

Advanced Welding Institute
Branch in Eagle River, Wisconsin
Institutional Assessment & Improvement Plan

January 2023-December 2026

Goal: Provide students, faculty and staff with an intellectual, moral, social climate based on ethics to promote student development

Areas of Interest	Benchmark/Objectives	Activities	Timeline	Evaluation Indicators
Management	Continued growth in student population and additional services offered. Continue to maintain quality and professional personnel Hire additional personnel as student population grows. Expand Facility Promote growth in the upcoming student population.	Student population steadily increasing then maintaining maximum enrollment. Add services as needed. Search for Possible candidates, hire and train New Instructor/staff Continue expanding and install more booths based on admissions. Advertise on TV; host skills qualifier; have yearly open house.	2023-2026, ongoing w/each class Interview, hire and train new personnel 2023-2024. Office personnel-2023; Ongoing 2023-2026 Ongoing 2023-2026	Program Evaluations by Students PAC Input Evaluations & summaries Annual Employee Reviews by President/Director. Tracked by inquiries and enrollment.
Fiscal Condition and Budget	Planned Equipment purchase Continue to keep LOC open for emergencies or unexpected events. Continue to have Strong Financial Structure for the size of organization. Expand the new Property for the branch in Wisconsin. Monitor the operations of the branch based in the proposed budget.	Look for New equipment purchases Maintain LOC in good standing for possible renewal. Continue Strong financial by recruitment of new students, faculty and staff. Allocate funds and look for quotes. Increase students' enrollment. Evaluate quarterly every performance indicators and activities.	2023 Ongoing 2023-2026 Ongoing 2023-2026 2023-2023 2023-2023	Paid Off LOC open & available Raise Enrollment by 100%. Monitor budget. Monitor budget and make adjustments.

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Educational Program and Curriculum	Provide training that enables students to obtain entry level position in welding upon graduation.	Monitor changes in welding technology and/or technique and develop plans to integrate into the program. Include activities into the program challenge students. Continue to maintain higher acceptance standard.	Ongoing 2023-2026 Ongoing 2023-2026 Ongoing 2023-2026	Additions reviewed by PAC Retention, graduation and placement data.
Learning Resource System	Update and add additional material/literature for the main school and the branch. Update and add additional equipment. Updates of the Learning Resource System for the branch.	Continue to replace Hobart educational videos with updated DVD's. Continue to update procedures & codes for reference by faculty and students. LRC has one computer with internet access, add second computer with internet, printer, and AWS membership. Updates in the educational videos, computers, printers, internet access, codes, procedures and other items needed.	Ongoing 2023-2026 Semi-Annual purchases with each class Ongoing Semi-Annual purchases with each class 2023-2026 Ongoing 2023-2026	LRC continues all updated DVD's. Latest editions of procedures & codebooks Possession of computer & printer. AWS sustaining membership for library. In process. Added Weld Test Facility.
Equipment, supporting materials, and facility.	Update outdated equipment. Expand physical facilities Continue the construction/ renovation and furnish processes for the branch.	Sell old units as applicable, continue to replace hand tools as needed. Gain more enrollments with better services and larger faculty. Buy equipment, materials and supplies for administration, student services, classroom, shop area and learning resource system.	Ongoing 2023-2026 2023-2026 2023-2026	New units in place, new tools in place. Purchased pipe beveller. New facilities, rooms, offices in use. Replaced doors, furnace, purchased welders.

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Student Achievement Outcomes	Maintain faculty goals for student certifications Provide continues employment and “refresher” services for graduates.	Continuous monitoring of student progress Evaluate any deviation from certification goals and adjust student progress standards accordingly. Continue to gather employment information for potential job openings.	Ongoing 2023-2026 Ongoing 2023-2026 Ongoing 2023-2026	Retention, graduation and placement data. Retention, graduation and placement data. Employer list available
Administrative Policies and Procedures	Market programs and services. Monitor current policies and practices and develop/changes as needed with level of growth Monitor the performance of personnel in the branch.	Continue to have Admissions Rep attend college fairs and visit high school tech programs Add evening program when enough interest has been generated and with facility expansion. Review quarterly with staff and faculty for improvements. Review semiannually any major changes with PAC. Recruit the new personnel with the specific hiring for the job position. Training and inducement of administrative policies and procedures will be offered by the main school staff.	Ongoing 2023-2026 2023-2023 Ongoing 2023-2026 Ongoing 2023-2026 Ongoing 2023-2026	Review monthly. Added Evening program Updated policies and procedures handbook. Employees’ Training records
<i>Cont.</i> , Administrative Policies and Procedures		Periodically, make assessment about the performance in the job functions of personnel recruited.	Ongoing annually	Staff’s Training records

