPLICABLE			
509	Elgin	379	246	70	0	166	0	861
510	Thornton	86	203	0	0	0	0	289
511	Rock Valley	106	196	14	40	23	8	387
512	Wm. Rainey Harper	225	148	110	57	58	35	633
513	Ill. Valley	0	0	0	0	0	0	0
514	Ill. Central	177	147	21	29	16	679	1,069
515	Prairie State	25	7	0	9	1	318	360
516	Waubensee	39	16	5	6	2	454	522
517	Lake Land	0	0	0	0	0	306	306
518	Carl Sandburg	18	31	2	9	7	243	310
519	Highland	41	60	5	20	10	0	136
520	Kankakee	117	94	9	34	22	273	549
521	Rend Lake	2	19	4	10	2	0	37
522	Belleville	134	93	13	29	24	0	293
523	Kishwaukee	44	62	11	5	11	149	282
524	Moraine Valley	99	34	2	17	7	237	396
525	Joliet	135	115	16	41	31	4	342
526	Lincoln Land	33	33	3	14	4	0	87
527	Morton	43	44	2	24	16	0	129
528	McHenry	32	24	5	7	8	61	137
529	Ill. Eastern	(0)	(0)	(0)	(0)	(0)	(0)	(0)
	Lincoln Trail	0	0	0	0	0	0	0
	Olney Central	0	0	0	0	0	0	0
	Wabash Valley	0	0	0	0	0	0	0
530	John A. Logan	19	4	3	0	2	3	31
531	Shawnee	7	11	1	3	0	0	21
532	Lake County	156	131	37	51	35	138	548
533	Southeastern	9	4	1	1	3	17	35
534	Spoon River	17	20	22	1	16	0	76
535	Oakton	81	54	10	14	8	0	167
536	Lewis & Clark	19	31	4	0	12	0	66
537	Richland	15	16	0	5	9	13	58
	SUBTOTALS	2,920	2,624	466	775	675	7,677	15,137
601	SCC, E. St. Louis	6	3	0	3	2	0	14
	STATE TOTALS	2,926	2,627	466	778	677	7,677	15,151

* Not Distributed by Categories Given.

SUMMARY

The results of Phase I of the Statewide Occupational Student Follow-Up Study revealed that this study is and will continue to be a very valuable source of statewide comparative data about occupational/career students in the public community colleges of Illinois. With all community colleges participating in this statewide effort, this provides an adequate number of students (27,663) enrolled in a very broad variety of career oriented programs to make the results significant not only for Illinois but nationwide.

This Phase I data for the follow-up study consisted of reporting the characteristics of the students in the study. One of the unique design features of this follow-up study was to obtain the original intent of the students for enrolling in an occupational/career program in the community college and to use this intent in analyzing how successful the student was in achieving his or her objective. The hypothesis proposed suggests that many community college students can successfully achieve their educational objectives in the community college without completing the degree or certificate program.

Table 13 shows a summary of the original intent of occupational follow-up study students by sex and type of attendance. Although there are some slight differences in the original intent between male and female students, the significant differences occur between the full-time and part-time students. For example, 71.5% of the full-time students original intent was "Preparation for Employment in Occupational Career Area" while this was the original intent of only 39.2% of the part-time students.

On the other hand, only 8.7% of the full-time students original intent was "Improvement of Skills and Competencies in Present Job or Business" while 35.1% of the part-time students indicated this as their objective for enrolling at the community college. This particular intent can certainly be achieved without the completion of a degree or certificate program in most cases. With the substantial numbers of students enrolled in the community colleges for other than traditional reasons the use of the intent item for analysis of the withdrawal survey and the follow-up survey promises to be very fruitful.

