

NURSE EDUCATION DEPARTMENT

A.D.N. AND PNP SYSTEMATIC PLAN FOR PROGRAM EVALUATION AND ASSESSMENT OF OUTCOMES

<p>STANDARD III: STUDENTS The teaching and learning environment is conducive to student academic achievement.</p> <p>Criterion # 10: Students have access to support services administered by qualified individuals that include, but are not limited to: health, counseling, academic advisement, career placement, and financial aid.</p>	<p>Definition: <i>Support services</i> are defined as those services which assist students in meeting academic, personal and professional goals.</p> <p>Expected Level of Achievement:</p> <ol style="list-style-type: none"> Students are informed of the student support services in writing via the college catalog and are provided with an orientation to the student support services within the organization 100% of the time. Nursing students are assigned a faculty advisor for the Nurse Education Department by the College Advising Department 100% of the time.
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PROCESS				IMPLEMENTATION		
Component	Where is Documentation Found	Person Responsible	Time/ Frequency of Assessment	Assessment Method	Results of Data & Analysis <i>(Including ELA)</i>	Actions <i>For program Development, Maintenance or Revision</i>
Access to Student Support services:	College Catalog QCC Student Handbook A.D.N Student Handbook A.D.N. Faculty minutes Practical Nursing Program Student Handbook PNFO meeting minutes College Web Site	Nurse Administrator Program Coordinators	Annually Due: December 2003	<p>Method: The Nursing Leadership Committee members will review the college catalog, college student handbook, A.D.N. and PNP student handbooks and the College web site for documentation of student support services available at the college. Student support services include:</p> <ul style="list-style-type: none"> • <i>Health</i> • <i>Counseling</i> • <i>Academic Advisement</i> • <i>Career Placement</i> • <i>Financial Aid</i> • <i>ILC (Independent Learning Center)</i> • <i>Nursing Tutoring Services</i> • <i>Computer access</i> <ul style="list-style-type: none"> ○ <i>Harrington Center</i> • <i>Library Resources</i> • <i>Disability Center</i> <p>Support Services are communicated to students through the program student handbook. The Program Coordinator (or designee) reviews the services at orientation with each incoming class.</p>	At the December 11, 2003 Leadership meeting all student support services were reviewed and documented in a table format. Available for review in Leadership minutes.	Noted

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Criterion # 10 continued

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				<p>The Program Coordinators review the attendance roster and the advisor assignment roster to ensure compliance.</p> <p>Rationale: A review ensures the policies are publicly accessible, non-discriminatory and available to students. A review of the orientation attendance list and advisor-advisee assignment ensures the available services are communicated to students and policies are complied with.</p>		
Qualifications of Support Services Personnel	<p>QCC Organizational chart</p> <p>QCC Web Site</p> <p>Human Resources</p>	<p>Human Resources</p> <p>Vice President of Enrollment and Student Services</p>	Upon hire	<p>Method: The Vice President of Enrollment and Student Services reviews and selects the resumes of applicants with appropriate credentials for job posting.</p> <p>Rationale: A review of the resume for personnel who provide support services to students ensures the credentials listed are congruent with the job position.</p>		