

AGENDA ITEMS FOR FOCUSED VISITS

Increase in Enrollment

- Welcome meeting with nurse administrator, associates/assistants, and available faculty
- Conference with nurse administrator
- Conference with the Chief Executive Officer of the governing organization or the Provost/Vice President of Academic Affairs/Chief Academic Officer (30 minutes)
- Conference with other administrative persons of the institution, e.g., Academic Dean, Finance Officer (30 minutes)
- Conference with support personnel, e.g., counselor, admissions officer, financial aid officer (30-60 minutes; may be arranged as a group)
- Meeting with students (60 minutes)
- Meeting with nursing faculty (2 hours)
- Review of materials in document room
- Tour of clinical agencies (as necessary)
- Observe classroom/laboratory activities
- Conference with librarian; tour of library/learning resource center (30 minutes)
- Tour of educational facilities
- Review of faculty records
- Review of materials in document room
- Final Meeting with the nurse administrator

Change in Ownership of the Governing Organization

- Welcome meeting with nurse administrator, associates/assistants, and available faculty
- Conference with nurse administrator
- Conference with the Chief Executive Officer of the governing organization or the Provost/Vice President of Academic Affairs/Chief Academic Officer (30 minutes)
- Conference with other administrative persons of the institution, e.g., Academic Dean, Finance Officer (30 minutes)
- Conference with support personnel, e.g., counselor, admissions officer, financial aid officer (30-60 minutes; may be arranged as a group)
- Meeting with students (60 minutes)
- Meeting with nursing faculty (2 hours)
- Review of materials in document room
- Observe classroom/laboratory activities
- Conference with librarian; tour of library/learning resource center (30 minutes)
- Tour of educational facilities
- Final Meeting with the nurse administrator
- Review of materials in document room

Change in State Regulatory Agency for Nursing Status/Decline in Program Outcomes

- Welcome meeting with nurse administrator, associates/assistants, and available faculty
- Conference with nurse administrator

- Conference with the Chief Executive Officer of the governing organization or the Provost/Vice President of Academic Affairs/Chief Academic Officer (30 minutes)
- Conference with other administrative persons of the institution, e.g., Academic Dean, Finance Officer (30 minutes)
- Conference with support personnel, e.g., counselor, admissions officer, financial aid officer (30-60 minutes; may be arranged as a group)
- Meeting with students (60 minutes)
- Meeting with nursing faculty (2 hours)
- Observe classroom/laboratory activities
- Conference with librarian; tour of library/learning resource center (30 minutes)
- Tour of educational facilities
- Review of student/faculty records
- Review of materials in document room
- Final Meeting with the nurse administrator

Implementation of Distance Education

- Welcome meeting with nurse administrator, associates/assistants, and available faculty
- Conference with nurse administrator
- Conference with the Chief Executive Officer of the governing organization or the Provost/Vice President of Academic Affairs/Chief Academic Officer (30 minutes)
- Conference with other administrative persons of the institution, e.g., Academic Dean, Finance Officer (30 minutes)
- Conference with support personnel, e.g., counselor, admissions officer, information technology, financial aid officer (30-60 minutes; may be arranged as a group)
- (If interactive television (ITV) is utilized, an observation of ITV classroom activity)
- Meeting with students (60 minutes)
- Meeting with nursing faculty (2 hours)
- Observe online classroom activities
- Conference with librarian; tour of library/learning resource center (30 minutes)
- Tour of educational facilities
- Final Meeting with the nurse administrator

New Curriculum/New Program Option

- Welcome meeting with nurse administrator, associates/assistants, and available faculty
- Conference with nurse administrator
- Conference with the Chief Executive Officer of the governing organization or the Provost/Vice President of Academic Affairs/Chief Academic Officer organization (30 minutes)
- Conference with other administrative persons of the institution, e.g., Academic Dean, Finance Officer (30 minutes)
- Conference with support personnel, e.g., counselor, admissions officer, financial aid officer (30-60 minutes; may be arranged as a group)
- Meeting with students (60 minutes)
- Meeting with nursing faculty (2 hours)
- Meeting with general education faculty (30 minutes)
- Review of materials in document room
- Observe classroom/laboratory activities including online and hybrid courses
- Conference with librarian; tour of library/learning resource center (30 minutes)
- Tour of educational facilities

