Washington State University College of Nursing
Systematic Evaluation of Program Components (SEPC)
2012-2024

Area of Focus of Evaluation *CCNE (C)* **elements** *NTF (N)* **elements** *WAC (W)* **elements**	Requirements	Data Source(s)	MINIMUM Frequency of Evaluation	Primary Responsibility for Review-Faculty	Primary Responsibility for Review-Administrative	Evidence of Review
I. Mission and Governance A. Mission & Goals; Strategic Plan *C: I-A-B* *W: I(1), I(2)*	• (C,W)Congruent with those of WSU? (C,W)Consistent with professional nursing standards and guidelines for preparation of nursing professionals? • (C)Input from faculty, staff, other communities of interest?	-Mission and goal statements of university/college -WSU-CON Mission & goal statement -Strategic Plan -Campus level mission and goals -Community of interest input	For affirmation of CON mission, etc: Annually at final faculty org meeting For revision: Every 4 years		Dean, notice sent to exec committee 2 months prior to due date.	• Faculty Organization and staff meeting (abbreviated as FO) minutes • Faculty/staff Handbook archives • Student Handbook archives
B. WSU-CON Organizational Structure/Governance *C: I-D* *N: N/A* *W: II(4, 5,6,7)*	• (C,N,W)Faculty participate in program governance? • (C,W)Students participate in program governance? • (C,N,W)Leadership accountability clearly delineated? • Staff participate in staff governance? • Staff roles/ organization clear?	• Organizational chart of WSU-CON • Faculty Organization Bylaws • Student Nurse Leaders (SNL) and other student groups • Alliance agreement with Eastern Washington University and Whitworth College	Every 2 years		Dean, business director notice sent to both 2 months prior to due date.	• Committee minutes • WSU-CON handbooks of faculty, staff and students • Organizational chart
C. Administrators (Dean, Associate/Assistant Deans, Directors, and Coordinators) *C: II-C* *N: I.A-B* *W: II(6,7,8)*	• (C,N,W)Academically and experientially qualified? • (W)Sufficient time to fulfill administrative duties?	• Position qualifications and descriptions in Faculty/Staff Handbook • Evaluation instruments completed by faculty,	Annually		Provost for Dean, Dean for other CON administrators	• Annual performance evaluations in personnel files

	• (N)For APRN programs, director holds certification as APRN; track coordinators hold certification in population focus of respective tracks? • (C,W)Provides effective leadership to the WSU-CON in achieving mission, goals, and expected program outcomes?	peers, supervisor, subordinates • Curriculum vitae and documentation of credentialing per NTF, CCNE, and Commission requirements				
II. Resources A. Support staff C: *II-B* N: *N/A* W: *N/A*	• (C)Adequate number? • Quality of performance? • (C)Appropriate to program needs and mission? • Effective/efficient utilization?	• Personnel policies, job descriptions, Recruitment activities • Annual review in employee file • Dean's council notes	Annual		Director of Business, Campus directors Program directors	• Reclassification and/or reconfiguring position requirements • Maintenance or modification of services and policies responsive to evaluations • Annual reviews
B. Support services and Physical facilities C: *II-A, III-D* N: *IV.A* W: *III(1,2,4,5)*	• (C,N,W)Physical space is sufficient to achieve program mission, goals, and expected outcomes? • (C,W)Sufficient office space to allow faculty to work uninterrupted and to meet with students? • (C,N)Equipment and supplies are sufficient to achieve program mission, goals and expected outcomes? • (C,N,W)Access to resources within parent institutions?	• *Room usage data* • *Library usage data* • *Space for non-instructional activities of faculty and students usage* • *Office space usage* • *Storage space usage* • *Audiovisual laboratory usage data* • *Clinical performance and simulation laboratory usage data* • *Computer laboratory usage data* • *Research space and equipment usage* • <u>Clinical performance and simulation lab student evals</u>	Every 2 years		Director of Business, Campus directors, Program directors, Assoc Deans	• Maintenance or modification of services and policies responsive to evaluations • Faculty and student surveys

