

**COLLEGE INSTITUTIONAL EFFECTIVENESS PROGRAM REVIEW PLAN**

| ITEM MEASURED             | STANDARD  | MONITORING TOOL  | TRACKING SOURCE/PERSON     | EXPECTATION (THRESHOLD)                      | ACCOUNTABLE PERSON/COMMITTEE                   | FREQUENCY OF REVIEW |  |
|---------------------------|---|--|----------------------------|--|--|---------------------|--|
|                           |   |  |                            |  |  | College Committee   | IE Committee                                     |
| <b>I. COLLEGE</b>         |   |  |                            |  |  |                     |  |
| A. Employee Performance   | Department of Health Services<br>WASC Std III. A                | Employee Performance Evaluation Tracking log               | Administrative Support     | 100% of employee PEs completed on time       | Dean, College Operations<br>Provost            | Monthly             | Annual   |
| B. Employee Competency    | Joint Commission<br>BRN Std<br>1422,1424,1425<br>WASC Std III.A | Employee Mandatory Requirements Data Base<br>Employee File | Dean, IERP<br>OES Designee | 100% of mandatory job requirements completed | Dean, College Operations                       | Annual              | Annual   |
| C. Employee Satisfaction  | Institutional Values<br>WASC Std I. A                           | Employee Satisfaction survey                               | Administrative Support     | ≥ 3.5 on each item (Scale 5-1)               | Provost<br>College Governance                  | Biennial            | Biennial<br>(Send out May 2018 for AY 2017-2018) |
| D. Employee Turnover Rate | BRN Std<br>1422,1424(d),1425<br>1427(4)<br>WASC Std III. A      | Off service Employees/Cont. Service Employees record       | OES Designee               | 10% or less/year                             | Dean, College Operations<br>College Governance | Annual              | Annual   |

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 CEP: Continuing Education Provider  
 CONAH: College of Nursing & Allied Health  
 Cont: Continuous  
 DHS: Department of Health Services  
 IERP: Institutional Effectiveness, Research & Planning  
 Colleges  
 MI:IE 11

EDCOS: Education & Consulting Service  
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 LAC+USC: Los Angeles County + University of Southern California  
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NRRC: Nurse Recruitment & Retention Center  
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|---|-------------------------------|--|-----------------------------------|---|---|---------------------|--------------|
|   |                               |  |                                   |   |   | College Committee   | IE Committee |
| E. Employee Exit Interview                | WASC Std III.A                | Exit Interview form                    | Dean, IERP                        | ≥ 3.5 on each item (Scale 5-1)                            | Dean, College Operation<br>College Governance     | Annual              | Annual       |
| F. Articulation Agreements with Colleges  | WASC Std I.B<br>BRN Std 14271 | Articulation Agreement file            | Director, OES                     | Attain/Maintain 3 agreements/year                         | Dean, College Operations<br>College Governance    | Annual              | Annual       |
| G. Program Enrollment                     | WASC Std I. A                 | Student Roster                         | OES Director / Designee           | New Enrollment capacity:<br>LVN-RN 90%<br>2yr basic 95%   | Divisional Deans<br>Provost<br>College Governance | Annual              | Annual       |
| H. Institutional Student Learning Outcome | WASC Std II.                  | Annual Program Review Tracking Log     | Provost<br>Deans/Directors        | 100% completed  | Provost   | Triennial           | Triennial    |
| I. Integration of Mission Statement       | WASC Std I. A                 | Annual Program Review Tracking Log     | Provost<br>Deans/Directors        | Full integration into all divisions of the College        | Provost   | Triennial           | Triennial    |
| J. Strategic Plan                         | WASC Std I, II, III, IV       | Annual Program Review Tracking Log     | Dean, IERP<br>Deans/Directors     | 80% Meet Outcomes by due dates                            | College Governance<br>Provost                     | Annual              | Annual       |
| K. Affiliate Schools                      | LAC+USC Expectation           | Nursing Clinical Affiliation Rotations | Clinical Affiliations Coordinator | Number and types of programs (For tracking purposes only) | Clinical Affiliations Coordinator                 | Annual              | Annual       |

