

**MONTANA STATE UNIVERSITY  
COLLEGE OF NURSING**

**POLICY A-9**

**TITLE:** MASTER EVALUATION PLAN

**POLICY:** The College of Nursing has developed and will maintain a Master Evaluation Plan to:

- a) Coordinate the evaluation of all program components, and
- b) Guide the collection, analysis, dissemination and utilization of the outcomes of evaluation

**RATIONALE:** A nursing education program is a dynamic structure that requires on-going evaluative input to maintain its quality and relevance. CCNE accreditation and State Board of Nursing approval requires evaluative data as evidence that criteria/standards are being met. This Master Evaluation Plan provides a systematic, comprehensive, on-going approach to evaluation.

**Reviewed/Approved by:**

**Level I: Executive Council (2011; 2014; 2018)**

**Level II: Dean (2011; 2014; 2018)**

**Attachment:** Master Evaluation Plan

POLICY A-9  
ATTACHMENT #1

MASTER EVALUATION PLAN  
(Follows)

LEGEND OF ACRONYMS CONTAINED IN THE MASTER EVALUATION PLAN:

AANP	American Association of Nurse Practitioners	ANA	American Nurses Association
AACN	American Association of Colleges of Nursing	ANCC	American Nurses' Credentialing Center
BOR	Board of Regents	BSN	Bachelor of Science degree in Nursing
BTC	Burns Technology Center	CCNE	Commission on Collegiate Nursing Education
CDs	Campus Directors	CE	Continuing Education
CIM	Course Inventory Management		
CNC	Commission on Nurse Certification	CNE	Certified Nurse Educator
CNL	Clinical Nurse Leader	CON	College of Nursing
CQIR	Continuous Quality Improvement Report	DAC	Dean's Advisory Council
DNP	Doctorate of Nursing Practice	EC	Executive Council
FAC	Faculty Affairs Committee	FNP	Family Nurse Practitioner
FPMHNP	Family Psychiatric Mental Health Nurse Practitioner	GAAC	Graduate Academic Affairs Committee
IFS	Individual Faculty Syllabus	KPIs	Key Performance Indicators
MEP	Master Evaluation Plan	MN	Master of Nursing degree
MNA	Montana Nurses Association	MRO	Master Resource Outline
MRS	Mission, Role & Scope	MSU	Montana State University
NCLEX-RN	National Council Licensure Examination-RN	NFRC	Nursing Formal Review Committee
NONPF	National Organization of Nurse Practitioner Faculty	SBON	State Board of Nursing
UAAC	Undergraduate Academic Affairs Committee	UG	Undergraduate
UPTC	University Promotion and Tenure Committee		

**CCNE STANDARD I - PROGRAM QUALITY:  
MISSION AND GOVERNANCE**

The mission, goals, and expected program outcomes are congruent with those of the parent institution, reflect professional nursing standards and guidelines, and consider the needs and expectations of the community of interest. Policies of the parent institution and nursing program clearly support the program’s mission, goals, and expected outcomes. The faculty and students of the program are involved in the governance of the program and in the ongoing efforts to improve program quality.

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
<b>I-A: The mission, goals, and expected program outcomes are:</b> <ul style="list-style-type: none"> <li>• Congruent with those of the parent institution; and</li> <li>• Consistent with relevant professional nursing standards and guidelines for the preparation of nursing professionals.</li> </ul>				
Annual allocation letters from provost’s office;	Strategic Investment Proposals/ College of Nursing budget allocation	Provost	Annually	Dean, Associate Deans, Director of Admin and Finance, CDs
MSU Budget Office Policies Provost Policies	Annual requests to campus university equipment and technology fund committees (CFAC and EFAC)	Dean to Provost EFAC/CFAC – Provost CoN Director of Admin and Finance	Annually as requested	Dean, Director of Admin and Finance, Administrative Team, Faculty, Students
Lease agreements for distant campuses		MSU Director of Facilities, Dean, Director of Admin and Finance	Annually/Biennial/dependent on contract time frames	Dean; Director of Admin & Finance/Administrative Team  Dean/Administrative Team/Director of Admin & Finance/ Student Forum/UAAC/GAAC/Faculty