	• (C,W)Physical environment supports achievement of expected students outcomes? • Accomplished as follows*: Odd years; Even years*	• Campus Safety Committee minutes • Counseling/Student services • Computer/IT support • Graduate/Undergraduate Academic Affairs • Student surveys				
C. Practicum Placements *C: III-E, II-E* *N:IV.B.2 IV.B.3, VI.A.6-7* *W: III(3.a,3.b)*	• (C,W)Enable students to integrate new knowledge and demonstrate attainment of program outcomes? • (C,N)Evaluated by students? • (C,N)Evaluated by faculty? • (N,W)Clinical/Practicum Hours sufficient to meet regulatory requirements? • (C,N,W)Preceptors given orientation to program. • (C,N,W)Preceptors appropriately licensed and academically qualified?	• Contracts with institutions/agencies • Use of contract data base • Student EValue clinical reports • Process for development of new practicum placements • Clinical site evaluation analyses • Course syllabi • Student handbooks • Preceptor resume or curriculum vita. • Examples of orientation materials.	Annually Preceptors as recruited.	Clinical leads, track coordinators	Program Directors in coordination with Clinical placement coordinator, contract specialist	• Review and renegotiation of contracts within five years of initiation • Track clinical faculty minutes reflecting review of student/faculty evaluations and appropriate response
D. Fiscal Resources *C: II-A* *N: N/A* *W:II*	• (C,W) Fiscal resources are sufficient to enable the program to fulfill its mission, goals, and expected outcomes? • (C,W)Commensurate with institutional resources? • (W) Dean has budget authority?	• University policies and procedures • Biennial and annual budgets • Operating budget reports • Comparison with similar educational units within parent institution(s)	Annually		Dean, Assoc Deans, Campus Directors, and Director of Business	• Dean's updates pertinent to budget (FO minutes). • Annual budget documents

Standard	Questions	Documents	Frequency	Committee	Responsible	Notes/Actions
		• Financial reports of units including research funds, grants • Financial reports of WSU-CON Advancement funds				
III. Student Policies A. Student recruitment, admission, progression, retention, dismissal, graduation, grievance procedures, rights and responsibilities, academic qualifications of the students *C: I-E, II.A-B, IV-G* *N: II.A-B* *W: IV(1,2), V(7)*	• (N,W)Admission criteria reflect ongoing faculty involvement? • (N,W)Progression and graduation criteria reflect ongoing faculty involvement? • (C,W)All documents accurate (web, paper, etc)? • (C,W)Congruent with those of WSU?	• Parent campus and WSU-CON student handbooks • Exemplar plans of study • University/college policies related to admission and graduation requirements • UAP Committee and GCC policies, minutes • Student records • Admission, graduation, enrollment reports • Recruitment materials • Program/Track faculty meeting minutes	Annually	UAP, GAP, GCC, UCC	Program directors	• Review and update CON student handbooks • Accuracy reviewed across media • UAP, GCC, GAP annual reports
B. Size of student body in relation to instructional resources and objectives of program	• Reviewed periodically for sustainability; resource allocation?	• Enrollment policies for all programs • Availability of instructional resources	Every 4 years	UAP, GAP	Program directors Dean's council	• Discussion notes in coordination with faculty workload and budget
C. Non-academic policies and procedures (e.g., safety, smoking, parking, building usage, blood-borne pathogens, telephone, sexual harassment, ADA, diversity plan)	• Accessible to all faculty, staff and students?	• Student and faculty/staff manuals and reports	Every 4 years		Director of Business Campus director	• Changes/maintenance of related policies and procedures
D. Educational milieu/ quality of student life	• Provide a means of feeling connected to College and campus community?	• Minutes of student organization/committee, SNL minutes (Spokane); Crimson Scrubs (TC), and AINS (Yakima) • Skyfactor (SKYFACTOR (EBI)) results	Every 2 years	UAP, GAP		• FO minutes and related committee/work group annual reports

