

Frances Payne Bolton School of Nursing
Systematic Evaluation Plan

COMPONENT	INITIATED BY	TIMING	METHOD OF EVALUATION	OUTCOME MEASURES/ EVALUATION CRITERIA	USE OF FINDINGS/ ACTION	EVIDENCE OF USE OF FINDINGS/ DOC.
I. MISSION and GOVERNANCE						
1. Mission, philosophy, goals and objectives	Dean, SON	Every 5 yr.	Strategic planning process	Consistency with University goals and objectives; Responsive to needs of local community	Revise strategic plan	FPB Strategic Plan (1996-2000)
2. Faculty participation	Dean	Yearly (Fall)	Review of committee membership	Identification of regular mechanism for faculty participation in university and SON governance	Faculty elections, as specified in bylaws and appointments by dean	Committee membership list (Faculty Senate, FPB Executive Committee, Curriculum Committee, Student/Faculty Board of Appeals)
3. Student participation	Dean & Executive Committee	Yearly	Review of committee membership	Identification of regular mechanism for student input to FPB governance	Student elections, as specified in bylaws	Committee membership list (Curriculum Committee, Student/Faculty Board of Appeals)
4. SON policies & bylaws	Dean, and Exec. Committee, Admin. Committee	Every 5 years	Compare FPB policies, as outlined in FPB Handbook, with CWRU policies	Consistency with CWRU policies Support the goals and objectives of the SON	By-laws revisions as needed Revisions of FPB handbook, as needed	Faculty meeting minutes; FPB handbook
5. Records	Evaluation Committee	Every 5 years	Review bylaws about keeping student, faculty, & committee records	Consistency with regulations of internal & external governing bodies.	Revise as necessary	Evaluation Committee minutes

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II. FACULTY

1. Faculty are academically and professionally qualified	Dean and ARPT Committee Program Directors	Yearly and at each hire Yearly (fall)	Report of faculty qualifications upon hiring and yearly in annual performance reviews Comparison with professional standards (e.g. NLN, AACN, NONPF)	Evidence of the following: Current RN license Current certifications Peer recognition (membership and offices in professional associations, boards, etc) Prof. standards and guidelines regarding qualifications of faculty	Feedback into hiring Recommendations made to faculty with each performance review; Feedback into hiring and faculty recruitment strategies Feedback into hiring & faculty recruitment	Summarized in SON annual report Minutes of program faculty meetings (e.g., MSN) & minutes of Exec. Committee
2. Faculty effectiveness	Dean and ARPT Committee, Associate Dean Program Directors	Yearly and at each hire Each semester	Performance review Review of student course evaluations	(see annual review form) Course evaluations Faculty self-evaluations	Feedback to faculty Feedback to faculty	Individual faculty folders
3. Faculty productivity	Dean and ARPT Committee	Yearly and each semester	Trending of data; comparison of NIH ranking	Maintain/increase in # of publications; Maintain/increase in ranking of SON in NIH funding	Strategic planning; Faculty development planning Feedback to faculty	Individual faculty folders Individual faculty folders; faculty meeting minutes

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4. Faculty responsibilities (didactic and clinical)	Dean for Academic Programs and Program Directors	Each semester and Yearly	Program Faculty meeting, student course evaluation. Faculty self-evaluation.	<i>Course syllabi</i> <i>Student clinical evaluations</i> Course evaluations	Feedback to faculty	Individual faculty folders
III. STUDENTS						
1. Recruitment	Student Services	Yearly (fall)	Tracking of trends; Comparison with national averages	Number of inquiries; number of completed applications; average SAT scores of applicants; demographic profile of applicants and entering freshmen class (age, gender, race, geographic origin, high school, etc)	Revision of yearly recruitment plan Strategic planning	CWRU Office of Undergraduate Admissions (enrolled freshman) and Office of Student Services
2. Student retention and progression	Student Services Faculty	Yearly Each semester	Retention rates; Average duration of program plans, mid-term grades; GPA	Retention rates; average duration of program plans Adherence to program plan schedule	Strategic planning Student advising	Student folders; BSN, MSN & ND program meetings Student folders
3. Graduation rates and	Evaluation Committee	Yearly (spring)	Tracking of rates	Graduation rate	Summary reported to Dean, Program Directors; input to strategic planning and curriculum revision	BSN, MSN and ND Faculty meeting minutes; Curriculum Committee minutes
4. NCLEX pass rates	Evaluation Committee	Yearly (spring)	Tracking of rates	Pass rate		
5. Student satisfaction	Evaluation Committee	Yearly (graduating seniors and	SON Surveys	Satisfaction with the program as a whole and with specific program	Summary report to Dean, Associate Dean of Academic	Evaluation Committee minutes; BSN, MSN and ND Faculty meeting minutes

