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
I. COLLEGE							
A. Employee Performance	Department of Health Services WASC Std lll. A	Employee Performance Evaluation Tracking log	Administrative Support	100% of employee PEs completed on time	Dean, College Operations Provost	Monthly	Annual
B. Employee Competency	Joint Commission BRN Std 1422,1424,1425 WASC Std lll.A	Employee Mandatory Requirements Data Base Employee File	Dean, IERP OES Designee	100% of mandatory job requirements completed	Dean, College Operations	Annual	Annual
C. Employee Satisfaction	Institutional Values WASC Std l. A	Employee Satisfaction survey	Administrative Support	$\geq$ 3.5 on each item (Scale 5-1)	Provost College Governance	Biennial	Biennial (Send out May 2018 for AY 2017-2018)
D. Employee Turnover Rate	BRN Std 1422,1424(d),1425 1427(4) WASC Std lll. A	Off service Employees/Cont. Service Employees record	OES Designee	10% or less/year	Dean, College Operations College Governance	Annual	Annual

LEGEND:

Admin:	Administration & Support Services
Ad & Prom:	Admissions & Promotions Committee
AH:	Allied Health
BRN:	Board of Registered Nursing
CEP:	Continuing Education Provider
CONAH:	College of Nursing & Allied Health
Cont:	Continuous
DHS:	Department of Health Services
IERP:	Institutional Effectiveness, Research & Planning Colleges

EDCOS:	Education & Consulting Service
ERC:	Educational Resource Center
FA:	Financial Aid
IE:	Institutional Effectiveness
LAC+USC:	Los Angeles County + University of Southern California
LVN:	Licensed Vocational Nurse
NCLEX-RN:	National Council Licensure Exam – RN

NRRC:	Nurse Recruitment & Retention Center
OES:	Office of Educational Services
PE:	Performance Evaluation
RN:	Registered Nurse
SLO:	Student Learning Outcome
SON:	School of Nursing
Std:	Standard
WASC:	Western Association of Schools and Colleges

MI:IE 11   **7/16/2018**

ITEM MEASURED	STANDARD	MONITORING TOOL	TRACKING SOURCE/PERSON	EXPECTATION (THRESHOLD)	ACCOUNTABLE PERSON/COMMITTEE	FREQUENCY OF REVIEW	
						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 College Governance	Annual	Annual
F. Articulation Agreements with Colleges	WASC Std I.B BRN Std 1427I	Articulation Agreement file	Director, OES	Attain/Maintain 3 agreements/year	Dean, College Operations College Governance	Annual	Annual
G. Program Enrollment	WASC Std I. A	Student Roster	OES Director / Designee	New Enrollment capacity: LVN-RN 90% 2yr basic 95%	Divisional Deans Provost College Governance	Annual	Annual
H. Institutional Student Learning Outcome	WASC Std II.	Annual Program Review Tracking Log	Provost Deans/Directors	100% completed	Provost	Triennial	Triennial
I. Integration of Mission Statement	WASC Std I. A	Annual Program Review Tracking Log	Provost 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 Deans/Directors	80% Meet Outcomes by due dates	College Governance 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

LEGEND:

Admin: Administration & Support Services
Ad & Prom: Admissions & Promotions Committee
AH: Allied Health
BRN: Board of Registered Nursing
CEP: Continuing Education Provider
CONAH: College of Nursing & Allied Health
Cont: Continuous
DHS: Department of Health Services
IERP: Institutional Effectiveness, Research & Planning Colleges

EDCOS: Education & Consulting Service
ERC: Educational Resource Center
FA: Financial Aid
IE: Institutional Effectiveness
LAC+USC: Los Angeles County + University of Southern California
LVN: Licensed Vocational Nurse
NCLEX-RN: National Council Licensure Exam – RN

NRRC: Nurse Recruitment & Retention Center
OES: Office of Educational Services
PE: Performance Evaluation
RN: Registered Nurse
SLO: Student Learning Outcome
SON: School of Nursing
Std: Standard
WASC: Western Association of Schools and

