

**NURSE EDUCATION DEPARTMENT**

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

<p><b>STANDARD III: STUDENTS</b>  <b>The teaching and learning environment is conducive to student academic achievement</b></p> <p><b>Criterion #11:</b> Policies concerned with educational and financial records are established and followed.</p>	<p><b>OPERATIONAL DEFINITION:</b>  <i>Educational record</i> is defined as the record maintained by the college Registrar which documents demographic and academic information for all enrolled, withdrawn and graduated students. <i>Nursing Education Department Record</i> is defined as the student file that is maintained by the department secretary which contains documents related to health requirements, clinical performance, and performance issues for all enrolled, withdrawn and graduated students. <i>Financial record</i> is defined as the record which contains documents related to financial aid and awards for all enrolled, withdrawn and graduated students.</p> <p><b>Expected Level of Achievement:</b></p> <ol style="list-style-type: none"> <li>1. The College publishes the policy for maintaining educational and financial records of all students 100% of the time.</li> <li>2. Educational, Nursing Education Department, and financial records for enrolled, withdrawn and graduated students are maintained according to published policy 100% of the time.</li> </ol>
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<b>PROCESS</b>				<b>IMPLEMENTATION</b>		
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>
Maintenance of: Educational Records  Financial records  Nurse Education Department Record	College Catalogue  College student handbook  College Registrar  Financial Aid Office  Nursing Leadership Meeting Minutes  Nurse Education Student Handbooks	Registrar  Nurse Administrator  Financial Aid Administrator  Program Coordinator	Every 3 years or upon notification of a change in current policy  <b>Due:</b> April 2004	<p><b>Method:</b>                      The Nurse Administrator and the Registrar will review the published policy regarding the maintenance and storage of student educational records.</p> <p>The Nurse Administrator and the Director of Financial aid will review the published policy regarding the maintenance will review the published policy regarding the maintenance and storage of financial records.</p> <p>Nursing Leadership Committee will review the student policy related to maintenance and storage of student records related to health data and clinical evaluation and issues.</p> <p>The Program Coordinator will perform a random assessment of student files to evaluate student compliance.</p> <p><b>Rationale:</b>                      Review ensures the policies are established, publicly accessible and complied with.</p>		