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		1 and 5-yr. Alumni)		components (e.g. clinical experience, faculty, etc)	Programs, program Directors, and faculty, for use in strategic planning and curriculum revision	
	University Student Services	Yearly (graduating seniors)	University survey	Satisfaction with CWRU education as a whole and with specific competencies achieved; comparative data between schools	Summary report to Dean, Associate Dean of Academic Programs, Program Directors, and faculty, for use in strategic planning and curriculum revision	Curriculum Committee; BSN, MSN and ND faculty minutes
5. Employment pattern	Evaluation Committee	Yearly	Alumni survey on 1 and 3 year graduates	Employment data on graduates	Summary report to Dean, Associate Dean of Academic Programs, Program Directors, and faculty, for use in strategic planning and curriculum revision	Evaluation committee minutes
IV. CURRICULUM						
1. Nursing curriculum consistency with the nursing unit's mission, philosophy, and desired outcomes	Evaluation Committee	Every 5 years (1998, 2003)	Review of course grids showing how objectives and teaching methods lead to characteristics of the graduates	Clear link between course objectives and characteristics of the graduates; Appropriate concentration across curricula of learning activities for each characteristic; (see specific evaluation	Summary report to Dean, Associate Dean of Academic Programs, program Directors, and faculty, for use in strategic planning and curriculum revision	Course grids; faculty meetings; Evaluation Committee minutes

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				measures for each characteristic and outcome in Standard VI, Educational Effectiveness)		
2. Relationship of course credits, clinical hours, and clock hours	Curriculum Committee	Every 5 years (1998, 2003)	Review of School of Nursing materials; Comparison of program hours to State Board requirements & national standards (prof. associations)	Accuracy of information in bulletin Compliance with State Board requirements & standards of professional associations	Bulletin revisions; course and curriculum revisions	School of Nursing Bulletin; course folders; Curriculum Committee minutes; BSN, MSN and ND program minutes
3. Curriculum components: (a) Nursing science (b) Science/ humanities (c) Upper division nursing courses (d) MSN and ND curricula	Associate Dean of Academic Programs and Program Directors	Every 5 years	Assessment of compliance with accreditation standards and state board standards	Compliance with State Board requirements and standards of professional associations (a) Concentration of hours in nursing courses; (b) Inclusion of course work in humanities and sciences; (c) Majority of BSN nursing courses in upper divisions; (d) MSN and ND curricula builds on and	Curriculum revision	BSN, MSN and ND program meeting minutes; Curriculum Committee minutes; self-study reports for State Board and NLN

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				extends characteristics of the BSN graduate		
V. RESOURCES						
1. Physical plant	Dean, administrative staff and Executive Committee	Ongoing	Administrative rounds	Faculty, staff, and student satisfaction with resources	Purchasing decisions, office assignment, building modifications, and budgeting decisions	Budget; memoranda; faculty meeting minutes; student & faculty course evaluations; yearly graduating senior survey
2. Learning resources (a) CWRU facilities (b) Clinical facilities 1. quality 2. adequacy of supervision 3. adherence to affiliation Agreements	Dean, and Associate Dean for Academic Programs Assoc. Dean for Academic Program directors Faculty	Ongoing Each semester	Student course evaluations; Faculty course evaluations; Seniors survey. Faculty & student eval; Student eval; feedback from clinical site Review of contracts.	Faculty, staff, and student satisfaction with resources Faculty, staff, and student satisfaction with resources	Purchasing decisions; Recommendations to Library Committee; Clinical facility arrangements Affiliation Agreements	Memo; meeting minutes; Memos; Academic program meeting minutes; Affiliation Agreement files
3. Equipment (lab, computers)	Dean, Associate Deans for Academic Programs and Research, administrative staff and Exec. Committee	Ongoing	Administrative rounds; Graduating senior surveys	Faculty, staff, and student satisfaction with resources	Purchasing decisions; budget decisions	Memo; meeting minutes
VI. EDUCATIONAL EFFECTIVENESS						
1. Evaluation plan	Evaluation	Every 5	Assessment of	Compliance with plan;	Revision or	Faculty meeting minutes;

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	Committee	years (1999, 2004)	effectiveness of plan by faculty & administration	Faculty satisfaction with plan effectiveness	ratification of plan	Evaluation and Curriculum Committee & BSN, MSN and ND program minutes
2. Characteristics of the graduate and outcomes	Evaluation Committee	Every 5 years (1999, 2004)	Revision or completion of course grid (1999) Assess adequacy of outcome measures (2000)	Link between objectives & characteristics of the graduate Link between objectives, outcomes & the graduate characteristics	Curriculum and program revisions	Curriculum & Evaluation Committee minutes; BSN, MSN and ND program meetings
VII. INTEGRITY						
1. Integrity in publication	Associate Dean for Academic Programs, Assistant Dean for Student Services and Curriculum Committee	Every 5 years (1998, 2003, etc)	Review of school of Nursing materials (bulletins, recruitment brochures, catalog)	Accuracy of information in published materials	Revisions in published materials; course revisions	School of Nursing published material; course folders; Curriculum Committee
2. Fairness	Student Appeals Committee	Every 2 years (2000, 2002)	Review of number of grievances brought forward	Identification of patterns of grievances	Feedback to Deans and Program Directors	Faculty meeting minutes
3. Scientific integrity	Dean and Associate Dean for Research	Ongoing	Review of reports of alleged scientific misconduct	Any instance of misconduct (None)	Individual counseling or disciplinary action of involved students and faculty; review of relevant policies governing faculty and	Summary of ethics sessions in Gold bag series; faculty meeting minutes

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					student conduct; faculty discussion as necessary	