



*The mission of CTK Healthcare and Career Institute is to offer quality professional trainings in Healthcare, Information Technology and Business related disciplines.*

## **Continuous Improvement & Compliance**

### **Regular Evaluation • Alignment with Institutional Goals • Stakeholder Feedback Integration**

#### **CTK Healthcare & Career Institute**

##### **Overview:**

This document outlines CTK Healthcare & Career Institute's Continuous Improvement and Compliance Plan. It ensures that institutional operations, technical infrastructure, student services, and academic programs are regularly evaluated, aligned with strategic goals, and improved through feedback from faculty, staff, and students.

##### **Key Areas of Continuous Improvement:**

- Regular institutional evaluation of programs, services, and infrastructure.
- Systematic alignment with CTK's strategic mission, vision, and goals.
- Incorporation of faculty, staff, and student feedback into decision-making.
- Compliance with accreditation, state, and federal standards.
- Data-driven planning and improvement cycles.

##### **Regular Evaluation Findings:**

- Annual reviews indicate strong performance in student satisfaction and instructional quality.
- Improvements needed in communication, documentation tracking, and resource accessibility.
- Technology and facility updates must remain aligned with program expansion.
- Increased engagement from stakeholders supports better planning and responsiveness.

##### **Recommendations:**

- Conduct structured evaluations each term for programs, technology, and student services.
- Use standardized tools for collecting data and measuring quality indicators.
- Increase frequency of faculty and staff professional development.
- Regularly review compliance requirements with COE, TWC, FAME, and related agencies.
- Strengthen communication loops between leadership and campus personnel.

- Maintain annual planning meetings to align long-term goals with institutional performance.

### **Plan & Procedure (Simple Clean Outline):**

#### **1. Regular Evaluation Process**

- Conduct quarterly reviews of programs, student services, and operational performance.
- Evaluate graduation rates, placement outcomes, attendance, and student satisfaction.
- Review infrastructure, technology, and classroom resources annually.
- Document all findings for compliance and improvement tracking.

#### **2. Alignment with Institutional Goals**

- Compare evaluation results with CTK's mission and strategic goals.
- Adjust instructional delivery, technology, or operations to support institutional objectives.
- Review long-term goals annually during administrative planning meetings.
- Ensure improvements support accreditation standards and regulatory compliance.

#### **3. Incorporating Faculty, Staff, and Student Feedback**

- Collect surveys each term from students, faculty, and staff.
- Conduct focus groups or feedback meetings when necessary.
- Review feedback during monthly departmental meetings.
- Use feedback to refine technology systems, teaching methods, and student support services.

#### **4. Continuous Compliance Review**

- Monitor regulations from TWC, COE, FAME, and other relevant bodies.
- Update internal policies and processes regularly.
- Ensure documentation is maintained for audits and site visits.
- Provide compliance training for faculty and staff annually.

#### **5. Improvement Implementation**

- Prioritize action items based on evaluation and feedback data.
- Assign responsible personnel for each improvement task.
- Set deadlines and review progress monthly.
- Document completed improvements in the annual institutional effectiveness report.

### **Conclusion:**

This continuous improvement and compliance plan ensures CTK Healthcare & Career Institute maintains high-quality academic standards, operational excellence, regulatory compliance, and strong engagement across all stakeholders.