MI:IE 11   **7/16/2018**

ITEM MEASURED	STANDARD	MONITORING TOOL	TRACKING SOURCE/PERSON	EXPECTATION (THRESHOLD)	ACCOUNTABLE PERSON/COMMITTEE	FREQUENCY OF REVIEW	
						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 DHS Initiative # 3	Budget Request Request for Program needs College Reports	Admin Committee	Allocation of >70% of resources requested	Provost College Planning	Annually	NA
N. Board of Trustee Efficacy	WASC Std IV SP.V.A & B	BOT Self-Appraisal Record & Summary	Dean, IERP	≥ 3.0 on each item (Scale 1-4)	Provost	Triennial (Survey to send out August 2018)	NA
O. Governance Structure and Process	WASC STD 1,IV	Planning meeting Agenda/Minutes Governance and Decision-Making Evaluation Tool	College Governance Chair	Participation by all committees Implementation of approved changes	Provost	Annual	Annual
II. SCHOOL OF NURSING							
A. Annual Program Evaluation Reports	BRN Sect 1424 (b)(1) WASC Std I, II, III, IV	Committee Evaluation Reports	Semester Coordinators	100% of required elements are evaluated	SON Dean Faculty Organization	Annual	Annual

LEGEND:

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

MI:IE 11   **7/16/2018**

B. Nursing Courses Success Rate (Percentage of students who receive a passing/satis-factory grade)	WASC Std IIA	Course Grade Sheets Student status log	Dean, IERP	85%	Semester Coordinators 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 Student status log	Dean, IERP	85%	Semester Coordinators SON Dean	Biannual	Annual
D. NCLEX-RN Pass Rate	BRN Sect 1424 (b)(1) WASC Std IIA	BRN Education Program Summary Report. NCLEX Tracking log	4th Semester Coordinator Provost	85% - 1ST attempt	SON Dean Semester Coordinators	Biannual	Biannual

LEGEND:

Admin: Administration & Support Services
Ad & Prom: Admissions & Promotions Committee
AH: Allied Health
BRN: Board of Registered Nursing
CEP: Continuing Education Provider
CONAH: College of Nursing & Allied Health
Cont: Continuous
DHS: Department of Health Services
IERP: Institutional Effectiveness, Research & Planning
Colleges

EDCOS: Education & Consulting Service
ERC: Educational Resource Center
FA: Financial Aid
IE: Institutional Effectiveness
LAC+USC: Los Angeles County + University of Southern California
LVN: Licensed Vocational Nurse
NCLEX-RN: National Council Licensure Exam – RN

NRRC: Nurse Recruitment & Retention Center
OES: Office of Educational Services
PE: Performance Evaluation
RN: Registered Nurse
SLO: Student Learning Outcome
SON: School of Nursing
Std: Standard
WASC: Western Association of Schools and

MI:IE 11   **7/16/2018**

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

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

LEGEND:

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

MI:IE 11   **7/16/2018**

O.	Clinical Exit Interview Tracking	BRN Sect.1427 I WASC Std IIA	Clinical Exit minutes, Clinical Affiliation Evaluation Tool	Semester Coordinators	100% completed summary	SON Dean Semester Coordinators	Biannual	Annual
P.	Ward/Unit Evaluation Student	BRN Sect.1427 I BRN Sect.1458 (a) WASC Std IIA	Ward/Unit Evaluation Student Survey	Semester Coordinators Administrative Support	≥ 3.5 on each item (Scale 5-1)	SON Dean Semester Coordinators *Clinical Practice*	Biannual	Annual
Q.	SON Petitions, Grievances, Written Student Complaints	BRN Sect 1424 (k) & 1427 (b) WASC Std IB	Grievance Summary	Dean, IERP	<5% of student body	SON Dean Semester Coordinators Faculty Organization	Annual	Annual
R.	SON Recent Graduate Employment Survey/Evaluations	BRN Sect 1426 (b) WASC Std IB	Graduate follow-up survey	Dean, IERP	≥30% response rate >3.5 (5-1 scale) on Program Effectiveness	SON Dean Semester Coordinators	Annual	Annual
S.	Program Student Learning Outcome	WASC Std I, II, II, IV 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 Semester Coordinators	Biannual	Annual
U.	Student Exit Interview	WASC Std II	Exit Interview Form / Survey	Dean, IERP Admin Dean	For tracking purposes only	SON Dean Admin Dean	Annual	Annual

LEGEND:

Admin:	Administration & Support Services
Ad & Prom:	Admissions & Promotions Committee
AH:	Allied Health
BRN:	Board of Registered Nursing
CEP:	Continuing Education Provider
CONAH:	College of Nursing & Allied Health
Cont:	Continuous
DHS:	Department of Health Services
IERP:	Institutional Effectiveness, Research & Planning
	Colleges

EDCOS:	Education & Consulting Service
ERC:	Educational Resource Center
FA:	Financial Aid
IE:	Institutional Effectiveness
LAC+USC:	Los Angeles County + University of Southern California
LVN:	Licensed Vocational Nurse
NCLEX-RN:	National Council Licensure Exam – RN