E. Student progression and competency assessment *C : III-G* *N : VI.A.3-5* *W :IV(1), V(7)*	(C,W)Policies and procedures for progression or assessment of competency consistently applied? (C,W)Expectations clearly communicated to students? (C,N)Reflect ongoing involvement by program faculty? (C,N)Criteria reflect ongoing involvement by program faculty? (C)Used to guide curricular decisions?	• Student handbooks • Preceptor evaluations • Faculty evaluations of student clinical performance • Course grade analyses • Program/Track faculty meeting minutes	Annually	Track coordinators, GCC, UAP, course faculty		• Evalue evaluation reports • Clinical group meeting minutes • GCC, UAP progression mtg minutes/annual report
IV. Faculty Policies A. Appointment and selection criteria *C: I-C* *W: V(5)*	• (C)Clearly identified and communicated to faculty? • (C)Congruent with those of WSU? • (W)Congruent with current regulatory requirements?	• Position descriptions, WSU and WSU-CON Faculty/Staff Manuals, HRS Guidelines • Faculty Records	Every 4 years	FACULTY AFFAIRS Committee	Dean, Associate Deans	• Faculty action on FACULTY AFFAIRS committee • FACULTY AFFAIRS Annual reports • Search Committee annual reports
B. Faculty appointment, termination, rights, responsibilities, rank, tenure, salaries, promotion, and annual review *C: I-C*	• (C)Clearly identified and communicated to faculty? • (C)Congruent with those of WSU?	• WSU-CON and WSU manuals (including process, procedures & forms) • FACULTY AFFAIRS & Faculty Organization minutes • Faculty Personnel records • WSU salary schedule • WSU annual salary information • HRS reports	Every 2 years	FACULTY AFFAIRS Committee	Dean, Associate Deans	• Personnel Actions • FO minutes and related committee/work group annual reports
C. Number and diversity of faculty in relation to mission, goals, and program objectives *C: II-D*	• (C,N,W)Faculty sufficient in number to accomplish the mission, goals, and expected program outcomes?	• Headcounts, FTEs, student/faculty ratios • Faculty curriculum vitae	Annually		Dean, Associate Deans, Program directors, Campus Directors	• Changes/maintenance in the focus and priority of searches and appointments • Search committee annual report

N: IV.A.1, V.A.1 *W: V*		• FACULTY AFFAIRS Committee recommendations • Comparisons with national data regarding schools of nursing • Faculty workload formula • Faculty teaching assignments • Reviews of WSU-CON mission, goals, and objectives • Faculty mix regarding rank, tenured, tenure-track and non-tenure track • Faculty-Student ratio for NP didactic courses.				
D. Maintenance of faculty expertise appropriate to responsibilities *C: II-D-F* *N: I.B, I.C, V.A.2-3, VI.A.2* *W: V.4, V.(7g)*	• (C,N,W)All faculty licensed as required? • (N)Certification, if required for faculty role, is current? • (W)Faculty experientially prepared for the areas in which they teach? • (N)APRN tracks overseen by faculty certified in that population focus? • (N)CON support ensures NP faculty maintain currency in clinical practice?	• Faculty annual reviews and curriculum vitae - data regarding continuing education, credit courses, credentialing, clinical practice, research, professional leaves, consultations, etc. • WORQS Summary • Faculty workload formula • Faculty handbook	Annually		Program Directors Campus Directors	• Maintenance of faculty curriculum vitae over time; e.g., certifications, continuing education, and practice arrangements
E. Scholarly productivity *C: IV-F*	• (C)Expectations clearly communicated to faculty?	• Faculty/staff manual • Faculty annual reviews, curriculum vitae, research reports,	Annually		Associate Dean for Research	• Faculty handbooks reviewed/updated/accurate • Faculty aggregate benchmarks reviewed