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|--------------------------------------|---|---|-----------------------------|--|----------------------------------|---|--------------|
|                                      |   |   |                             |  |                                  | College Committee                             | IE Committee |
| L. Drug Free Campus Environment      | US Department of ED Federal Regulations         | Clery Act compliance checklist  | Dean, College Operations    | 100% compliance with required elements   | Dean, College Operations         | Biennially                                    | Biennially   |
| M. Budget/Resource Allocation        | SP. IV. A; V.B.1; I.D.5<br>DHS Initiative # 3   | Budget Request<br>Request for Program needs<br>College Reports                              | Admin Committee             | Allocation is based on priorities as determined by provost, administrative team, staff and faculty | Provost<br>College Governance    | Annually                                      | NA           |
| N. Board of Trustee Efficacy         | WASC Std IV<br>SP.V.A & B                       | BOT Self-Appraisal<br>Record & Summary  | Dean, IERP                  | ≥ 3.0 on each item (Scale 1-4)   | Provost                          | Triennial<br>(Survey to send out August 2018) | NA           |
| O. Governance Structure and Process  | WASC STD 1,IV                                   | Planning meeting<br>Agenda/Minutes<br><br>Governance and Decision-Making<br>Evaluation Tool | College Governance<br>Chair | Participation by all committees<br><br>Implementation of approved changes                          | Provost                          | Annual  | Annual       |
| <b>II. SCHOOL OF NURSING</b>         |   |   |                             |  |                                  |   |              |
| A. Annual Program Evaluation Reports | BRN Sect 1424 (b)(1)<br>WASC Std I, II, III, IV | Committee<br>Evaluation Reports   | Semester<br>Coordinators    | 100% of required elements are evaluated  | SON Dean<br>Faculty Organization | Annual  | Annual       |

**LEGEND:**

|            |  |           |  |       |                                      |
|------------|--|-----------|--|-------|--------------------------------------|
| Admin:     | Administration & Support Services                | EDCOS:    | Education & Consulting Service                         | NRRC: | Nurse Recruitment & Retention Center |
| Ad & Prom: | Admissions & Promotions Committee                | ERC:      | Educational Resource Center                            | OES:  | Office of Educational Services       |
| AH:        | Allied Health                                    | FA:       | Financial Aid  | PE:   | Performance Evaluation               |
| BRN:       | Board of Registered Nursing                      | IE:       | Institutional Effectiveness                            | RN:   | Registered Nurse                     |
| CEP:       | Continuing Education Provider                    | LAC+USC:  | Los Angeles County + University of Southern California | SLO:  | Student Learning Outcome             |
| CONAH:     | College of Nursing & Allied Health               | LVN:      | Licensed Vocational Nurse                              | SON:  | School of Nursing                    |
| Cont:      | Continuous                                       | NCLEX-RN: | National Council Licensure Exam – RN                   | Std:  | Standard                             |
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| Colleges   |  |           |  |       |                                      |
| MI:IE 11   |  |           |  |       |                                      |

|   |                                      |   |   |                               |                                   |          |          |
|---|--------------------------------------|---|---|-------------------------------|-----------------------------------|----------|----------|
| B. Nursing Courses Success Rate (Percentage of students who receive a passing/satisfactory grade) | WASC Std IIA                         | Course Grade Sheets<br>Student status log                   | Dean, IERP                                      | 85%                           | Semester Coordinators<br>SON Dean | Biannual | Annual   |
| C. Course Completion Rate (Percentage of students who do not withdraw and receive a valid grade)  | WASC Std IIA                         | Course Grade Sheets<br>Student status log                   | Dean, IERP                                      | 85%                           | Semester Coordinators<br>SON Dean | Biannual | Annual   |
| D. NCLEX-RN Pass Rate   | BRN Sect 1424 (b)(1)<br>WASC Std IIA | BRN Education Program Summary Report.<br>NCLEX Tracking log | 4 <sup>th</sup> Semester Coordinator<br>Provost | 85% - 1 <sup>ST</sup> attempt | SON Dean<br>Semester Coordinators | Biannual | Biannual |