Table 13

SUMMARY OF ORIGINAL INTENT OF OCCUPATIONAL FOLLOW-UP STUDY STUDENTS BY SEX AND TYPE OF ATTENDANCE

ORIGINAL INTENT	MALE	FEMALE	FULL-TIME	PART-TIME
Preparation for Employment in Occupational Career Area	3,807	5,058	5,393	2,926
Percent of Total Responding	49.6% *	62.4% *	71.5% *	39.2% *
Improvement of Skills & Competencies in Present Job or Business	2,006	1,346	725	2,627
Percent of Total Responding	26.1% *	16.6% *	8.7% *	35.1% *
Development and/or Review of Basic Vocational Skills	307	371	212	466
Percent of Total Responding	4.0% *	4.6% *	2.6% *	6.2% *
Preparation for Advanced or Specialized Training	892	843	957	778
Percent of Total Responding	11.6% *	10.4% *	11.5%	10.4%
Explore Career Opportunities in Vocational/Technical Areas	666	486	475	677
Percent of Total Responding	8.7% *	6.0% *	5.7% *	9.1% *
Unknown or No Response	6,088	5,793	4,204	7,677
TOTAL	13,766	13,897	12,512	15,151

* Indicated the percentages were significantly different from each other for the particular intent item with alpha set at .05. The statistical test for significance used was for the inference about the difference between two proportions using independent samples. The formula for this test is

$$Z = \frac{P1 - P2}{\sqrt{\frac{F1 + F2}{N1 + N2} \left(1 - \frac{F1 + F2}{N1 + N2}\right) \left(\frac{1}{N1} + \frac{1}{N2}\right)}}$$

CONCLUSIONS

The Illinois public community colleges' Occupational Student Follow-Up Study is by far the most comprehensive statewide research effort ever undertaken by the community colleges in the state. The design of the study by the ICCB Research Advisory Council and their Occupational Follow-Up Study Sub-Committee is uniquely tailored for the occupational/career students in the community colleges. As such, the study includes the adult students, the part-time students, the night students and the off-campus students, not because these students are easy to survey or to follow-up, but because these students are the "typical" community college students and cannot be excluded. So far, the Occupational Student Follow-Up Study has received tremendous grass roots support from the occupational/career educators in the public community colleges. These educators realize that conducting a follow-up study of occupational students at their colleges is a tremendous task which requires much time and effort, but they also see the great need and potential benefits of follow-up data about occupational students which are based on the objectives of the community college students rather than on unrealistic assumptions.

The Occupational Student Follow-Up Study promises to be a most valuable source of new data for comparative norms and statewide analysis of former community college students enrolled in occupational/career program areas. Follow-up data of occupational students are desperately needed for accountability of the occupational/career programs in the community colleges of Illinois. The Statewide Occupational Follow-Up Study has the potential of providing a basic understanding of the community college students

enrolled in occupational programs in addition to providing the accountability needed for these programs. This preliminary report shows that the community colleges of Illinois are making a great effort in this statewide follow-up study. With all thirty-eight community colleges participating and 27,663 occupational/career students included in this study, we look forward with anticipation to see the results of the withdrawal analysis, follow-up survey and employer evaluation which will be forthcoming.

The future phases of the follow-up study include the following:

Phase II - Withdrawal Analysis

A statewide withdrawal analysis will be conducted based on withdrawals as of the Fall 1975 term "end of registration" enrollments. Hence, this report will be based upon an entire year for statewide analysis. Individual institutions must collect the withdrawal data term by term, however, to be able to track the students in the study sample. Statewide reports will be requested only once per year. (Additional detailed instructions will be included in the revised Occupational Follow-Up Study Manual and report forms will be provided in late summer.) Data from the withdrawal analysis will be due in the ICCB Office by November 20, 1975. The results of this analysis will be included in the next Occupational Follow-Up Study report which will be prepared in March 1976.

Phase III - Follow-Up and Employer Surveys

The first follow-up survey of former students will be conducted during November, 1975. (Follow-up of students who completed certificate programs or who have been withdrawn during the Spring 1975 and Fall 1975 terms.)

Employer surveys will be sent to employers of students who obtained a new job after attending the college (did not mark response #1 in Item H of the Follow-Up Survey) and who completed at least six semester hours (nine quarter hours) of course work at the college.

These analyses will be conducted yearly until 1977. The next progress report will be prepared during March 1976 and will contain results of the first years' follow-up survey and the employer questionnaire.

