

MOUNT SAN ANTONIO COLLEGE

Associate Degree of Nursing Program

Systematic Evaluation Plan

Spring 2019

Prepared for Faculty

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Introduction

It is the intent of the Faculty and staff of the Associate Degree Nursing Program at Mount San Antonio College (Mt. SAC) to implement this evaluation plan for the purpose of providing an accurate and meaningful measure of accountability in ultimately meeting the educational needs of the students. Students are encouraged to participate in all department committee activities.

This plan is consistent with the criteria of instructional effectiveness developed at Mount San Antonio College. The college adopted a Course-Level Student Learning Outcomes Plan based on the needs of the college and the requirements of accreditation¹. At Mt. SAC, the college's mission statement and planning are integral parts of its operations as is evident in several areas. Not only does the college have a Board Policy on Planning (AP3250²) that covers educational planning, but the college also has a clear planning- and data-based model for program review through its planning for Institutional Effectiveness (PIE) model³. The criteria and measures are based on the institutional, departmental, and program goals, as well as the Mount San Antonio College Mission statement. Thus, the nursing program outcomes were developed to reflect the Mount San Antonio College mission/purposes.

¹ www.accjc.org Standards II.A.2.f., II.A.1.c, II.A.2.a., II.A.2.b., II.A.2.h., and II.C.2.

² <https://www.mtsac.edu/governance/trustees/apbp/AP3250.pdf#search=AP3250%20Institutional%20Planning>

³ https://www.mtsac.edu/governance/committees/iec/planning/2018pie_v1.html

Mount San Antonio College Nursing Department Systemic Evaluation Plan

The mission of Mt. San Antonio College is “to welcome all students and to support them in achieving their personal, educational, and career goals in an environment of academic excellence”. Mount San Antonio College prepares students for transfer to baccalaureate granting institutions; employment and careers; and attainment of competencies in basic skills so they can pursue higher goals. Faculty and staff of the college use the mission statement as the core basis for the college’s programs and services. This mission is carried out through the college goals and reflected in the philosophy of the Nursing Department.

Mount San Antonio College Strategic Plan and Goals (2017-2021)

Mt. San Antonio College’s Strategic Planning Process also known as a Comprehensive Plan.

Goal 1: Expand & Support Instruction & Student Services

- The College will utilize student outcome and placement assessment data to guide planning, curriculum, design, pedagogy, and/or decision- making at the department/unit and institutional levels.
- The College will ensure that curricular, articulation, and counseling efforts are aligned to maximize students’ successful university transfer.
- The College will utilize technology to improve operational efficiency and effectiveness and maintain stat-of-the-art technology in instructional and support program.

Goal 2: Ensure Fiscal Stability

- The College will secure funding that supports exemplary programs and services.
- The College will provide facilities and infrastructure that support exemplary programs and the health and safety of the campus community.
- The College will utilize existing resources and improve operational processes to maximize efficiency of existing resources and to maintain necessary services and programs.

Goal 3: Expand Professional Development

- The College will encourage and support participation in professional development to strengthen programs and services.

Goal 4: Sustain Effective Collaboration

- The College will improve the quality of its partnerships with business and industry, the community, and other educational institutions.
- The College will improve the effectiveness and consistency of dialogue between and among departments, committees, teams, and employee groups across the campus.

Goal 5: Ensure Access, Equity & Completion

- The College will prepare students for success through the development and support of exemplary programs and services.
- The College will improve career/vocational opportunities to help students maintain professional currency and achieve individual goals.
- The College will increase access for students by strengthening recruitment opportunities for full participation in college programs and services.
- Student entering credit programs of study will be ready for college level academic achievement.
- The College will provide opportunities for increased diversity and equity for all across campus.