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|   |  |   |   |  |   |                 |               |
|---|--|---|---|--|---|-----------------|---------------|
| <p>E. Degree Completion Rate<br/> <b>1. On-time</b><br/> <b>2. 150% (3 yrs.)</b></p>  | <p>BRN Survey<br/>         WASC Std IIA</p>                        | <p>Original Cohort Tracking</p>                             | <p>Dean Admin<br/>         OES Designee</p> | <p>1.68% complete for:<br/>         Basic-within 2 yrs.<br/>         LVN Sum/Fall entry-1 yr.<br/>         LVN Sum/Spring Entry–1.5 years.<br/><br/>         2. 75% complete for:<br/>         Basic-within 3 yrs.<br/>         LVN Sum/Fall entry-1.5 yrs.<br/>         LVN Sum/Spring Entry–2 years.</p> | <p>SON Dean<br/>         Semester Coordinators<br/>         Ad &amp; Prom</p> | <p>Biannual</p> | <p>Annual</p> |
| <p>F. Student Attrition Rate/Class</p>  | <p>BRN Sect 1424<br/>         (b)(1)<br/>         WASC Std IIA</p> | <p>Original Cohort Tracking</p>                             | <p>Dean Admin<br/>         Dean, IERP</p>   | <p>&lt;15%</p>   | <p>SON Dean<br/>         Semester Coordinators<br/>         Ad &amp; Prom</p> | <p>Biannual</p> | <p>Annual</p> |
| <p>G. Attrition Reason<br/>         1. Academic Failure<br/>         2. Professional Misconduct<br/>         3. Career Change<br/>         4. Personal (Illness, Family)<br/>         5. Financial<br/>         6. Clinical</p> | <p>BRN Sect 1424<br/>         (b)(1)<br/>         WASC Std II</p>  | <p>Exit Interview<br/>         Student File Front Sheet</p> | <p>OES Designee<br/>         Dean, IERP</p> | <p>1. &lt;10%<br/>         2. &lt;5%<br/>         3. &lt;5%<br/>         4. &lt;5%<br/>         5. &lt;5%<br/>         6. &lt;10%</p>  | <p>SON Dean<br/>         Semester Coordinators<br/>         Ad &amp; Prom</p> | <p>Biannual</p> | <p>Annual</p> |

**LEGEND:**

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|  |                                     |  |                             |   |                                     |          |        |
|--|-------------------------------------|--|-----------------------------|---|-------------------------------------|----------|--------|
| H. Point System effectiveness  | WASC Std IB                         | Original Cohort Tracking Applicant point breakdown Spreadsheet | OES Designee<br>Dean Admin. | Correlation with program Completion and NCLEX pass rate   | Admin Dean<br>SON Dean<br>Ad & Prom | Annual   | Annual |
| I. Job Placement /Graduate Hiring Rate<br><b>1. DHS</b><br><b>2. Other (Overall)</b> | CONAH Strategic Plan<br>WASC Std IA | Employment Rates for Students and Graduates                    | Provost                     | 1. 50%<br>2. 70%: (Within 12 months after graduation)   | SON Dean<br>College Governance      | Biannual | Annual |
| J. Employer Satisfaction Score   | BRN Sect 1424 (b)(1)<br>WASC Std IA | Employer Survey  | Dean, IERP                  | > 3.0(5-1 scale)  | SON Dean<br>Semester Coordinators   | Annual   | Annual |
| K. Graduate Professional Education   | WASC Std IB                         | Graduate survey  | Dean, IERP                  | 30% of graduates  | SON Dean                            | Annual   | Annual |
| L. Course Evaluations  | BRN Sect 1458 (a)<br>WASC Std IIA   | Outcomes Evaluation Report: Course /Programs                   | Semester Coordinators       | ≥ 3.5 on each item (Scale 5-1)  | SON Dean<br>Semester Coordinators   | Biannual | Annual |
| M. Instructor Evaluations  | BRN Sect 1458 (a)<br>WASC Std IIA   | Outcomes Evaluation Report: Course /Programs                   | Semester Coordinators       | ≥ 3.5 on each item (Scale 5-1)  | SON Dean<br>Semester Coordinators   | Biannual | Annual |
| N. Program Evaluation  | BRN Sect 1458 (a)<br>WASC Std II    | Program Evaluation Survey                                      | OES Designee<br>Dean, IERP  | >3.5 on rated items (5-1 scale),<br>>1.5 (1-2 Scale),<br>≥80% positive responses on non-rated items | SON Dean<br>Provost<br>Faculty Org  | Biannual | Annual |