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
MSU Policy Use of program fees to purchase equipment and other instructional materials [simulation]	CoN use of program fees guidelines Financial records of use of program fees Board of Regents policy re: use of fees	Director of Admin & Finance; Associate Deans; Campus directors	Annually	CDs, Faculty, Staff, Students  CDs, Faculty, Students
MSU/OSP Extramural programmatic and research productivity	CoN procedure on Campus Director General Fund Discretionary Monies	Director of Administration and Finance; Staff; CDs	Ongoing As appropriate	Dean; CoN Faculty and Staff
MSU FOUNDATION Planned giving, benefactors	Notice of Grant awards, F & A Distribution MSU Foundation Records	Grants Manager; Dean	Ongoing	Dean's office
Faculty Vitas Annual evaluations Vacancy Announcements	Activity Insight Documents, Position Descriptions	Major Gift Officer	On-going	Dean's office
		Dean, CDs, Director of Admin and Finance, HR	Annual and ongoing	

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
VP Finance and Provost Office Process of Evaluating Requests for Space	Requests from campus directors and Dean for additional space, renovation or equipment and instructional materials	CDs, Dean,, Facilities Services	Annual and Ongoing	Dean’s office, CDs, Faculty, Students
<p>I-B The mission, goals, and expected student outcomes are reviewed periodically and revised, as appropriate, to reflect:</p> <ul style="list-style-type: none"> <li>• Professional nursing standards and guidelines; and</li> <li>• The needs and expectations of the community of interest</li> </ul>				
<p>University and Program Assessment Outcomes Reports- Provost Web Site All of our policies are publically posted on our CoN website so that our communities of interest may be aware</p> <p>Discussion of CoN programs and goals with Dean’s Advisory Council/Local Clinical Advisory Groups</p>	<p>Policy documents posted on web (A; C; and D Policies; Curricular Objectives; MROs)</p> <p>Policy A-1 A component of all policies placed on web site Professional standards documents *</p> <p>Summary of</p>	<p>Dean ; Associate Deans; UAAC/GAAC; EC</p> <p>Dean</p> <p>Dean</p>	<p>Ongoing Review with Formal Review every 5 years;</p> <p>Reviewed every 5 years; updated as needed</p> <p>Semi-annually</p>	<p>Faculty and Students</p> <p>Executive Council and Faculty</p> <p>Comments/suggestions brought to EC; Leadership team;</p>

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
	Dean's Advisory Council meeting			
I-C Expected faculty outcomes are clearly identified by the nursing unit, are written and communicated to the faculty, and are congruent with institutional expectations.				
Position descriptions	Position descriptions on CON Policy webpage	Dean and Director of Administration and Finance	Ongoing	Dean Finance Director CoN Search Committees Human Resources
Annual evaluations			Annually	Faculty; Supervisor; & Dean
MSU faculty Handbook	Personnel Files Activity Insight Data Base	Campus Directors	Annually	Faculty for validation affirmation or approval of changes
Collective Bargaining Agreement (CBA)	Annual Review Policy E-1	NFRC/Dean/Faculty		Faculty for validation or approval of changes
MSU CBA document	NTT portfolio/matrix Policy E5 (optional process for professional development and promotion)	NTT promotion committee Dean		
MSU faculty Handbook	CoN Workload guidelines	Dean; Leadership Team CoN Director of Finance HR	According to CBA timeline Policy review q 5 yrs	Faculty and Leadership Team
I-D Faculty and students participate in program governance.				
<u>Faculty</u>		Bylaws Committee		Faculty