APPENDIX A

SAMPLE REPORT FORMS

Illinois Community College Board

STATEWIDE OCCUPATIONAL STUDENT FOLLOW-UP STUDY

Report 1: Table B

Initial Enrollment by Student Intent

District Number _____ Person Responding _____

Campus Number _____ Phone Number _____

Original Student Intent Number of Fall 1974 New Students
Enrolled in Occupational Curricula

STUDENT INTENT	NUMBER OF STUDENTS				
	FULL-TIME		PART-TIME		TOTAL
	Male	Female	Male	Female	
A. Preparation for Employment in an Occupational/Career Area					
B. Improvement of Skills and Competencies useful in Present Job or Business					
C. Development and/or Review of Basic Vocational Skills					
D. Preparation for Advanced or Specialized Training					
E. Exploration of Career Opportunities in the Vocational/Technical Areas					
F. No Response					
TOTAL					

APPENDIX B

STANDARDIZED SURVEY INSTRUMENTS

STANDARDIZED ITEMS
FOR THE
WITHDRAWAL ANALYSIS
INTERVIEW OR SURVEY

Note: Individual responses will be treated confidentially. Names are requested because of the need to verify program completions, where appropriate, for government reporting purposes.

Social Security Number _____ Date _____

Student's Name _____ College Program _____

Student's Permanent Address _____

I. Reason for terminating your education. (Check the one reason which best fits your situation.)

- A. Took all the courses that I originally planned to take.
- B. Academic difficulty; courses too difficult.
- C. Changed career goals.
- D. Transferred to another college or school to continue advanced training.
- E. Present job responsibilities too great.
- F. Financially unable to attend at this time.
- G. Cannot obtain transportation to and from college.
- H. Present family responsibilities interfere.
- I. Obtained full-time employment in the occupation for which I was trained at the community college.
- J. Obtained full-time employment in an occupation which is related to the education received at the community college.
- K. Other (Specify) _____

Note: Colleges may include additional items needed for local use. These additional items should be reported as "other" (code 'K') for state reports.

II. What is your present employment status?

- A. Employed full-time
- B. Employed part-time
- C. Unemployed

III. If you are employed, please complete the following:

Company or Organization _____
Address _____
Job Title _____

IV. Are you presently seeking employment? Yes No

V. If you are seeking employment, would you like the assistance of the college Placement Office? Yes No

SUGGESTED DATA SURVEY

Name of College is very interested in helping each student achieve his or her educational goals. Please help us serve you better by completing the following information.

Name _____ Social Security # _____

I. Which one of the following items best describes your intent for being enrolled in an occupational program in the community college? (Check only one.)

___ A. Preparation for Employment in an Occupational/Career area.

___ B. Improvement of Skills and Competencies useful in Present Job or Business.

___ C. Development and/or Review of basic Vocational Skills.

___ D. Preparation for Advanced or Specialized Training.

___ E. Exploration of Career Opportunities in the Vocational/ Technical Areas.

II. What is your enrollment status? ___ Full-Time ___ Part-Time

III. We would like you to help us evaluate our programs both while you are at school and after you have completed your education. To be able to get your input we must be kept informed of your address changes. Please keep us informed. We are interested in you.

In case we cannot reach you at your latest permanent address, what one person would always know of your whereabouts. (Please list grandparent, aunt, uncle, or other relative or friend.)

Name _____ Relationship _____

Address _____

Illinois Public Community College Occupational Student Follow-Up Study

FOLLOW-UP SURVEY

Student's Name

A. Which one of the following was your main reason for leaving College? (Circle only ONE Reason)

- 1. Graduated
2. Completed Educational Objective without Graduating.
3. Attended Another Institution.
4. Other Reasons.

B. Based upon your experience at College, please rate the following areas and services of the College in terms of your job preference and/or job advancement. (Circle the Appropriate Letter for each item)

- E = Excellent
G = Good
P = Poor
N = Not Applicable
EGPN 1. Instruction in occupational courses.
EGPN 2. Instruction in non-occupational courses.
EGPN 3. Counseling and guidance by student services.
EGPN 4. Services from college job placement office.
EGPN 5. Services from student financial aid office.
EGPN 6. (College may add additional items of their choice.)