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|--|---|---|---|---|---|---------------------|-------------------|
| O. Clinical Exit Interview Tracking                      | BRN Sect.1427 I<br>WASC Std IIA                                   | Clinical Exit minutes, Clinical Affiliation Evaluation Tool | Semester Coordinators                                       | 100% completed summary  | SON Dean<br>Semester Coordinators                                   | Biannual            | Annual            |
| <del>P. Ward/Unit Evaluation Student</del>               | <del>BRN Sect.1427 I<br/>BRN Sect.1427 (c)<br/>WASC Std IIA</del> | <del>Ward/Unit Evaluation Student Survey</del>              | <del>Semester Coordinators<br/>Administrative Support</del> | <del>≥ 3.5 on each item (Scale 5-1)</del>                           | <del>SON Dean<br/>Semester Coordinators<br/>Clinical Practice</del> | <del>Biannual</del> | <del>Annual</del> |
| Q. SON Petitions, Grievances, Written Student Complaints | BRN Sect 1424 (k) & 1427 (b)<br>WASC Std IB                       | Grievance Summary   | Dean, IERP  | <5% of student body   | SON Dean<br>Semester Coordinators<br>Faculty Organization           | Annual              | Annual            |
| R. SON Recent Graduate Employment Survey/Evaluations     | BRN Sect 1426 (b)<br>WASC Std IB                                  | Graduate follow-up survey                                   | Dean, IERP  | ≥30% response rate<br><br>>3.5 (5-1 scale) on Program Effectiveness | SON Dean<br>Semester Coordinators                                   | Annual              | Annual            |
| S. Program Student Learning Outcome                      | WASC Std I, II, II, IV<br>BRN Sect 1427(b)                        | SLO Assessment Form   | Dean, IERP  | 100% completed  | SON Dean  | Annual              | Annual            |
| T. Course Student Learning Outcome                       | WASC Std I, II, III, IV   | SLO Assessment Form   | Dean, IERP  | 100% completed  | SON Dean<br>Semester Coordinators                                   | Biannual            | Annual            |
| U. Student Exit Interview                                | WASC Std II   | Exit Interview Form / Survey                                | Dean, IERP<br>Admin Dean                                    | For tracking purposes only  | SON Dean<br>Admin Dean  | Annual              | Annual            |

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| III. EDUCATION AND CONSULTING SERVICES                    |   |  |                           |   |  |                               |                   |
|---|---|--|---------------------------|---|--|-------------------------------|-------------------|
| A. Employer Satisfaction Score                            | College Vision WASC I                           | Phase1 & Post DEM Program Follow-up Survey | Program Coordinators      | >3.0 (5-1 scale)  | EDCOS Dean<br>Program Coordinators               | 4 months post program         | Annual            |
| <del>B. Class/Program Documentation Completion Rate</del> | <del>BRN Sect 1158 (b)<br/>WASC Std I, II</del> | <del>Program Log</del>                     | <del>OES Manager</del>    | <del>100% within 30 days of class/program completion</del>                                    | <del>EDCOS Dean<br/>Program Coordinators</del>   | <del>Two times Annually</del> | <del>Annual</del> |
| C. Lesson Plan/Course Review                              | EDCOS Standard WASC Std II.A                    | Program SLO                                | Class/Program Coordinator | 95% reviewed every three years  | EDCOS Dean<br>Program Coordinators               | Annual                        | Triennial         |
| <del>D. Home Study Review</del>                           | <del>EDCOS Standard WASC Std II.A.C</del>       | <del>Course SLO</del>                      | <del>ERC Director</del>   | <del>95% reviewed every 3 years</del>   | <del>ERC Director<br/>Program Coordinators</del> | <del>Every 3 years</del>      | <del>Annual</del> |
| E. Course Pass Rate                                       | EDCOS Standard WASC Std II.A                    | Course SLO                                 | Class/Program Coordinator | 80% of class passes on 1 <sup>st</sup> attempt  | EDCOS Dean<br>Program Coordinators               | Annual                        | Annual            |
| F. Instructor Evaluations Score                           | BRN CEP Instructions WASC Std II.A              | Course SLO Course Evaluation Survey        | Class/Program Coordinator | ≥ 3.5 on each item (Scale 5-1)  | EDCOS Dean<br>Program Coordinators               | Quarterly                     | Annual            |
| G. Course Evaluations Score                               | BRN CEP WASC Std IIA                            | Student Evaluation Form                    | Class/Program Coordinator | ≥ 3.5 on each item (Scale 5-1)  | EDCOS Dean<br>Program Coordinators               | Quarterly                     | Annual            |
| H. Program Student Learning Outcome                       | WASC I, II, III, IV                             | SLO Assessment Form                        | Dean, IERP                | 100% completed<br>Identify areas for improvement.<br>Develop improvement plan (as applicable) | EDCOS Dean                                       | Annual                        | Annual            |