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
<p>MSU Faculty Handbook expectations for Service</p> <p>And NTT CBA</p> <p>MSU University Committee participation reflected in the CoN annual shared governance appointments</p> <p><u>Student</u> Published CON statements about role of students</p>	<p>CON bylaws (Policy F-1) and policy statements</p> <p>CON organizational structure (Policy A-4)</p> <p>Charges from the Dean, Minutes, and annual reports of committees and task forces</p> <p>Bylaws Student Forum Constitution</p>	<p>EC</p> <p>Bylaws Committee CON committees</p> <p>UAAC and GAAC student rep ASMSU/ Student Forum Representative</p>	<p>Policies are reviewed every 5 years;</p> <p>Policies are reviewed every 5 years;</p> <p>Annual elections/ appointments Annual reporting</p> <p>Annual elections/ appointments</p>	<p>Committee Dean</p> <p>Committee Chairs Faculty president/Dean CoN secure website for meeting minutes</p> <p>Committee Chairs UAAC and GAAC and faculty liaison for student forum</p>
I-E. Documents and publications are accurate. A process is used to notify constituents about changes in documents and publications.				
<p>Publications and other documents produced for public information</p>	<p><u>University</u> MSU Course catalog</p> <p>MSU announcements (Doctoral Defense)</p> <p>MSU Website</p> <p><u>CON</u> College Web site Accreditation Status</p>	<p>Office of the Registrar and Associate Deans</p> <p>MSU communications</p> <p>Appropriate MSU officials</p> <p>Curriculum Chairs and Associate Deans; CON contracted IT support</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing with changes made as needed</p>	<p>Registrar's Office or other individuals responsible for publication</p> <p>Faculty, Students, Leadership Team; Constituents</p>

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
	College brochures and marketing	Associate Deans; Office of Research; Dean	ongoing	Faculty; Clinical Coordinators; Students; Leadership Team; Constituents
	College display materials	Director of Admin and Finance; Associate Deans; Campus Directors	Ongoing	Constituents; Faculty; Students
	Bobcat Nurse		Annually	Constituents; Faculty; Students
	Dean's Advisory Council (or local clinical advisory council )Agenda	Dean and Dean's Assistant; Office of Research	Biannual	
		Dean and Dean's Assistant		
<p>I-F Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected student outcomes. These policies are:</p> <ul style="list-style-type: none"> <li>• Fair and equitable</li> <li>• Published and accessible; and</li> <li>• Reviewed and revised as necessary to foster program improvement.</li> </ul>				
College recruitment materials	Brochures, display materials	Dean; Campus Directors; Associate Deans;	Ongoing	Constituents; Faculty; Students
College web site	College Of Nursing policies webpage; Student Handbooks (DNP, MN, UG); Student & Faculty Resources on CoN Web Site,	Associate Deans; Curricular Chairs; EC; Dean; CON contracted IT support.	Ongoing	Constituents; Faculty; Students  Faculty, Students

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
CoN Policies- Complementary to MSU Policy	A-1; A-8; A-20; C-6	EC; UAAC; GAAC	Ongoing as needed; every 5 years	
Commissioner's office web site	Web site pages	Office of the Commissioner of Higher Education	Linked on the MSU website updated per OCHE as needed—linked on MSU budget and finance	Faculty for comment on policy revisions
MSU Course Catalog	MSU Course Catalog	Office of the Registrar, Associate Deans	As needed	Faculty for comment on policy revisions
Admission Policies	Policy C-16; C-19; D-3; D-12; A-20	UAAC/GAAC	Every 5 years	
Curricular policies regarding progression through the curriculum	Policy A-20 Policies A: 10, 19; Policies C-16; C-19 Policies C: 1-4 and C 6-14 Policies D: 2, 4, 5, 6	EC UAAC GAAC	Every 5 years	

**CCNE STANDARD II - PROGRAM QUALITY:  
INSTITUTIONAL COMMITMENT AND RESOURCES**

The parent institution demonstrates ongoing commitment and support for the nursing program. The institution makes resources available to enable the program to achieve its mission, goals, and expected outcomes. The faculty, as a resource of the program, enables the achievement of the mission, goals, and expected program outcomes.

