Guidelines: List of Documents Reviewed

To ensure the accuracy of this information, the nursing program is asked to prepare a list of all materials available in the document display room.

Please ask the program to provide a flash drive containing the prepared lists during the site visit. Please note that document dates are critical information.

Directions:
Using the following category listings and format, list all of the documents available for review onsite, including dates in chronological order (ex: Student Handbook, 2011; 2012; 2013). If a document is undated but currently in use, “current” may be substituted for a specific date.

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

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
NLNAC/ACEN Annual Reports, 20XX; 20XX; 20XX

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
Student Records, Current Students and Recent Graduates
Default Rates, 20XX; 20XX; 20XX
Class and Clinical Schedules, Fall 20XX; Spring 20XX
Clinical Contracts, current
Budget Report, 20XX; 20XX; 20XX
Student Exit Survey Files, 20XX-20XX

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

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