

DOCUMENTS FOR FOCUSED VISITS

Evidence Room

- State Board of Nursing Report (for review of all Standards)
- Governing Organization Accrediting Agency (for review of all Standards)
- Nursing/Governing Organization Documents (for review of all Standards)
- Curriculum Committee meeting minutes (for review of all Standards)
- Faculty Development Committee meeting minutes (for review of all Standards)
- Advisory Committee meeting minutes (for review of all Standards)
- Articulation Agreements (for review of Criterion 1.4)
- Nursing Program Position Descriptions (for review of Criteria 1.7, 2.1, 2.2, 2.3, & 2.7)
- Class and Clinical Schedules (for review of Criterion 2.5)
- Student Records, Current Students and Recent Graduates (for review of Criteria 3.1, 3.2, 3.5, & 3.6)
- Default Rates, (three [3] most recent years) (for review of Criterion 3.6)
- Samples of Student Assignments (for review of Criteria 4.5 & 4.7)
- Clinical Contracts (for review of Criteria 4.9 & 4.10)
- Budget Report, (three [3] most recent years) (for review of Criterion 5.1)

USB Drive (Optional for Non-Confidential Documents)

- Catalogs, Handbooks, and Manuals (for review of all Standards)
- College Catalog (for review of all Standards)
- College Policy and Procedure Manual (for review of all Standards)
- Program of Study for each option/track (for review of all Standards)
- Nursing Department Organizational Chart (for review of all Standards)
- Current Faculty Profile Table (for review of 2.1, 2.2, & 2.3)
- Nursing Faculty Handbook (for review of Criteria 1.10, 2.1, 2.2, & 2.5)
- Employee Manual (for review of Criteria 1.10, 2.1, 2.2, 2.3, 2.5, & 2.7)
- Current Laboratory Personnel Profile Table (for review of Criterion 2.1, 2.2, & 2.7)
- Employee Union Contract (for review of Criteria 1.10, 2.1, 2.2, 2.3, 2.5, & 2.7)
- Preceptor Policies (for review of Criterion 2.4)
- Nursing Student Handbook (for review of Standard 3 & Standard 4)
- Course Materials (for review of Criteria 4.1 – 4.11)
- Course Syllabi (for review of Criteria 4.1 – 4.11)
- Clinical Evaluation Tools (for review of Criteria 4.1 – 4.11)
- Program Outcomes Summary Table (for review of all Standards except Standard 6)
- Systematic Plan of Evaluation (three [3] years) (for review of Standard 6)

The ACEN professional staff are available to answer questions. It may be helpful to you to also review the Guidelines for Preparation of the Focused Visit Report to ensure that you have included the necessary supporting documentation for the Standards and Criteria.