- Review of faculty records
- Final Meeting with the nurse administrator
- Review of materials in document room

New Off-Campus Instructional Site or Branch Campus

- Welcome meeting with nurse administrator, associates/assistants, and available faculty
- Conference with nurse administrator
- Conference with the Chief Executive Officer of the governing organization (30 minutes)
- Conference with other administrative persons of the institution, e.g., Academic Dean, Finance Officer (30 minutes)
- Conference with support personnel, e.g., counselor, admissions officer, financial aid officer (30-60 minutes; may be arranged as a group)
- Meeting with students (60 minutes)
- Meeting with nursing faculty (2 hours)
- Review of materials in document room
- Tour of clinical agencies (as necessary)
- Observe classroom/laboratory activities (If interactive television (ITV) is utilized, an observation of ITV classroom activity)
- Conference with librarian; tour of library/learning resource center (30 minutes)
- Tour of educational facilities
- Review of faculty and student records at both locations if applicable
- Final Meeting with the nurse administrator
- Review of materials in document room

Table I

Increase in Enrollment	Change in Ownership of the Governing Organization	Change in State Regulatory Agency for Nursing Status/ Decline in Program Outcomes
Standard 2: 2.1, 2.2, 2.5, 2.7 Standard 3: 3.4 Standard 4: 4.9, 4.10 Standard 5: 5.2	Standard 1: 1.1, 1.2, 1.8, 1.9, 1.10, Standard 2: 2.5, 2.7 Standard 3: 3.2, 3.4, 3.6 (if applicable) Standard 5: 5.1, 5.2, 5.3, 5.4	Standard 1: 1.7, 1.8 Standard 2: 2.1, 2.2, 2.4, 2.5 Standard 3: 3.1, 3.2, 3.4 Standard 4: 4.1, 4.2, 4.3, 4.6, 4.7, 4.9, 4.10 Standard 5: 5.3 Standard 6: 6.1, 6.2, 6.3, and 6.4
Implementation of Distance Education	New Curriculum/ New Program Option	New Off-Campus Instructional Site or Branch Campus
Standard 1: 1.11 Standard 2: 2.10 Standard 3: 3.4, 3.8, 3.9 Standard 4: 4.9, 4.10, 4.11 Standard 5: 5.4	Standard 2: 2.1, 2.2, 2.4, 2.6, 2.10 Standard 4: All Criteria Standard 5: 5.3 For APRN Options – See Note 3 below	Standard 1: 1.2, 1.7, 1.8 Standard 2: 2.1, 2.2, 2.7 Standard 3: 3.4, 3.8 Standard 4: 4.9, 4.10 Standard 5: All Criteria

Note 1: The Standards and Criteria listed above will be reviewed. The ACEN may determine that an approved substantive change warrants the review of additional Standards and Criteria. The program will be notified if the review of additional Standards and Criteria is warranted.

Note 2: The Standards and Criteria listed above (including any additions as determined by the ACEN) will be reviewed by the peer evaluator(s). The peer evaluator(s) will not intentionally review other Standards and

Criteria. However, if evidence of non-compliance with any additional Standards and/or Criteria is identified onsite, the peer evaluator(s) must include these findings in the Focused Site Visit Report.

Note 3: In addition to the Criteria listed in Table I for a *New Curriculum and/or New Program Option*, new APRN options should include the following Criteria to ensure compliance with the current NTF Guidelines. The link to the *Crosswalk of Criteria for Evaluation of Nurse Practitioner Programs (2016) and ACEN Standards and Criteria (2017)* is below along with the Criteria that should be included in the Focused Visit Report for new APRN options.

Standard 1: 1.7

Standard 2: 2.5, 2.9

Standard 3: 3.1, 3.4, 3.5

Standard 5: 5.1

<http://www.acenursing.net/resources/2017ACEN-2016NONPF.pdf>

Document History
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1. The Team Chair will arrange to meet with the nurse administrator at the beginning and end of each day and throughout the visit.
 2. Timeframes are only provided as a guide.
 3. Clinical units selected for visitation should have students present and prepared to meet with the peer evaluators.
 4. Focused visit activities may start on the afternoon/evening of the team's arrival.