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| MI:IE 11   |  |           |  |       |                                      |



|   |   |                                     |                           |  |   |                       |                   |
|---|---|-------------------------------------|---------------------------|--|---|-----------------------|-------------------|
| I. Course Student Learning Outcome                        | WASC Std I, II, III, IV                                   | SLO Assessment Form                 | Dean, IERP                | 100% completed   | EDCOS Dean<br>Program Coordinators          | Annual                | Annual            |
| J. Annual Program Evaluation Reports                      | BRN Sect 1424 (b)(1)<br>WASC Std 1, II, III, IV           | Program Evaluation Reports          | Program Coordinators      | 100% of required elements are evaluated                    | EDCOS Dean<br>Program Coordinators          | Annual                | Annual            |
| <b>IV. ALLIED HEALTH</b>                                  |   |                                     |                           |  |   |                       |                   |
| A. Employer Satisfaction Score                            | WASC Std I  | Graduate follow up Survey-Employers | Program Coordinators      | ≥3.5 (5-1 scale)   | AH Dean<br>Program Coordinators             | 4 months post program | Annual            |
| <del>B. Class/Program Documentation Completion Rate</del> | <del>WASC Std I, II</del>                                 | <del>Program Log</del>              | <del>OES Manager</del>    | <del>100% within 30 days of class/program completion</del> | <del>AH Dean<br/>Program Coordinators</del> | <del>Biannual</del>   | <del>Annual</del> |
| C. Lesson Plan/Course Review                              | Allied Health Standard (To be developed)<br>WASC Std II.A | Course SLO (To be developed)        | Class/Program Coordinator | 95% reviewed every triennial                               | AH Dean<br>Program Coordinators             | Annual                | Annual            |
| D. Course Pass Rate                                       | Allied Health Standard<br>To be developed<br>WASC Std IIA | Course SLO (To be developed)        | Class/Program Coordinator | 90% of class passes on 1 <sup>st</sup> attempt             | AH Dean<br>Program Coordinators             | Annual                | Annual            |

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|---|--|---|

|  |   |   |                             |  |                                       |                     |                   |
|--|---|---|-----------------------------|--|---------------------------------------|---------------------|-------------------|
| E. Class/Instructor Evaluations Score                          | Allied Health Standard (To be developed)<br>WASC Std II.A                     | Course SLO (To be developed)                              | Class/Program Coordinator   | ≥ 3.5 on each item (Scale 5-1)   | AH Dean<br>Program Coordinator        | Quarterly           | Annual            |
| F. Annual Program Evaluation Reports                           | WASC Std I, II, III, IV   | Program Evaluation Reports                                | Class/Program Coordinator   | 100% of required elements are evaluated  | AH Dean<br>Program Coordinators       | Annual              | Annual            |
| <b>V. OFFICE OF EDUCATIONAL SERVICES</b>                       |   |   |                             |  |                                       |                     |                   |
| <del>A. On Time SON Student Registration Completion Rate</del> | <del>College Policy #802: Enrollment &amp; Progression B. WASC Std II.B</del> | <del>Student Roster Registration Checklist</del>          | <del>Student Clerk</del>    | <del>New students: 100% by Week 2<br/>Returning Students: 100% by end of 1<sup>st</sup> week</del> | <del>Admin Dean<br/>OES Manager</del> | <del>Biannual</del> | <del>Annual</del> |
| <del>B. SON New Student Academic File Creation Rate</del>      | <del>OES Policy WASC Std II.B</del>   | <del>File Creation Roster</del>                           | <del>Student Clerk</del>    | <del>100% completion by end of 2<sup>nd</sup> week of semester</del>                               | <del>Admin Dean<br/>OES Manager</del> | <del>Biannual</del> | <del>Annual</del> |
| C. EDCOS/AH Class/Program File Completion Rate                 | BRN CEP Instructions<br>WASC Std II.B   | Class Program Completion Log                              | OES Designee                | 100% file completion by 3 months post program  | OES Director / Designee               | Quarterly           | Annual            |
| <del>d. SON Applicant Test Results</del>                       | <del>Application file creation procedure WASC Std II.B</del>                  | <del>Test of Essential Academic Skills Tracking Log</del> | <del>Admissions Clerk</del> | <del>100% filed within 4 weeks of receipt</del>  | <del>Admin Dean<br/>OES Manager</del> | <del>Biannual</del> | <del>Annual</del> |