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
II-A Fiscal and physical resources are sufficient to enable the program to fulfill its mission, goals and expected outcomes. Adequacy of resources is reviewed periodically and resources are modified as needed.				
Annual allocation letters from provost's office;	Strategic Investment Proposals/ College of Nursing budget allocation	Provost	Annually	Dean, Associate Deans, Director of Admin and Finance, CDs
MSU Budget Office Policies Provost Policies	Annual requests to campus university equipment and technology fund committees (CFAC and EFAC)	Dean to Provost EFAC/CFAC – Provost CoN Director of Admin and Finance	Annually as requested	Dean, Director of Admin and Finance, Administrative Team, Faculty, Students
Lease agreements for distant campuses		MSU Director of Facilities, Dean, Director of Admin and Finance	Annually/Biennial/dependent on contract time frames	Dean; Director of Admin & Finance/Administrative Team
MSU Policy Use of program fees to purchase equipment and other instructional	CoN use of program fees guidelines  Financial records of use of program fees	Director of Admin & Finance; Associate Deans; Campus directors	Annually  Ongoing	Dean/Administrative Team/Director of Admin & Finance/ Student Forum/UAAC/GAAC/Faculty

materials [simulation]	Board of Regents policy re: use of fees	Director of Administration and Finance; Staff; CDs	As appropriate	CDs, Faculty, Staff, Students
MSU/OSP Extramural programmatic and research productivity	CoN procedure on Campus Director General Fund Discretionary Monies	Grants Manager; Dean	Ongoing	CDs, Faculty, Students
MSU FOUNDATION Planned giving, benefactors	Notice of Grant awards, F & A Distribution	Major Gift Officer	On-going	Dean; CoN Faculty and Staff
Faculty Vitas Annual evaluations Vacancy Announcements	MSU Foundation Records	Dean, CDs, Director of Admin and Finance, HR	Annual and ongoing	Dean's office
VP Finance and Provost Office Process of Evaluating Requests for Space	Activity Insight Documents, Position Descriptions	CDs, Dean,, Facilities Services	Annual and Ongoing	Dean's office, CDs, Faculty, Students
	Requests from campus directors and Dean for			

	<p>additional space, renovation or equipment and instructional materials</p> <p>Contracts/letters of agreement with clinical agencies Dean's Advisory Council Minutes</p>			
II-B Academic support services are sufficient to ensure quality and are evaluated on a regular basis to meet program and student needs.				
Evaluation of advising	Individual faculty advisee evaluation forms	CD/Assoc Deans	Developing this at the MSU level and College level-in progress 2018	Faculty/Campus Directors/Dean
Library holdings/Nursing Informatics Resources (i.e. UpTODate)	CoN Library Liaison and CoN dedicated Librarians	CoN Library Liaison and CoN dedicated Librarians	Ongoing	Faculty/Students/Administrative Team
Student satisfaction with educational experience	<p>CoN senior exit survey</p> <p>Post-Graduation Survey (Graduate Program)</p> <p>Alumni Survey Graduate Program</p> <p>Local Health Resources at each campus site;</p>	<p>Associate Dean UG programs Graduate Associate Dean</p> <p>Associate Deans</p>	<p>Triannual TRAD and ABSN</p> <p>Biannual post-graduation</p> <p>Annually: 1-2years post-graduation</p> <p>On-going</p>	<p>CoN administrative team – UAAC Faculty</p> <p>CoN administration team GAAC Faculty</p> <p>CoN administration team UAAC/GAAC Faculty</p> <p>CON administrative team Faculty</p>