	• CON provides support for research endeavors? • (C)Aggregate analysis indicates faculty engaged in research activities?	grants and proposals, publications, manuscripts of major presentations, other creative activities • WORQS Summary				
F. Professional, community, university, college of nursing service *C: IV-F*	• (C)Expectations clearly communicated to faculty? • (C)Aggregate analysis indicates faculty engaged in service activities?	• Faculty/staff manual • Faculty annual reviews, curriculum vitae • WORQS Summary	Annually		Campus Directors	• Faculty handbooks reviewed/updated/accurate • Faculty aggregate benchmarks reviewed
G. Quality of instruction *C: III-H,IV-F* *W: V(7)*	• (C,W)Aggregate analysis indicates faculty meeting CON benchmarks? • (C,W)Evaluations used to guide course decision making? • NCLEX and certification rates meet CON and CCNE benchmarks?	• Student evaluations of faculty, courses, practicum experiences • Faculty annual reviews • Colleague evaluations • NCLEX-RN and certification pass rate analyses • WORQS summary • SKYFACTOR (SKYFACTOR (EBI)) results	Annually	GCC, UCC	Associate Dean, Program Directors	• Faculty handbooks reviewed/updated/accurate • Faculty aggregate benchmarks reviewed • Track/program faculty review data/intervene as appropriate.
H. Learning environment including accessibility of faculty, faculty/student relationships *C: III-H* *W: V(7)*	• (C,W)Teaching/learning practices evaluated periodically to foster improvement? • (C,W)Evidence of environment conducive to respectful/collegial interactions?	• SKYFACTOR (SKYFACTOR (EBI)) results • Student course evaluation • Student clinical placement evaluation • CE individual program evaluations • Student Counselor reports • Learning Specialist Reports	Annually		Academic Program Associate Dean, Program Directors, Campus Directors	• ATL and Grad School reports • SKYFACTOR (SKYFACTOR (EBI)) Summaries • Course evaluations-aggregate measures.
V. Curriculum A. Philosophy, conceptual framework, characteristics of the	• (C,N,W)Reflect clear statements of expected students outcomes that are	• GCC Minutes • UCC Minutes	Every 3 years	UCC, GCC	Program Directors	• Changes/maintenance in related documents and program offerings

graduates, curricular design (total baccalaureate and total masters curriculums), meet professional nursing standards and current regulatory requirements. *C: III-A-C* *N: II.A-B, III.A, B,C, D, E, F, VI.B* *W: I, Curric.*	congruent with program's mission and goals, and with the roles for which the program is preparing graduates? • (N)Reflect relevant professional standards and guidelines? • (N)Reflect ongoing involvement by program faculty? • (N)NP programs prepare students for one of four advanced practice roles?	• Philosophy, conceptual framework and other curricular documents • Course syllabi • Faculty predictions of trends in nursing/health care (e.g., retreat notes, UCC and GCC minutes) • Program/Track faculty meeting minutes • Course mapping documents				• UCC, GCC and Course group meeting minutes • Program and committee annual reports
B. Course descriptions/objectives/student learning outcomes *C : III-C-H* *N : VI.A.1* *W : V(7)*	• (C,N,W)Logically structured to achieve expected students outcomes? • (C,W)Teaching and learning practices consider the needs and expectations of the identified community of interest? • (C,N,W)Evaluation policies are defined and consistently applied? • (C,N,W)Evaluation methods clearly defined, appropriate to outcomes, and communicated to students?	• Course syllabi • Course evaluations • Course materials, including exams • Copies of student work • Student records • Grade analyses	Every 3 years	UCC, GCC	Program directors	• Responses to issues and student concerns as addressed by UCC and GCC regarding courses • Minutes of course/program group retreats • Archives of courses changed