**LEGEND:**

|            |  |           |  |       |                                      |
|------------|--|-----------|--|-------|--------------------------------------|
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| AH:        | Allied Health                                    | FA:       | Financial Aid  | PE:   | Performance Evaluation               |
| BRN:       | Board of Registered Nursing                      | IE:       | Institutional Effectiveness                            | RN:   | Registered Nurse                     |
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| Colleges   |  |           |  |       |                                      |
| MI:IE 11   |  |           |  |       |                                      |

|  |  |   |                            |   |                                   |          |        |
|--|--|---|----------------------------|---|-----------------------------------|----------|--------|
| E. EDCOS Certificate Distribution Rate                             | BRN Sect 1458 (b) WASC Std II.B                            | Class/ Program Log                                | OES Designee               | 100% within 90 days   | OES Director /Designee            | Monthly  | Annual |
| F. SON Student Corequisite Completion Rate                         | Curriculum Plan WASC Std II.A.B                            | Curriculum Plan Form                              | OES Designee Student Clerk | 100% completion at time of registration for each semester enrollment  | OES Director /Designee            | Biannual | Annual |
| G.SON Graduate Documentation for BRN<br>i. Program Graduate Roster | BRN Requirement WASC Std II.B                              | BRN Program Graduate Roster                       | Student Clerk              | 100% of eligible individual candidate rosters mailed as per BRN guideline ( No sooner than 4 weeks prior to graduation or completion of nursing requirements) | OES Director /Designee            | Biannual | Annual |
| ii. Final Transcript   | BRN Requirement WASC Std II.B                              | BRN Checklist                                     | Student Clerk              | 100% of eligible student transcripts mailed 30 days post graduation   | OES Director/ Designee            | Biannual | Annual |
| H.SON Student Demographics Tracking                                | BRN Survey WASC Std I                                      | Enrollment Information Log                        | Admissions Clerk           | Reflects demographics of LA county. Ethnic Minorities within 90%  | OES Director /Designee Ad & Prom  | Biannual | Annual |
| I. Curriculum Plan Completion                                      | SON Policy #230: Curriculum Plan Agreement WASC Std II.A.B | Curriculum Plan New Student Requirement checklist | OES Designee               | 100% signed by student by 9 <sup>th</sup> week of 1 <sup>st</sup> semester  | OES Director / Designee Ad & Prom | Biannual | Annual |
| J. Program Student Learning Outcome                                | WASC Std I, II, III, IV                                    | Annual Program Evaluation Report Tracking Log     | Dean, IERP                 | 100% completed  | OES Director/ Designee            | Annual   | Annual |

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|                                       |   |   |                                   |   |  |                          |                          |
|---------------------------------------|---|---|-----------------------------------|---|--|--------------------------|--------------------------|
| K. Annual Program Evaluation Report   | BRN Sect 1424 (b)(1)<br>WASC Std I, II, III, IV | Annual Program Evaluation Report Tracking Log       | Dean, IERP                        | 100% of required elements are evaluated | OES Director / Designee                | Annual                   | Annual                   |
| <b>L. EDUCATIONAL RESOURCE CENTER</b> |   |   |                                   |   |  |                          |                          |
| A. Skills Lab Use                     | BRN Sect. 1424 (d)<br>WASC Std II.B.C           | Nursing Skills Lab sign in sheet & Appointment Book | Skills Lab Coordinator            | ≥800 sign-ins/year                      | Skills Lab Coordinator<br>ERC Director | Biannual                 | Annual                   |
| B. Skills Lab Satisfaction Score      | BRN Sect. 1424 (d)<br>WASC Std II.B.C           | Program Evaluation Survey                           | ERC Director                      | ≥3.5 on each item (Scale 5-1)           | ERC Director                           | Biannual                 | Annual                   |
| C. Computer Lab Use                   | BRN Sect. 1424 (d)<br>WASC Std II.B.C           | Computer lab sign in sheet                          | ERC Director                      | ≥800 sign-ins/year                      | ERC Director                           | Biannual                 | Annual                   |
| D. Computer Lab Satisfaction Score    | BRN Sect. 1424 (d)<br>WASC Std II.B.C           | Program Evaluation Survey                           | ERC Director                      | ≥ 3.5 on each item (Scale 5-1)          | ERC Director                           | Biannual                 | Annual                   |
| E. Library Use                        | BRN Sect. 1424 (d)<br>WASC Std II.B.C           | ERC sign in Sheet                                   | ERC Director<br>Library Assistant | ≥3,500 sign-ins/year                    | ERC Director                           | Biannual                 | Annual                   |
| F. Library Satisfaction Score         | BRN Sect. 1424 (d)<br>WASC Std II.B.C           | Program Evaluation Survey                           | ERC Director<br>Library Assistant | ≥ 3.5 on each item (Scale 5-1)          | ERC Director                           | Biannual                 | Annual                   |
| <del>G. Home Study Use Rate</del>     | <del>BRN Sect. 1424 (d)<br/>WASC Std II.C</del> | <del>Rosters</del>                                  | <del>ERC Director</del>           | <del>NA</del>                           | <del>ERC Director</del>                | <del>Every 5 years</del> | <del>Every 5 years</del> |
| H. Program Student Learning Outcome   | WASC Std I, II, III, IV                         | SLO Assessment Form                                 | ERC Director                      | 100% completed                          | ERC Director                           | Annual                   | Annual                   |