MSU student Health	Curricular policies related to student health and safety and clinical compliance Student Handbooks	EC UAAC GAAC CoN Administrative team		Students
UIT Services Distance Education Support LMS	VP for IT/CIO; CoN IT committee ITC policies and procedures; CoN Policy C-2 on simulation	MSU IT Director CoN Director of Finance MSU/CoN IT staff Simulation AdHoc	Ongoing	CoN administrative team Faculty Students GAAC UAAC
Brightspace Resource Pages for Faculty and Students on the MSU Web	VP for IT/CIO		On-going	College of Nursing Faculty and Researchers; Students
Research and Scholarship Support	VP of Research Office Policies/OSP/CoN Internal and external grant processes Statistical Consulting and Research Services	Office of Research and Scholarship Associate Dean for Research	On-going	Faculty and Students
<u>Undergraduate Scholars Program</u>	Director of UGSP  CoN admissions policies C-16; C-19;	MSU CoN Faculty nominations	Annual  On-going	Faculty for 2wk comment on policy revisions; students;

	D-3, D-12; Student Handbooks	GAAC/UAAC; Associate Deans		faculty; and faculty groups involved in admissions
	Student Forum; Academic Advising Council; Decentralized services at each site Undergraduate and Graduate Student Handbooks	Campus Directors; Associate Deans; Faculty Advisors Graduate School Staff	On-going	Students, Faculty Liaisons, Staff, CoN Administrative team;
<u>Other MSU services:</u>	Directors of Corresponding Offices	Advertised on MSU website; faculty direct students to resources	Ongoing	Students Staff and Faculty
Financial Aid; Counseling and Psychology Services; TRIO; Disability; Re-Entry; Veteran Services; Tutoring; AYCSS; Scholarships; Dean of Students; Title IX; The Voice Center; The Women’s Center ASMSU; SCRS; Diversity Awareness Office;				

Office of Health Advancement; Office of International Programs; University Police				
<p>II-C The chief nurse administrator:</p> <ul style="list-style-type: none"> <li>• Is a registered nurse [RN];</li> <li>• Holds a graduate degree in nursing;</li> <li>• Hold a doctorate degree if the nursing unit offers a graduate program in nursing;</li> <li>• Is academically and experientially qualified to accomplish the mission, goals, and expected program outcomes;</li> <li>• Is vested with the administrative authority to accomplish the mission, goals, and expected program outcomes; and</li> <li>• Provides effective leadership to the nursing unity in achieving its mission, goals, and expected program outcomes.</li> </ul>				
<p>Vita of Dean</p> <p>Position description for Dean</p> <p>College Faculty evaluations of Leadership</p> <p>CON reports Dean self-evaluation</p>	<p>Activity Insight database Annual evaluations</p> <p>360 degree evaluation Position description on CON website</p> <p>Evaluation survey results</p> <p>Report to BON re meeting goals CCNE Self-Study</p>	<p>Dean</p> <p>Dean</p> <p>Provost</p> <p>EC</p> <p>Dean, Deans Advisory Council Dean</p>	<p>Ongoing Annual BON report</p> <p>Annual Every 5 years</p> <p>Every 5 years</p> <p>Annual Every 5 years</p>	<p>Dean Dean</p> <p>Dean EC, faculty for comment</p> <p>Dean, Provost</p> <p>Faculty, Dean, Provost</p> <p>Provost</p>

	Self-evaluation report  Deans advisory council minutes	Dean and Dean's assistant	Bi Annual	
<p>II-D Faculty are:</p> <ul style="list-style-type: none"> <li>• Sufficient in number to accomplish the mission, goals, and expected program outcomes</li> <li>• Academically prepared for the areas in which they teach; and</li> <li>• Experientially prepared for the areas in which they teach.</li> </ul>				
Search Committee Charges; Vacancy Announcements	Search Committee Minutes; CON Bylaws & Organization Structure [F-1, A-4]	Dean, Provost's office	As needed	Dean, Provost's office, HR
Individual faculty transcripts Faculty workload assignments	Faculty personnel files, CBA, Activity Insight processes with CVs; National Certification Copy	Leadership Team/Dean	On employment	Dean
Board of Nursing annual report section on faculty qualifications	Letters of appointment/BOR contracts/ workload matrix	Dean's office/ Associate Dean UG programs	Annual	Administrative Team
Faculty licensure	BON report Activity Insight NursSys verification	CDs, Dean  Dean; Administrative staff at each Campus	Every 5 years  q two years - even	CDs, Dean  Dean,