C. Which ONE of the eleven choices below best describes what you are doing now? (Circle only ONE of the items below)

- 1. WORKING AND NOT IN SCHOOL
a. Employed full-time (35 hours or more a week)
b. Employed part-time (less than 35 hours a week)
2. IN THE LABOR FORCE AND ALSO GOING TO SCHOOL
a. Working part-time and going to school part-time
b. Working full-time and going to school part-time
c. Working full-time and going to school full-time
d. Full-time student and working part-time
3. NOT IN LABOR FORCE
a. Full-time student
b. Full-time homemaker
c. Unemployed but actively seeking a job
d. Unemployed; not seeking a job
e. Military service

IF YOU ARE NOT EMPLOYED, RETURN THIS FORM AFTER COMPLETING ITEMS A THROUGH C. IF YOU ARE EMPLOYED FULL-TIME OR PART-TIME, ANSWER ITEMS D THROUGH J.

D. If you are employed full-time or part-time, what is your approximate current monthly salary (before deductions)? (Circle only the ONE range which includes your salary)

- 1. Less than \$300 per month (less than \$3,600)
2. \$301 to \$500 per month (\$3,601 to \$6,000)
3. \$501 to \$700 per month (\$6,001 to \$8,400)
4. \$701 to \$900 per month (\$8,401 to \$10,800)
5. \$901 to \$1,100 per month (\$10,801 to \$13,200)
6. \$1,101 to \$1,300 per month (\$13,201 to \$15,600)
7. \$1,301 to \$1,500 per month (\$15,601 to \$17,800)
8. More than \$1,500 per month (more than \$17,801)

E. In general, how satisfied are you with your present job? (Circle only ONE)

- 1. Very Satisfied
2. Satisfied
3. Not Sure
4. Dissatisfied
5. Very Dissatisfied

F. What is the location of your primary place of employment? (Circle only ONE)

- 1. Within the Community College District.
2. Not in College District but in Illinois.
3. Outside of Illinois.

G. How helpful were your occupational (vocational/technical) courses in the community college in preparing you for the following aspects of your present position? (Circle Appropriate Letter)

- V = Very Helpful
H = Helpful
S = Some Help
N = No Help
D = Does Not Apply
V H S N D 1. Learning skills and competencies needed in the job.
V H S N D 2. Knowing how to use job tools and equipment.
V H S N D 3. Getting along with customers, clients, and other workers.
V H S N D 4. Locating additional information needed on the job.
V H S N D 5. Understanding employer-employee relations.
V H S N D 6. Knowing how to get ahead in a job in this industry.
V H S N D 7. (College may add additional items of their choice)

H. How did you obtain your present job? (Circle only)

- 1. Continuation of prior job.
2. Through College Placement Office.
3. Through college Faculty and personnel.
4. Public employment agency.
5. Through private employment agency.
6. Found job completely on my own.
7. Others: Please indicate

I. Please indicate the following information about your present position:

- 1. Firm or Employer
2. Employer Address
3. Supervisor's Name
4. Exact Title of your Position

J. List any other jobs which you have had since leaving college. List most recent job first.

Table with columns: Write Job Title, Circle One (Full-Time, Part-Time), For How Long Di You Have the Jo (mo., yr.).

ILLINOIS PUBLIC COMMUNITY COLLEGE
STATEWIDE OCCUPATIONAL STUDENT FOLLOW-UP STUDY

EVALUATION OF EMPLOYEE'S COMMUNITY COLLEGE PREPARATION FOR EMPLOYMENT

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

TO THE EMPLOYER
OR SUPERVISOR OF:

Employee's Name

INSTRUCTIONS

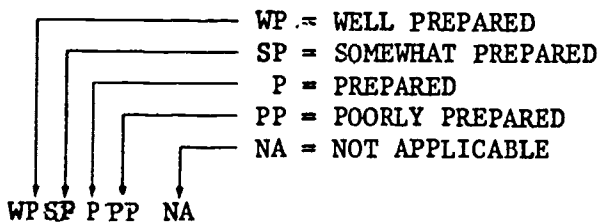
IMPORTANT -- USE A SOFT BLACK LEAD PENCIL ONLY (No. 2). BLACKEN COMPLETELY THE BOX THAT CORRESPONDS TO YOUR RESPONSE TO THE ITEM. THE MARK MUST COMPLETELY FILL THE BOX. ERASE COMPLETELY ANY MARK YOU WISH TO CHANGE.

