

Guidelines For Preparing The Categories Of DOCUMENTS REVIEWED

Introduction

To ensure the accuracy of this information, the nursing program is asked to prepare a listing of all documents available in the 'document display room.' The list should be generated on a computer system so that it can be downloaded onto a disk/CD for the site visitors when they arrive onsite.

Directions: Using the following category listings prepare a file listing all documents available in the 'document display room' for the site visit team

Catalog/Handbook/Manuals

Examples:
College Catalog 20XX
Faculty Handbook 20XX
Student Manual 20XX

Department of Nursing Minutes

Examples:
Curriculum Committee Minutes 20XX-20XX
Faculty Development Committee Minutes 20XX-20XX

External Constituencies

Examples:
State Board of Nursing Report, 20XX
Governing Organization Accrediting Agency Report, 20XX

Nursing/Institution Documents

Examples:
Budget Report (current, previous year, proposed next year) 20XX, 20XX, 20XX
Agency Contracts 20XX
Student Records (current and recent graduates)
Faculty Curriculum Vitae (for all faculty, full- and part-time)
Class and Clinical Schedules

Course Materials

Examples:
Course Syllabi
Clinical Evaluation Tools
Samples of Student Assignments