<p><u>College</u> Faculty Development Committee</p> <p>Professional, scholarly and instructional productivity of faculty</p> <p>KPIs on OPA website</p> <p>Faculty position description Promotion, retention, and tenure criteria</p>	<p>Grants, Sabbaticals</p> <p>Policies <b>E-2, E-4</b></p> <p>Activity Insight Database Annual review processes Letters of appointment</p> <p>Specific to Each College</p> <p>Policy E-1</p>	<p>FAC</p> <p>Faculty members, CON Office of Research and Scholarship Staff MSU Office of Planning and Analysis CD's</p> <p>MSU Office of Planning and Analysis</p> <p>Nursing Formal Review Committee</p>	<p>Q 5 years</p> <p>Ongoing Annual evaluation Annually</p> <p>Annually</p> <p>Annually</p>	<p>CD, Dean</p> <p>CD, Dean</p> <p>Dean Administrative Team</p> <p>Provost, university community via web site</p> <p>NFRC, Faculty for affirmation</p>
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**CCNE STANDARD III – PROGRAM QUALITY:  
CURRICULUM AND TEACHING-LEARNING PRACTICES**

The curriculum is developed in accordance with the program’s mission, goals, and expected student outcomes. The curriculum reflects professional nursing standards and guidelines and the needs and expectations of the community of interest. Teaching-learning practices are congruent with expected student outcomes. The environment for teaching-learning fosters achievement of expected student outcomes.

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
<b>III-A</b> The curriculum is developed, implemented, and revised to reflect clear statements of expected student outcomes that are congruent with the program’s mission, goals, and with the roles for which the program is preparing its graduates.				
BOR guidelines for development & approval of new options.	BOR web site MT BON for pre-licensure	BOR & Commissioner’s Office MT BON for pre-licensure	Ongoing	Provost office; Dean
MSU Undergraduate Studies Committee, CORE Committee, & Graduate Council new curricula & course development & approval guidelines.	MSU Provost’s web site Graduate School website	Provost’s Office Dean of Graduate School	Ongoing Ongoing	Dean & Associate Deans Associate Deans
CON Guidelines for new course and curricula development & approval.	Course Inventory Management System (CIM) Undergraduate & Graduate Programs (Policy C-4; C-5; C-13; C-14; C-15; D-9; D-10)  MROs show program objectives’ alignment with course objectives Course Mapping of UG and Graduate Courses	UAAC, GAAC, Associate Deans, Faculty	Review policies every five years or as needed Review IFSs per Policy at Graduate and Undergraduate levels Review MROs every three years or as needed.	Faculty for 2 wk comment on policy revisions.  UAAC and GAAC  Faculty approval for all revised MROs.