1. IN WHAT CAPACITY ARE YOU ASSOCIATED WITH THE EMPLOYEE NAMED ABOVE? (Mark only ONE).

- 1 Employer 2 Supervisor 3 Other _____
(Write in)

2. WHAT IS THE TITLE OF THE JOB FOR WHICH THIS EMPLOYEE IS HIRED? _____
(Write in)

3. IN THE FOLLOWING ASPECTS OF EMPLOYMENT, HOW WELL PREPARED WAS THE EMPLOYEE NAMED ABOVE FOR THE JOB FOR WHICH HIRED?



1. Job know-how, application of technical knowledge and skill
2. Use of tools and equipment
3. Selection and care of space, materials, and supplies
4. Quality of work, ability to meet quality demands
5. Quantity of work, output of satisfactory amount
6. Cooperativeness, ability to work with others
7. Accepting advice and supervision
8. Dependability, thorough completion of a job without supervision
9. Initiative, doing jobs that need doing
10. Attendance, reporting for work regularly
11. Appearance, presenting a business image
12. Adaptable to new situations
13. Being able to talk to the boss about job related problems
14. Serving the public, patient, etc.
15. Safety habits, minimizing chance for accidents

4. HOW WOULD YOU RATE THE OVERALL SUITABILITY OF THE EMPLOYEE NAMED ABOVE FOR THE KIND OF JOB HELD?

- 1 EXCELLENT
- 2 GOOD
- 3 FAIR
- 4 POOR

5. BELOW IS A LIST OF PERSONAL QUALITIES AND JOB SKILLS. FROM THE LIST OF TEN FACTORS CHOOSE THE THREE YOU CONSIDER MOST IMPORTANT FOR A PERSON ENTERING THE JOB HELD BY THE EMPLOYEE NAMED ABOVE.

- 1 Competency in using job tools, machines and materials
- 2 Accuracy, quality and thoroughness
- 3 Ability to meet quantity demands
- 4 Judgment -- ability to make decisions, ability to plan; organize
- 5 Ability to get along with others -- other workers, customers, patients
- 6 Initiative, does jobs that need doing
- 7 Positive attitude toward work
- 8 Appearance and grooming
- 9 Dependability, can be relied on to do it and do it well
- 10 Attendance and punctuality

USE THE BACK OF THIS SHEET FOR ANY COMMENTS OR SUGGESTIONS YOU HAVE CONCERNING COMMUNITY COLLEGE OCCUPATIONAL TRAINING.

RETURN TO:

ILLINOIS PUBLIC COMMUNITY COLLEGES

Belleville Area College, 522
2500 Carlyle Road
Belleville, Illinois 62221
Phone: 618-235-2700

Black Hawk College, 533
4600 - 34th Avenue
Moline, Illinois 61265
Phone: 309-796-1311

Black Hawk College East
P. O. Box 489
Kewanee, Illinois 61443
Phone: 309-853-3381

Carl Sandburg College, 518
P. O. Box 1407
Galceburg, Illinois 61401
Phone: 309-343-6101

City Colleges of Chicago, 503
180 North Michigan Avenue
Chicago, Illinois 60601
Phone: 312-269-8000

Kennedy-King College
6800 South Wentworth
Chicago, Illinois 60621
Phone: 312-269-3200

Loop College
64 East Lake Street
Chicago, Illinois 60601
Phone: 312-269-8000

Malcolm X College
1900 West Van Buren
Chicago, Illinois 60612
Phone: 312-942-3000

Mayfair College
4626 North Knox Avenue
Chicago, Illinois 60630
Phone: 312-286-1323

Oliva-Harvey College
10001 South Woodlawn
Chicago, Illinois 60628
Phone: 312-568-3700

Southwest College
7500 South Pulaski Road
Chicago, Illinois 60652
Phone: 312-735-3000

Wilbur Wright College
3400 North Austin Avenue
Chicago, Illinois 60634
Phone: 312-777-7900

Urban Skills Institute
390 F South State Street
Chicago, Illinois 60601
Phone: 312-624-7300

College of DuPage, 502
Lambert Road & 22nd Street
Glen Ellyn, Illinois 60137
Phone: 312-858-2880

College of Lake County, 532
19351 West Washington Street
Grayslake, Illinois 60030
Phone: 312-223-6601

Danville Junior College, 507
2000 East Main Street
Danville, Illinois 61832
Phone: 217-443-1811