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|                                     |  |   |                                    |   |                  |          |        |
|-------------------------------------|--|---|------------------------------------|---|------------------|----------|--------|
| I. Annual Program Evaluation Report | BRN Sect 1424 (b)(1) WASC Std I, II, III, IV                       | Program Evaluation Reports                    | ERC Director                       | 100% of required elements are evaluated   | ERC Director     | Annual   | Annual |
| <b>M. FINANCIAL AID</b>             |  |   |                                    |   |                  |          |        |
| A. Loan Cohort Default Rate         | Fed. Reg. Title IV Participation. Contract Agreement WASC Std II.B | Depart. Of Education Report letter            | FA Coordinator                     | < 10% Cohort Default Rate   | FA Administrator | Annual   | Annual |
| B. Student Satisfaction             | WASC Std II.B  | Program Evaluation Survey                     | FA Coordinator                     | ≥3.5 on rated items (5-1 scale),<br>≥1.5 (1-2 Scale),<br>≥80% positive responses on non-rated items | FA Administrator | Biannual | Annual |
| C. Program Student Learning Outcome | WASC Std I, II, III, IV  | Annual Program Evaluation Report Tracking Log | FA Administrator                   | 100% completed  | FA Administrator | Annual   | Annual |
| D. Annual Program Evaluation Report | BRN Sect 1424 (b)(1) WASC Std I, II, III, IV                       | Annual Program Evaluation Report Tracking Log | FA Coordinator<br>FA Administrator | 100% of required elements are evaluated   | FA Administrator | Annual   | Annual |

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| <b>MI:IE 11</b> |  |           |  |       |                                      |

| E. INSTITUTIONAL EFFECTIVENESS, RESEARCH AND PLANNING |                                      |   |                             |   |            |           |        |
|---|--------------------------------------|---|-----------------------------|---|------------|-----------|--------|
| A. College Program Report Completion                  | WASC Std I, II, III, IV              | Program Report Tracking logs  | Dean, IERP                  | Submission by all divisions             | Dean, IERP | Annual    | Annual |
| B. Resource Needs                                     | WASC Std III SP. I; II.B.2; IV       | Program Resource Needs  | Dean, IERP                  | Compiled and presented annually         | Dean, IERP | Annual    | N/A    |
| C. SON Student Research Activities                    | WASC Std I, II SP.V.5                | Intranet section on Research Activities   | Dean, IERP                  | Studies within 1-2 years of enrollment. | Dean, IERP | Annual    | Annual |
| D. Technology Plan                                    | WASC Std III SP.I.A.6                | Five-Year IT Action Plan Timeline   | College Information Officer | Annual update                           | Dean, IERP | Annual    | Annual |
| E. Current Technology Resources                       | WASC Std II, III SP.I.A.3,4, BRN DHS | Hardware and Software Technology Maintenance / Replacement Plan Survey Findings | College Information Officer | ≥3.5 on rated items (1-5 scale),        | Dean, IERP | Annual    | Annual |
| F. User Satisfaction with Technology                  | WASC Std I, II, III SP.I.A.3,4       | Employee survey Program Evaluation survey BACCP Survey                          | Dean, IERP                  | ≥3.5 on rated items(5-1 scale)          | Dean, IERP | Annual    | Annual |
| G. Currency of Websites                               | WASC Std I, III SP.V.                | Website Document Tracking Log   | College Information Officer | 85% updated                             | Dean, IERP | Quarterly | Annual |
| H. Technology Training Needs                          | WASC Std II, III BRN DHS             | Technology Training Log Employee Survey   | Dean, IERP                  | ≥3.5 on rated items (5-1 scale),        | Dean, IERP | Annual    | Annual |