Department of Nursing Philosophy

1. The philosophy of the Department of Nursing is consistent with the philosophy and objectives of Mt. San Antonio College, which is to meet the educational goals and aspirations of the communities it serves with special sensitivity to serving those who are under-represented. The faculty of the Department of Nursing, as well as the College, actively supports equal opportunity, academic freedom, open access, and high academic standards.
2. The philosophic approach to the curriculum of the Department of Nursing is the Neuman Systems Model, which utilizes General Systems Theory. The model is based upon Neuman's view that the nurse, client, or both in the holistic system are continually reacting to internal and external environmental stressor influences. The major concern for nursing is in keeping the client system stable through accuracy both in assessing the effects and possible effects of environmental stressors and in assisting client adjustments required for an optimal wellness level. Nursing actions are initiated to best retain, attain, and

maintain optimal client health or wellness, using three preventions as interventions to keep the system stable. In keeping the system stable, the nurse creates a linkage among the client, the environment, health and nursing.⁴

3. Consistent with faculty belief and basic to these concepts, the individual is a bio-psycho-social and spiritual being; an open system in constant interaction with the environment which attempts to maintain a state of equilibrium by adjusting to the environment or adjusting the environment to the individual. Through a process of interaction and adjustment, the individual maintains varying degrees of harmony and balance between the internal and external environment. Each individual maintains an internal set of resistance factors, which attempt to stabilize and return to the normal line of defense should a stressor become evident.
4. The nursing faculty believes that the purpose of nursing is to assist individuals or families to achieve and maintain a state of equilibrium and a maximum level of wellness utilizing the nursing process as a problem-solving approach. The nursing profession is a health-oriented discipline, which must be guided by the needs of the society it serves.
5. The educational process used in the nursing curriculum prepares adults to be responsible for personal attainment of objectives at mastery level through the use of pedagogical methods, which address a variety of learning styles. The faculty believes that given appropriate time, instruction, feedback and practice, mastery will be achieved.
6. The graduates of Mt. San Antonio College's Associate Degree Nursing Program are competent nurse generalists who have a sound knowledge of the nursing process and related sciences. They have been exposed to technology and informatics and actively operate computers in the classroom to conduct information searches and research via the Internet. In the clinical setting, computers are used for data input, reports and documentation. Graduates possess the clinical skills required to function as registered nurses. As members of health care teams, Mt. SAC graduates are prepared to work with others and take responsibility for their own actions.

Purpose of Evaluation Plan

The purpose of the Evaluation Plan is to:

- Structure and organize data to facilitate on-going evaluation of Associate Degree Nursing Program in the areas of philosophy, purposes, organization, curriculum, faculty, students and resources.
- Provide structure for the evaluation of the effectiveness of the program in meeting the health care needs of the community by preparing nursing care providers who will be able to function as members of the profession in a variety of health care settings.
- Identify program outcomes in the areas of student access, attrition and retention and transfer to baccalaureate- granting institutions.
- Identify trends in standardized testing scores to evaluate effectiveness of the program in ensuring student success.
- Review student evaluation of the program to identify program effectiveness in preparing a graduate who is able to meet the demands of the workplace.
- Evaluate program outcomes in accordance with criteria of outside accrediting agencies.

Coordination and Implementation of the Evaluation Plan

The chairperson(s) of the Program Evaluation Committee will be responsible for the coordination and implementation of this plan in conjunction with the Program Evaluation Committee. Program evaluation will occur at specified intervals in accordance with evaluation plan criteria. Recommendations and appropriate actions relevant to the purpose of the evaluation plan will be implemented through the committee structure of the program. The Program Evaluation Committee reports monthly to faculty at monthly Faculty meetings. A written report will be submitted annually at the end of the year meeting in June by the chairperson(s) to summarize goal achievement and to identify goals for the following Fall semester.

Philosophy, Purposes and Terminal Objectives (Epslos)

Evaluation Questions	Activity	Frequency	Who does the Activity
1. Is the philosophy of the associate Degree Nursing Program consistent with the mission and purpose of Mount San Antonio College?	Analytical discussion and review	Every 5 years coordinate with BRN visit or more frequently if major changes made.	Program Evaluation Committee
2. Are the philosophy, purposes, and objectives developed, written, reviewed and revised periodically?	Analytical discussion and review of all outcome criteria, and strategic short term and long term goals.	Annually	ADN Program Director and Faculty
3. Are the philosophy, purpose and terminal objectives consistent with:	Analytical discussion and review of outcome criteria,	Every 5 years	
a. Conceptual framework and the role of the ADN graduates within nursing practice?	- Survey post-graduate students (Graduates Survey) - Course evaluation (Code 2 and 6 and Student Evaluation of Clinical Facility)	Course evaluation on all didactic and clinical courses every semester (Code 2 and 6 and Student Evaluation of Clinical Facility)	ADN Program Director and Faculty with inputs from the Advisory Committee
b. Teaching learning principles?		Same	