Elgin Community College, 509
1700 Spartan Drive
Elgin, Illinois 60120
Phone: 312-697-1000

Highland Community College, 519
Pearl City Road
Freeport, Illinois 61032
Phone: 815-233-6121

Illinois Central College, 514
P. O. Box 2400
East Peoria, Illinois 61611
Phone: 309-694-5011

Illinois Eastern Community Colleges, 529
233 East Chestnut Street
Olney, Illinois 62450
Phone: 618-393-2982

Lincoln Trail College
Rural Route #1
Robinson, Illinois 62454
Phone: 618-544-9657

Olney Central College
305 North West Street
Olney, Illinois 62450
Phone: 618-395-4351

Wabash Valley College
2200 College Drive
Mt. Carmel, Illinois 62863
Phone: 618-262-8641

Illinois Valley Community College, 513
Rural Route #1
Ogiasby, Illinois 61348
Phone: 815-224-6011

John A. Logan College, 530
Route 2
Carterville, Illinois 62918
Phone: 618-985-3741

John A. Woods Community College, 539
531 Vermont Street
Quincy, Illinois 62301
Phone: 217-224-6500
(Anticipated Opening - Fall 1975)

Joliet Junior College, 525
1216 Houbolt Avenue
Joliet, Illinois 60436
Phone: 815-729-9029

Kankakee Community College, 520
Box 888
Kankakee, Illinois 60901
Phone: 815-933-9311

Kaskaskia College, 501
Shattuc Road
Centralia, Illinois 62801
Phone: 618-532-1981

Kishwaukee College, 523
Alt and Malta Road
Malta, Illinois 60150
Phone: 815-825-2086

Lake Land College, 517
S. Route 45
Mattoon, Illinois 61938
Phone: 217-235-3131

Levis & Clark Community College, 536
5605 Godfrey Road
Godfrey, Illinois 62035
Phone: 618-466-3411

Lincoln Land Community College, 526
Shepherd Road
Springfield, Illinois 62708
Phone: 217-529-7111

McHenry County College, 528
6200 Northwest Highway, Box 415
Crystal Lake, Illinois 60014
Phone: 815-459-6200

Moraine Valley Community College, 524
10900 South 88th Avenue
Palos Hills, Illinois 60465
Phone: 312-974-4300

Morton College, 527
2500 South Austin Boulevard
Cicero, Illinois 60650
Phone: 312-656-2300

Oakton Community College, 535
7900 North Nagle Avenue
Morton Grove, Illinois 60053
Phone: 312-967-5120

Parkland College, 505
2400 West Bradley Street
Champaign, Illinois 61820
Phone: 217-351-2200

Prairie State College, 515
197th and Halsted Streets
Chicago Heights, Illinois 60411
Phone: 312-756-3110

Rend Lake College, 521
R.F.D. #1
Ina, Illinois 62846
Phone: 618-437-5321

Richland Community College, 537
100 North Water Street
Decatur, Illinois 62523
Phone: 217-422-8387

Rock Valley College, 511
3301 North Mulford Road
Rockford, Illinois 61101
Phone: 815-226-2600

Sauk Valley College, 506
Route #1
Dixon, Illinois 61021
Phone: 815-288-5511

Shawnee Junior College, 531
Shawnee College Road
Ullin, Illinois 62992
Phone: 618-634-2242

Southeastern Illinois College, 533
Rural Route #4
Harrisburg, Illinois 62946
Phone: 618-252-4411

Spoon River College, 534
Rural Route #1
Canton, Illinois 61520
Phone: 309-647-4645

State Community College of
East St. Louis, 601
417 Missouri Avenue
East St. Louis, Illinois 62201
Phone: 618-875-9100

Thornton Community College, 510
50 West 162nd Street
South Holland, Illinois 60473
Phone: 312-596-2000

Triton College, 504
2000 5th Avenue
River Grove, Illinois 60171
Phone: 312-456-0300

Waubesa Community College, 516
Route 47 at Harter Road
Sugar Grove, Illinois 60554
Phone: 312-466-4811

William Rainey Harper College, 512
Algonquin & Roselle Roads
Palatine, Illinois 60067
Phone: 312-397-3000