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REVISIONS TO THE PROGRAM REVIEW PLAN

| DATE     | ITEM      | CURRENT / SUGGESTED REVISION   | REQUESTED BY           | APPROVAL Y/N | DATE CORRECTED |
|----------|-----------|--|------------------------|--------------|----------------|
| 6/6/13   | I.C       | Under IE frequency of review change to every 2 years   | I E Committee          | Y            | 12/5/13        |
| 12/5/13  | II.B      | N125 Pass Rate to 85% and change frequency of review to annually   | I E Committee          | Y            | 12/5/13        |
| 12/5/13  | II. Q.    | Add Program Effectiveness on the expectation of the rated scale  | I E Committee          | Y            | 12/5/13        |
| 12/5/13  | I.C.      | Change frequency of survey from annually to biennial   | N. Miller              | Y            | 12/5/13        |
| 12/5/13  | I.M.N.    | Additions of items to College section  | I E Committee          | Y            | 12/5/13        |
| 12/5/13  | VIII. A-H | Addition of Research Department  | I E Committee          | Y            | 12/5/13        |
| 2/6/14   | V. D.     | Delete item  | I E Committee          | Y            | 2/18/14        |
| 3/4/14   | I.C.      | Change College Committee Review to Biennial  | Admin Committee        | Y            | 3/4/14         |
| 3/13/14  | I.O       | Add Governance Structure and Process   | Planning Committee     | Y            | 3/13/14        |
| 11/6/14  | V. G.     | Change expectation to comply with BRN guideline  | I E Committee          | Y            | 11/6/14        |
| 12/4/14  | II. I.    | Change Employer Satisfaction Threshold to >3.0   | I E Committee          | Y            | 12/4/14        |
| 12/4/14  | II. T.    | Under threshold indicate "For tracking purposes only"  | I E Committee          | Y            | 12/4/14        |
| 3/5/15   | I.B.      | Add Employee File to Monitoring Tool and change Threshold to: "100% of mandatory job requirements completed" | IE Committee           | Y            | 3/9/15         |
| 3/5/15   | V. B.     | Delete item  | IE Committee           | Y            | 3/9/15         |
| 9/3/15   | II.F.     | Add Clinical to the attrition reason   | IE Committee           | Y            | 9/3/15         |
| 1/14/16  | II.D      | Change threshold from 80% to 68%   | IE Committee and A & P | Y            | 1/14/16        |
| 9/1/16   | II.E.     | Add < sign to the threshold  | IE Committee           | Y            | 9/1/16         |
| 11/10/16 | II. D.    | Change frequency of IE review from Biannual to Annual  | IE Committee           | Y            | 11/10/16       |
| 11/10/16 | V.A.      | Change frequency of IE review from Biannual to Annual  | IE Committee           | Y            | 11/10/16       |
| 5/4/17   | V. A.     | Delete item. Will make sure item included in the OES APER  | IE Committee           | Y            | 5/4/17         |
| 5/4/17   | II. D.    | Add 2 categories under Degree Completion: a. On-time and b. 150% (3 years)                                   | IE Committee           | Y            | 5/4/17         |
| 5/4/17   | II. H.    | Add 2 categories under Graduate Hiring: a. DHS and b. Other  | IE Committee           | Y            | 5/4/17         |
| 1/11/18  |           | Update columns on accountable person/committee to reflect Governance Structure changes                       | IE Committee           | Y            | 1/11/18        |

**LEGEND:**

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| MI:IE 11   |  |           |  |       |                                      |

| DATE    | ITEM   | CURRENT / SUGGESTED REVISION  | REQUESTED BY | APPROVAL Y/N | DATE CORRECTED |
|---------|--------|---|--------------|--------------|----------------|
| 1/11/18 |        | Delete current/suggested revisions tracking dated 2009 to 2012  | IE Committee | Y            | 1/11/18        |
| 5/3/18  | II. B. | Change Course Pass Rate to "Nursing Courses Success Rate" and change threshold to 85% for all courses | IE Committee | Y            | 5/4/18         |
| 5/3/18  | II.C   | Added an item to track Course Completion Rate   | IE Committee | Y            | 5/4/18         |
| 5/3/18  | II. E. | Change Student Degree Completion" to "Degree Completion"  | IE Committee | Y            | 5/4/18         |
| 5/3/18  | II. R. | Change item to SON Recent Graduate Employment Survey/Evaluations for clarity                          | IE Committee | Y            | 5/4/18         |

IEComm:mi 2/27/08

Rev. 08, 09, 10, 11, 12, 13, 14, 15, 16, 17,18

**LEGEND:**

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