Organization and Administration

Evaluation Questions	Activity	Frequency	Who does the Activity
1. Is the organization plan of the ADN program consistent with other departments at Mount San Antonio College?	Systematic review	Every 4 years	ADN Faculty and Mt. SAC Administration
2. Do the director and department chairperson have adequate time for essential duties and responsibilities associated with the program?	Systematic review	Every 2 years	Dean of Technology and Health with input from faculty
3. Are there cooperative working relationship among the director of the program and administrative academic and support units within Mount San Antonio College?	Documentation of consultation with administrative staff, Academic Senate, Health Careers Resources Center staff, and other support units.	Every 3 years	ADN Program Director and Department Chair
4. Is there adequate financial support for achieving the purposes of the program?	Interview with Program Director and representatives of various support units. Review financial resources. Review budget resources	Every semester	ADN Program Director and Faculty

Organization and Administration

Evaluation Questions	Activity	Frequency	Who does the Activity
5. Are the personnel policies for full and part time faculty consistent with policies for other faculty with regard to: a. Appointment b. Academic rank c. Evaluation d. Recognition of professional competencies f. Rights and responsibilities g. Salaries h. Teaching load i. Tenure	Systematic review of personnel policies and department practices	Every 5 years or as requested by faculty	ADN Program Director and Department Chair in consultation with the Division and the AND faculty.
	Review of faculty schedules	Yearly	
	Review of faculty assignments within the department	Yearly	Mt. SAC Contract and Faculty Association
6. Does the nursing director have the academic and administrative preparation of the position?	Review of qualification and credentials	At the time of employment and 5 years under Board of Registered Nursing Review	Mt. SAC Human Resources Department Board of Registered Nursing (BRN)

Organization and Administration

Evaluation Questions	Activity	Frequency	Who does the Activity
7 Does the nursing director develop and maintain cooperative relationships with central administrators, other departments, support services, community groups, local state, regional and national agencies?	Documentation of: Self-study; minutes of meetings, Interviews with off-campus agencies/facilities/groups; Interview with central administrators and other college departments.	Every 5 years	ADN Director BRN and ADN Evaluation Committee
8. Does the nursing director in consultation with the faculty have authority/responsibility consistent with the policies of the institution for: a. Development and administration of the budget b. Screening and recommendation of candidates for faculty appointment, retention, and promotion c. Development and administration of the total program.	Review policies of Mt. SAC and ADN Directors' job description	Yearly	ADN Program Evaluation Committee and BRN review all new appointments

Organization and Administration

Evaluation Questions	Activity	Frequency	Who does the Activity
9. Is there adequate financial support for achieving the purposes of the program?	Review financial resources. Review budget resources	Every semester	ADN Program Director and Faculty
10. Does the nursing director organize and administer the program in such a manner as to provide for: a. Clearly defined written faculty responsibilities Is there adequate financial support for achieving the purposes of the program? b. Equitable work load c. Scheduled department meetings d. Governance structure consistent with the intent of reform legislation and Mt. SAC e. Collegial consultation with faculty	Review ADN Faculty Handbook. Review department minutes Review department governance structure	Yearly	ADN Program Director ADN Program Evaluation Committee Department Chair