NRRC:	Nurse Recruitment & Retention Center
OES:	Office of Educational Services
PE:	Performance Evaluation
RN:	Registered Nurse
SLO:	Student Learning Outcome
SON:	School of Nursing
Std:	Standard
WASC:	Western Association of Schools and

MI:IE 11   **7/16/2018**

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 Program Coordinators	4 months post program	Annual
B.	Class/Program Documentation Completion Rate	BRN Sect 1458 (b) WASC Std I, II	Program Log	OES Manager	100% within 30 days of class/program completion	EDCOS Dean Program Coordinators	Two times Annually	Annual
C.	Lesson Plan/Course Review	EDCOS Standard WASC Std II.A	Program SLO	Class/Program Coordinator	95% reviewed every three years	EDCOS Dean Program Coordinators	Annual	Triennial
D.	Home Study Review	EDCOS Standard WASC Std II.A.C	Course SLO	ERC Director	95% reviewed every 3 years	ERC Director Program Coordinators	Every 3 years	Annual
E.	Course Pass Rate	EDCOS Standard WASC Std II.A	Course SLO	Class/Program Coordinator	80% of class passes on 1st attempt	EDCOS Dean 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 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 Program Coordinators	Quarterly	Annual
H.	Program Student Learning Outcome	WASC I, II, III, IV	SLO Assessment Form	Dean, IERP	100% completed Identify areas for improvement. Develop improvement plan (as applicable)	EDCOS Dean	Annual	Annual

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

LEGEND:

Admin: Administration & Support Services
Ad & Prom: Admissions & Promotions Committee
AH: Allied Health
BRN: Board of Registered Nursing
CEP: Continuing Education Provider
CONAH: College of Nursing & Allied Health
Cont: Continuous
DHS: Department of Health Services
IERP: Institutional Effectiveness, Research & Planning
Colleges

EDCOS: Education & Consulting Service
ERC: Educational Resource Center
FA: Financial Aid
IE: Institutional Effectiveness
LAC+USC: Los Angeles County + University of Southern California
LVN: Licensed Vocational Nurse
NCLEX-RN: National Council Licensure Exam – RN

NRRC: Nurse Recruitment & Retention Center
OES: Office of Educational Services
PE: Performance Evaluation
RN: Registered Nurse
SLO: Student Learning Outcome
SON: School of Nursing
Std: Standard
WASC: Western Association of Schools and

MI:IE 11   **7/16/2018**

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

LEGEND:

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

MI:IE 11   **7/16/2018**

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 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 9th week of 1st 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

LEGEND:

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

MI:IE 11   **7/16/2018**

K. Annual Program Evaluation Report	BRN Sect 1424 (b)(1) 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

L.   EDUCATIONAL RESOURCE CENTER

A. Skills Lab Use	BRN Sect. 1424 (d) WASC Std II.B.C	Nursing Skills Lab sign in sheet & Appointment Book	Skills Lab Coordinator	≥800 sign-ins/year	Skills Lab Coordinator ERC Director	Biannual	Annual
B. Skills Lab Satisfaction Score	BRN Sect. 1424 (d) 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) 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) 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) WASC Std II.B.C	ERC sign in Sheet	ERC Director Library Assistant	≥3,500 sign-ins/year	ERC Director	Biannual	Annual
F. Library Satisfaction Score	BRN Sect. 1424 (d) WASC Std II.B.C	Program Evaluation Survey	ERC Director Library Assistant	≥ 3.5 on each item (Scale 5-1)	ERC Director	Biannual	Annual
a. Home Study Use Rate	BRN Sect. 1424 (d) WASC Std II.C	Rosters	ERC Director	NA	ERC Director	Every 5 years	Every 5 years
H .Program Student Learning Outcome	WASC Std I, II, III, IV	SLO Assessment Form	ERC Director	100% completed	ERC Director	Annual	Annual

LEGEND:

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

MI:IE 11   **7/16/2018**

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
M. FINANCIAL AID							
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	$\geq$3.5 on rated items (5-1 scale), $\geq$1.5 (1-2 Scale), $\geq$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 FA Administrator	100% of required elements are evaluated	FA Administrator	Annual	Annual

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; ll.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 lll 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

LEGEND:

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

MI:IE 11   **7/16/2018**

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:

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

MI:IE 11   **7/16/2018**

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

LEGEND:

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

MI:IE 11   **7/16/2018**