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
<p>III-B Curricula are developed, implemented, and revised to reflect relevant professional nursing standards and guidelines, which are clearly evident within the curriculum and within the expected student outcomes (individual and aggregate).</p> <ul style="list-style-type: none"> <li>• Baccalaureate program curricula incorporate <i>The Essentials of Baccalaureate Education for Professional Nursing Practice</i> (AACN, 2008)</li> <li>• Master’s program curricula incorporate professional standards and guidelines as appropriate. <ul style="list-style-type: none"> <li>a. All master’s degree programs incorporate <i>The Essentials of Master’s Education in Nursing</i> (AACN, 2011) and additional relevant professional standards and guidelines as identified by the program.</li> <li>b. All master’s degree programs that prepare nurse practitioners incorporate <i>Criteria for Evaluation of Nurse Practitioner Programs</i> (NTF, 2012).</li> </ul> </li> <li>• Graduate-entry program curricula incorporate <i>The Essentials of Baccalaureate Education for Professional Nursing Practice</i> (AACN, 2008) and appropriate graduate program standards and guidelines.</li> <li>• DNP program curricula incorporate professional standards and guidelines as appropriate. <ul style="list-style-type: none"> <li>○ All DNP programs incorporate <i>The Essentials of Doctoral Education for Advanced Nursing Practice</i> (AACN, 2006) and additional relevant professional standards and guidelines if identified by the program.</li> <li>○ All DNP programs that prepare nurse practitioners incorporate <i>Criteria for Evaluation of Nurse Practitioner Programs</i> (NTF, 2012)</li> <li>○ Post-graduate APRN certificate programs that prepare nurse practitioners incorporate <i>Criteria for Evaluation of Nurse Practitioner Programs</i> (NTF, 2012)</li> </ul> </li> </ul>				
<p>Undergraduate and Graduate Curriculum development</p>	<p>Undergraduate Nursing Content Areas map based on <i>The AACN Essentials Documents</i></p> <p>Undergraduate and graduate MROs and IFSs ((Policy C-4; C-5; C-13; C-14; C-15; D-9; D-10)</p> <p>Masters Nursing degree curriculum guided by <i>Essentials of Masters Education in Nursing</i></p>	<p>UAAC/GAAC</p> <p>UAAC, GAAC &amp; Individual Course Faculty</p> <p>GAAC, NP Faculty, NP program coordinators; Masters program coordinator</p>	<p>Reviewed &amp; updated as new curriculum is implemented and evaluated via new course forms. Mapping every 3 years or as needed.</p> <p>MROs reviewed q 3 years or as needed. Policies reviewed every 5 years.</p> <p>Individual Faculty Syllabi reviewed according to Policy D-10</p>	<p>Faculty GAAC and UAAC (with student reps) Annual Reports &amp; Updates at General Faculty Meetings throughout the academic year.</p> <p>MROs to faculty for approval.</p> <p>To faculty via GAAC Annual Reports &amp; updates at General Faculty</p>

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
	<p>(AACN, 2011); AACN Competencies and Curricular Expectations for Clinical Nurse Leader, Education, and Practice (AACN, 2013); Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006); Criteria for Evaluation of Nurse Practitioner Programs, 5<sup>th</sup> ed. (NTF, 2016).</p> <p>Undergraduate nursing curriculum based on the AACN Essentials for Baccalaureate Education for Professional Nursing Practice (2008).</p>		<p>MROs reviewed q 3 years or as needed. Syllabi reviewed as needed, with changes in teaching assignments.</p> <p>Individual Faculty Syllabi reviewed according to Policy. MROs reviewed q 3 years or as needed. Syllabi reviewed as needed, with changes in teaching assignments.</p>	<p>Meetings throughout the academic year.</p> <p>MROs to faculty for approval.</p> <p>To faculty via UAAC Annual Reports &amp; updates at General Faculty Meetings throughout the academic year.</p>
<p>III-C The curriculum is logically structured to achieve expected student outcomes.</p> <ul style="list-style-type: none"> <li>• Baccalaureate curricula build upon a foundation of the arts, sciences, and humanities.</li> <li>• Master’s curricula build upon a foundation comparable to baccalaureate level nursing knowledge.</li> <li>• DNP curricula build on a baccalaureate and/or master’s foundation, depending on the level of entry of the student.</li> <li>• Post-graduate APRN certificate programs build on graduate level nursing competencies and knowledge base.</li> </ul>				
<p>MSU Course catalog for Undergraduate CORE &amp; nursing curricula &amp; course descriptions.</p>	<p>Sample Plans of Study for BSN &amp; ABSN showing required prerequisites, CORE, &amp; nursing courses. Undergraduate Student Handbook. Policy A-3; C-11, C-13, C-14, C-16, C-19, D-3, D-12 (for</p>	<p>UAAC; EC</p>	<p>Review q 5 years or as needed.</p> <p>Review as needed.</p>	<p>Faculty for 2 week comment on revisions.</p> <p>Faculty for 2 week comment on revisions.</p>