Faculty

Evaluation Questions	Activity	Frequency	Who does the Activity
1. Are the nursing faculty members academically and clinically prepared for their assignment?	Review of faculty qualification and credentials	At time of employment and every 5 years	Mt. SAC Human Resources and BRN. ADN Program Director and department chair
2. Are nursing faculty members involved in activities which assist them develop academically, professionally and clinically?	Mt. SAC evaluation as contracted	As stipulated in the Mt. SAC contract	Peer review as stipulated in the Mt. SAC faculty contract
3. Does the nursing faculty implement and evaluate the curriculum?	Review of ADN Curriculum Committee meetings minutes	Monthly meeting	Nursing Faculty
4. Does the nursing faculty participate the development criteria for admission, progression and graduation?	Review of Nursing Department and sub-committee minutes. Review of Student Handbook and requirement for admission, progression and graduation	Annually	Nursing Admission Committee with input from faculty Director and Department Chair Nursing faculty
5. Does the nursing faculty participate in academic guidance and consultation?	Faculty office hours Lead course instructor	Each semester	Nursing faculty

Faculty

Evaluation Questions	Activity	Frequency	Who does the Activity
6. What is the perceived level of approval of the Mt. SAC nursing program by faculty?	End-of-Year-Program Evaluation of Support Services (Code 6) Faculty evaluation of clinical facilities	Each semester	Nursing Faculty
7. Does the nursing faculty participate in the governance of the organization and the nursing unit as appropriate for the accomplishment of the goals and objectives of the institution and Nursing unit?	Review of membership on campus-wide activities	Every 2 years	Nursing director College committee membership Peer review as stipulated in the Mt. SAC faculty contract
8. Is there an on-going plan for nursing faculty evaluation, retention, dismissal and/or promotion?	Review Mt. SAC faculty contract Review Personnel policy	Every 2 years	Nursing faculty
9. Do Nursing students have the opportunity to participate in faculty evaluation?	Student evaluation as stipulated in the Mt. SAC faculty contract	As stipulated in the Mt. SAC faculty contract	Nursing Students in conjunction with Department process

Faculty

Evaluation Questions	Activity	Frequency	Who does the Activity
10. Are the faculty sensitive to cultural diversity, cultural awareness and contemporary issues?	<p>Comparison of the demographics of the A.D.N. faculty and staff with that of the service area.</p> <p>Evidence of participation in staff development activities. focused on cultural awareness.</p> <p>Evidence of teaching methodologies, principles & practices that indicate a sensitivity to cultural diversity</p>	Annually	Nursing Faculty Nursing Curriculum Committee

Student

Evaluation Questions	Activity	Frequency	Who does the Activity
1. Are nursing students admitted according to the policies of Mt. SAC?	Analytical review of nursing admission policies for consistency.	Annually	Nursing Admission Committee Nursing Educational Advisor
2. Is written information available concerning admission, progression and graduation? Are student policies of the nursing unit publicly accessible, nondiscriminatory, and consistent with the organization?	Reconcile information in -Nursing admission packet -Nursing student handbook -Mt. SAC Catalog	Annually	Nursing Admission Committee and Curriculum Committee
3. Is written information concerning the nature of the curriculum available?	Review -Nursing student handbook -Mt. SAC Catalog	Annually	Nursing Program Evaluation Committee and Curriculum Committee
4. Are the policies for the nursing students consistent with policies for other students enrolled at Mt. SAC as related to: a. Counseling department b. Financial aid c. Grievance procedures on nursing committees	Analytical review Mt.SAC/Nursing policies for consistency	Every two years	Nursing Program Evaluation Committee and faculty

Student

Evaluation Questions	Activity	Frequency	Who does the Activity
5. Do nursing students have opportunity participate professional Mt. SAC activities?	Mt. SAC Registered Nursing Graduate Survey Course evaluations	Every semester	Nursing Admission Committee Nursing Educational Advisor
6. What are the characteristics students enrolled the A.D.N. Program?	Student questionnaire upon entrance to program, on-going review of attrition and retention	Annually	Nursing Program Evaluation Committee Nursing Director
	Review of student records for test scores, transcripts and Admission/Readiness Exam	Every semester	
	Review of demographics of nursing students and comparison with Mt. SAC and community.	Annually	
7. Are files of complaints about the program maintained and available review?	Files of complaints reviewed	Annually	Nursing Program Evaluation Committee Nursing Director
8. What is the perceived level approval the Mt. SAC nursing program students/alumni?	Course Evaluations Nursing Graduate Survey	Every semester	Nursing Program Evaluation Committee

