| **Checklist of Documents Reviewed During the Site Visit\*** | |
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|  | 1. Purpose/mission on website or available to the public |
|  | 1. Minutes that support advisory committee input in developing and evaluating expected outcomes and purpose/mission of the program. |
|  | 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. |
|  | 1. Student files to include:    1. Admission documents    2. Immunizations    3. Clinical evaluations |
|  | 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) |
|  | 1. Clinical site evaluations by students and faculty aggregated by site (for three years) |
|  | 1. Student and faculty evaluations of preceptors (for three years) |
|  | 1. Documentation by nursing program that preceptor licenses, level of education, and work experience are independently verified by the program. |
|  | 1. All raw data that is reflected in the SEP is available for review by the approval site team. |
|  | 1. Survey evaluations of faculty and students done annually on resources, facilities, and services (for three years) |
|  | 1. Log for record keeping of incidents, faculty exemptions, complaints |
|  | 1. Nursing Faculty Handbook |
|  | 1. Nursing Student Handbook (student rights and responsibilities specific to nursing, ADDD policy) |
|  | 1. Preceptor Handbook |
|  | 1. Aggregated data of the clinical evaluations for each clinical course |
|  | 1. Simulation policies and evaluations of simulations |
|  | 1. Distance learning policies |
|  | 1. Course evaluations of each course for three years by students (not faculty evaluations) |
|  | 1. Mid-program and end of program student evaluations (for three years) |
|  | 1. Employer survey data (for three years) |
|  | 1. Alumni survey data (for three years) |
|  | 1. Raw and aggregated data specific for each EPSLO development and achievement (for three years) |
|  | 1. Raw and aggregated data for program outcomes (employment, retention/completion) |