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Student Support Services	Expand student support services with future growth	Continue to expand placement contacts in and out of WI. Have computers in LRC linked via internet to current job listings. Continue to build financial aid services and information.	2023 2023-2023	Have link in place
	Maintain the continuous networking in Wisconsin for placement opportunities.	Invite the industry to branch's activities. Coordinate outside meetings with manager, owners or other person with supervisory duties.	2023-2023 2023-2023	
Admission and Recruitment	Continue to promote Academic program through different communication media.	Constant increase of at least 5% in enrollment for every program. Develop promotion and marketing according to needs of different locations	2023-2023	Leads Received; increase Enrollment of New students
	Maintain compliance with Standards of Accreditation and Federal and State Regulations regarding student recruitment.	Promotion to students with creative admission activities that will motivate and cause interest to complete their knowledge and skill.	Ongoing 2023-2026	
	Promote the academic programs in Wisconsin.	Celebrate Open Houses for prospects, community and industry. Advertisement and admissions process for begin of classes Creation of an innovative admission area.	Ongoing 2023-2026 Ongoing 2023-2026 Ongoing 2023-2026	
		Attend to college fairs and activities from the welding industry.	Ongoing 2023-2026	Hired a new recruiter.
<i>Cont., Admission and Recruitment</i>				

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Faculty and Staff Development	Continuous education and development of faculty and staff from the main school (VT) and the branch (WI)	Establish criteria for continuous education and development, as follows: a) Trade show attendance b) Professional trade meetings c) Workshops/seminars in faculty/staff specialty d) Train the trainer courses e) AWS meetings	Ongoing 2023-2026 Annually (if available); rotated by faculty Minimum of 1 per year Minimum of 1 per year. Encourage 2 per year. Ongoing Minimum of 1 per year	Attendance and incorporation of new information into school policies procedures and curriculum Faculty's Training Records Faculty's Training Records Faculty's Training Records Faculty's Training Records Faculty's Training Records

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Mission: The present mission of AWI is to qualify students through vocational, technical and social interaction skills in an integral way, so they may obtain a personal, intellectual and professional development that would allow them to graduate with the skills needed to achieve success in the career world and society which they live in.

Goal:

- Provide students, faculty and staff with an intellectual, moral, social climate based on ethics to promote student development
- Amplify the offer to the student according to the demand that offer the changing modern world in the 21st century
- Provide educational experiences and competencies that allow the student to acquire a value system that will help him/her to know him/herself better and to carry out individual and collective tasks with plenty of self-confidence

Objectives:

- Prepare student in a career of high demand in order to acquire the necessary competencies to have success in the opportunities that can emerge in the employment world
- To offer an opportunity to interested citizens in obtaining a vocational and technical training in short period of time that can offer them the opportunity to update her/her knowledge in order to obtain new employment
- Develop students conscience of the social responsibility of the private enterprise to the community in which they are offering

- A. **Student Retention:** Student retention is an indicator that AWI uses to measure its effectiveness. AWI acknowledges its responsibility in facilitating the students' persistence in attaining their goals. Historically, reaching high levels of retention has been one of the goals has set itself.
- B. **Placement of Graduates:** Another fundamental indicator for establishing effectiveness is placement rate of graduates from post-secondary educational institutions. The importance of this at AWI is reflected in the mission statement. The educational processes at AWI are founded in its purpose of placing its graduates in the job market and in the acquired commitment with society in general to offer an academic program that responds to the needs of professionals.

- C. Graduates Level of Satisfaction: Graduates' satisfaction with the academic programs of AWI is in terms of acquisition of skills and knowledge to measure its effectiveness and attainment of the mission. AWI measures graduates' satisfaction through a survey, which is used to measure graduates' degree of satisfaction with the services received and quality of education received.
- D. Level of Employers Satisfaction: One of the initiatives that AWI uses to evaluate its effectiveness is the satisfaction survey to employers of graduates from AWI. The school contacts employers through phone calls. This method measures the employers' satisfaction with regard to the students' academic knowledge, their skills and attitudes. The results of the survey are used as reference elements to improve the academic offerings and to suggest new programs in response to the needs of the employers surveyed.
- E. Active Students Satisfaction: AWI administers a survey twice a year to active students to measure their satisfaction with their program, support services and facilities. The results of this survey are utilized to identify areas for improvement at AWI and establish corrective actions.
- F. General Description of Evaluation Criteria of the Institutional Assessment and Improvement Plan: To determine effectiveness of AWI with regard to its mission, the IAIP establishes that the assessment process of each criteria identified includes action plans to attain each of the goals for each academic year and also anticipates situations or areas that need more energetic action on behalf of different institutional sectors included in the process. Benchmarking will be used to measure the effectiveness of different areas that will help AWI identify indicators of quality based on best achievements obtained in each of the criteria areas.
- G. Continuous Improvement: One of the fundamental aspects of the IAIP is continuous improvement. AWI is an institute with a history of achieving academic success for more than 6 years, the concept of continuous improvement implies not relying on past achievements, but establishing processes and procedures that enable the institution to achieve the goals that it has set.
- Maintain an institutional assessment and measurement program in a continuous manner.
 - Provide continuous assessment, development, improvement, and application of the measurement and assessment program
 - Provide assessment, planning and implementation of the recommendations of the Program Advisory Committee.
 - Provide a continuous assessment process, renovate and update equipment, materials and technology to guarantee the development of skills in each academic program and attain the demands of the job market.
 - Continue with the assessment, evaluation, and distribution process of the questionnaires concerning active students' level of satisfaction, graduates' level of satisfaction, employers' level of satisfaction and sharing the results with the administrative team and the faculty and continue with total quality efforts.
 - Offer professional development workshops to the faculty and to the administration founded on needs assessment.
 - Carry out surveys periodically to the employers to assess the graduates' performance, the quality of our programs and incorporate the necessary changes in our academic offerings.