Guidelines for the Document List

To ensure the accuracy of program information, the program is asked to prepare a list of all documents provided to the site visit team as supporting evidence. The program should include a list of all documents provided as evidence of the program's compliance with the Standards and Criteria on a USB Drive to the ACEN and the site visit team at least six weeks prior to the site visit. This document list should be updated as needed and any additional documents provided to the site visit team during the actual site visit or added to the list prior to the site visit. An updated list should be provided in an electronic format to the team chair at the end of the site visit. The Document List should include the name of the document and the date of the document.

Directions:
Using the following category listings and format, list all supporting evidence available for review, including dates in chronological order (ex: Student Handbook, 2020; 2019; 2018). If supporting evidence is undated but currently in use, "current" may be substituted for a specific date. Do not use a table format. Please ensure that the list reflects the actual title of the document for the program/governing organization (e.g. "ACEN University Student Handbook:" ACEN College Catalog and Policies, 20XX).

Category 1. Catalogs, Handbooks, and Manuals
College Catalog, 20XX
Employee Manual, 20XX
Nursing Faculty Handbook,20XX
Nursing Student Handbook, 20XX
College Policy and Procedure Manual, current
College Student Handbook, 20XX

Category 2. External Constituency Documents
[Insert State Board of Nursing] Report, 20XX; 20XX; 20XX
[Insert Governing Organization Accrediting Agency] Report, 20XX; 20XX; 20XX
State Employees Union Contract, 20XX–20XX
ACEN Annual Reports, 20XX; 20XX; 20XX

Category 3. Nursing/Governing Organization Documents
University Strategic Plan, 20XX–20XX
Nursing Department Organizational Chart, 20XX
College-wide Committee Memberships, 20XX–20XX; 20XX–20XX
Articulation Agreements, current
Nursing Program Position Descriptions, current
Full-and Part-time Faculty Curricula Vitae, current
Faculty Personnel Files, current
Student Records, Current Students

Default Rates, 20XX; 20XX; 20XX
Class and Clinical Schedules, Fall 20XX; Spring 20XX
Clinical Contracts, current
Governing Organization and Nursing Budget Report, 20XX; 20XX; 20XX
Student Exit Survey Files, 20XX–20XX
Faculty Committee Assignments, 20XX; 20XX; 20XX
Student Grievance and Complaint Records, 20XX; 20XX; 20XX (since last ACEN visit – insert dates)

Category 4. Meeting Minutes
Curriculum Committee meeting minutes, 20XX–20XX; 20XX–20XX; 20XX–20XX
Faculty Development Committee meeting minutes, 20XX–20XX; 20XX–20XX
Advisory Committee meeting minutes, 20XX
Student Nurse Association meeting minutes, 20XX-present

Category 5. Course Materials
Course Syllabi, Spring 20XX; Fall 20XX; Spring 20XX
Clinical Evaluation Tools, 20XX-20XX
Samples of Case Studies, 20XX-20XX
Samples of Student Assignments, 20XX–20XX
Rubrics for all Course Assignments, current