C. Student/faculty evaluations of the curriculum *C: III-H* *N: VI.A.1* *W: V(7)*	• (C)Reflect satisfaction with teaching/learning practices? • (C,N,W)Reflect ongoing faculty engagement in curricular review/revision? • (C)Evidence of reflection and discussion of results?	• Review of individual student progression • Course and clinical placement evaluations • Semester/course group meeting minutes • UCC minutes • GCC minutes • SKYFACTOR (EBI) Results	Annually	UAP, GCC	Program directors	• Changes/maintenance in courses, clinical sites, and programs of study
E. Alumni evaluations *C: IV-C-D*	• (C)Reflect satisfaction with program? • (C)Employment achieved within 10 months?	• SKYFACTOR (EBI) results • Other alumni surveys as conducted.	Annually	UCC, GCC	Program directors	• Annual Program SKYFACTOR (EBI) summaries
VI. Outcomes Evaluation A. Program-specific evaluation plans and reports *C: IV-B-E* *N: VI.C*	• (C,N)Shared broadly in faculty groups? • (C,N)Reflect current program benchmarks and accreditation requirements? • (C)Consistent across programs? • (C,N)Reflect goal of continuous quality improvement?	• Individual program evaluation plans/reports (BSN, RNB, MN, DNP, PhD), including assessments of program effectiveness and program learning outcomes	Annually	Assessment & Evaluation Coordinators, OMC	Office of Information Management, Program directors	• Track/program minutes related to program evaluation reports • UCC, GCC, OMC, and FO minutes related to program evaluation reports.

EVALUATION CALENDAR AND REPORT 2012-2020 Systematic Evaluation of Program Components	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
I. Structure and Governance A. Mission and Goals	X	X	X	X	X	X	X	X	X	X	X	X
B. Organizational Structure/ Governance	X		X		X		X		X		X	
C. Administrators			X	X	X	X	X	X	X	X	X	X
II. Resources A. Support Services and Staff	X		X	X	X	X	X	X	X	X	X	X
B. Physical Facilities (alternating items odd/even years)	X		X	X	X	X	X	X	X	X	X	X
C. Practicum Placements	X		X	X	X	X	X	X	X	X	X	X
D. Fiscal Resources		X	X	X	X	X	X	X	X	X	X	X
III. Student Policies A. Student policies	X	X		X	X	X	X	X	X	X	X	X
B. Size of student body	X		X				X				X	
C. Non-academic policies and procedures		X			X		X		X		X	
D. Educational milieu/quality of student life		X		X		X		X		X		X
IV. Faculty Policies A. Appointment & selection criteria				X				X				X
B. Faculty appointment, termination, rights, etc.	X		X		X		X		X		X	
C. Number and diversity of faculty	X	X	X	X	X	X	X	X	X	X	X	X
D. Maintenance of faculty expertise	X	X	X	X	X	X	X	X	X	X	X	X
E. Scholarly productivity	X	X	X	X	X	X	X	X	X	X	X	X
F. Faculty service	X	X	X	X	X	X	X	X	X	X	X	X
G. Quality of instruction	X	X	X	X	X	X	X	X	X	X	X	X

Systematic Evaluation of Program Components	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2016-17	2017-18	2018-19	2019-20
H. Learning Environment	X	X	X	X	X	X	X	X	X	X	X	X
V. Curricula A. Philosophy, framework, etc.		X			X			X	X			X
B. Course descriptions/objectives	X	X	X	X	X			X	X			X
C. Student/faculty evaluations	X	X	X	X	X	X	X	X	X	X	X	X
D. Alumni evaluations	X	X	X	X	X	X	X	X	X	X	X	X
VI. Evaluation A. Program-specific evaluation plan and report	X	X	X	X	X	X	X	X	X	X	X	X

This document will be reviewed at least every 2 years by Associate Dean for Academic Affairs and Dean's Leadership Council.