| **Checklist of Documents Reviewed During the Site Visit\*** |
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|[ ]  1. Purpose/mission on website or available to the public
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|[ ]  1. Minutes that support advisory committee input in developing and evaluating expected outcomes and purpose/mission of the program.
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|[ ]  1. Faculty and/or Curriculum Meeting Minutes that contain date, names, and roles of people present. Meeting minutes should contain data, analysis of data, decisions based on data, and evaluation of implementation of decisions.
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| [ ]  [ ]  [ ]  | 1. Student files to include:
	1. Admission documents
	2. Immunizations
	3. Clinical evaluations
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| [ ]  [ ]  [ ]  [ ]  | 1. Faculty files to include:
	1. Original transcripts of highest degree earned in nursing for each faculty member
	2. Professional development of each faculty for three years
	3. Evaluations of each faculty according to college/university policies
	4. Workload of all FTF and adjunct faculty individually and the entire faculty group to allow for comparisons (for three years)
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|[ ]  1. Clinical site evaluations by students and faculty aggregated by site (for three years)
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|[ ]  1. Student and faculty evaluations of preceptors (for three years)
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|[ ]  1. Documentation by nursing program that preceptor licenses, level of education, and work experience are independently verified by the program.
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|[ ]  1. All raw data that is reflected in the SEP is available for review by the approval site team.
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|[ ]  1. Survey evaluations of faculty and students done annually on resources, facilities, and services (for three years)
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|[ ]  1. Log for record keeping of incidents, faculty exemptions, complaints
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|[ ]  1. Nursing Faculty Handbook
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|[ ]  1. Nursing Student Handbook (student rights and responsibilities specific to nursing, ADDD policy)
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|[ ]  1. Preceptor Handbook
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|[ ]  1. Aggregated data of the clinical evaluations for each clinical course
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|[ ]  1. Simulation policies and evaluations of simulations
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|[ ]  1. Distance learning policies
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|[ ]  1. Course evaluations of each course for three years by students (not faculty evaluations)
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|[ ]  1. Mid-program and end of program student evaluations (for three years)
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|[ ]  1. Employer survey data (for three years)
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|[ ]  1. Alumni survey data (for three years)
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|[ ]  1. Raw and aggregated data specific for each EPSLO development and achievement (for three years)
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|[ ]  1. Raw and aggregated data for program outcomes (employment, retention/completion)
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