Curriculum

Evaluation Questions	Activity	Frequency	Who does the Activity
1. Is the A.D.N. Program philosophy and Conceptual Framework reflected in course and EPSLOs (terminal objectives)?	Analytical review of philosophy and conceptual framework to determine their reflection in the objectives (Threads)	Every 5 years and when major curriculum changes are made	Nursing Curriculum Committee
2. Is there a logical progression/sequencing across the lessons plans, course and terminal theory /clinical objectives (EPSLOs)?	Analytical review of curriculum (Leveled from simple to complex utilizing Blooms taxonomy)	Every 5 years and when major curriculum changes are made	Nursing Curriculum Committee
3. Does the curriculum provide learning experiences, which develop knowledge of cultural diversity and cultural sensitivity?	Analytical review of curriculum and course materials, Course evaluations, and Graduate survey	Every 2 years	Nursing Curriculum Committee
4. Are the theory/clinical objectives measurable?	Analytical review of course objectives	Every 5 years	Nursing Curriculum Committee
5. Are learning experiences and instructional methods appropriate for achieving course objectives?	Course evaluations (Code 2) Skills/Sim labs evaluation (Code 6) Curriculum committee meetings minutes	Every semester	Nursing Curriculum Committee

Curriculum

Evaluation Questions	Activity	Frequency	Who does the Activity
6. Does the curriculum provide for individual differences in learning and abilities?	Analytical review of curriculum and threads	Every semester	Nursing Curriculum Committee
7. Are measuring tools available for measuring theory/clinical objectives?	Analytical review of evaluation tools (course evaluations, student evaluations)	Every 2 years	Nursing Program Evaluation Committee
8. Are curriculum requirements consistent with those of: a. Mt. SAC nursing curriculum Committee b. BRN c. ACEN standards (when the program is ACEN accredited)	Reconcile curriculum requirements with BRN, and ACEN guidelines.	Annually	Nursing Curriculum Committee
9. Is there a written plan for systematic curriculum evaluation?	Review of Curriculum Committee evaluation process, goals, minutes	Annually	Nursing Curriculum Committee
10. Is the faculty-students ratio in lecture and clinical courses appropriate?	Analytical review	Every semester	Nursing director Nursing faculty
11. Is there congruency between the program design and the program implemented?	Review of classroom and clinical evaluations	Ongoing	Nursing faculty Nursing Curriculum Committee

Resources, Facilities and Services

Evaluation Questions	Activity	Frequency	Who does the Activity
1. Does Mt. SAC provide resources, facilities and services that are needed for effective functioning of the nursing program?	Analysis budget Analysis of resources, (computer technology, faculty, resource center, media, library, publication, etc.) Analysis of material & equipment Survey of unmet needs	Annually	Division Nursing Director Nursing faculty Evaluation of Code 6
2. Are the physical facilities provided adequate for the needs of the A.D.N. program?	Analysis of space Survey faculty re. classroom space. Skills/Sim Lab survey (Code 6)	Annually	Nursing faculty HCRC director and coordinator
3. Are library resources appropriate, current, and available to the nursing program?	Review of library resources Course evaluations	Every semester	Nursing Director Nursing faculty
4. Are the essential instructional materials and technologies available to the A.D.N. student in: a. Skills/Sim Labs b. Computer Lab c. Classroom d. Clinical	Students survey (Code 6) Faculty input	Annually	Nursing Program Evaluation Committee

Resources, Facilities and Services

Evaluation Questions	Activity	Frequency	Who does the Activity
5. Are secretarial staff and support services adequate to meet the needs of the A.D.N. Program?	Input (e.g., survey) from Faculty, Administrative assistants, A.D.N. Director	Annually	Nursing Program Evaluation Committee
6. Does the faculty identify and select clinical facilities which meet the objectives of the curriculum?	Faculty evaluation of clinical facilities Team meetings minutes	Every semester by teaching team. Every three years by department with contract renewal is applicable	Nursing Program Evaluation Committee Nursing Director Faculty
7. Do contracts exist between Mt. SAC and agencies used for clinical learning experience?	Review contracts	Every three years	Nursing director