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
MSU Course catalog for Graduate nursing curricula & course descriptions.	ADRN-MN); CoN website  Sample Programs of Study for MN and DNP degrees Policy D-12 (ADRN-MN); MROs; Graduate Student Handbook; CON website detailing Masters in Nursing, Doctorate of Nursing Practice, Certificate in Nursing Education	GAAC; Associate Deans	Every 5 years (D-1)	
<b>III-D Teaching-learning practices and environments support the achievement of expected student outcomes.</b>				
Student Evaluations of Teaching and Pedagogy           Skills/Simulation Activities; Pedagogy Development	Student evaluations of teaching and course Senior Survey data    Program Fees; EFAC/CFAC allocations; Campus skills lab /sim coordinators/sim ad hoc committee; Faculty Development opportunities; Policy C-2; Position Descriptions describing expectations and role of faculty (course coordinator, faculty member; clinical coordinator)  Center for Faculty Excellence , D2L tutorials,	Faculty, CDs   Provost; Dean of Grad School   Leadership Team, Lab Coordinators, Faculty, minutes from GFM faculty development;   UIT, CON IT Support	Conducted with each course taught; Evaluated Annually by the CD and Faculty      Annual and on-going	Faculty after each course offering and annually as part of annual evaluation of faculty      Faculty, Students, and Administrative Team

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
Distance Education Support	UIT services, Video-conferencing support on each campus	Campus staff, CoN Computer Specialist, Faculty	On-going	Annual Review of Faculty; Faculty Feedback-ongoing; Student Feedback; UAAC, GAAC
<p>III-E The curriculum includes planned clinical practice experiences that:</p> <ul style="list-style-type: none"> <li>• Enable students to integrate new knowledge and demonstrate attainment of program outcomes; and</li> <li>• Are evaluated by faculty</li> </ul>				
Adequacy of clinical sites	<p>Position Descriptions for Course and Clinical Coordinators; CDs which describe agency evaluation and scheduling;</p> <p>Campus visits by Dean</p> <p>Clinical agency lists</p> <p>Clinical agency contracts, letters of agreement C-7; C-14, C-12; D-6</p> <p>MN and DNP clinical manuals;</p> <p>Use of Simulation Policy C-2; C-14</p>	<p>CD, UAAC, GAAC; DNP and MN Clinical coordinators</p> <p>Dean</p> <p>UAAC, GAAC, ; Graduate Programs Coordinators; Staff; Undergraduate Course Coordinator</p> <p>Associate Dean for Graduate Programs; Graduate Programs Coordinators;</p> <p>UAAC</p>	<p>Ongoing</p> <p>Every semester</p> <p>Per semester, annual and/or as needed. Policies reviewed q 5 yrs.</p> <p>Annual</p> <p>Review q 5 years or as needed</p>	<p>Faculty Administrative Team; Associate Deans; Students ; Dean's Advisory Council</p> <p>CD, Clinical Agencies, Dean, Faculty</p> <p>Administrative Team; Faculty</p> <p>Associate Dean for Grad Education; Students; Faculty</p> <p>Faculty for comment on revisions.</p>

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
III-F The curriculum and teaching-learning practices consider the needs and expectations of the identified community of interest.				
<u>Undergraduate</u> Course Inventory Management Approvals and Board of Regent approval; Board of Nursing Approvals for New Programs and Substantive Changes	Policy A-3 re: Philosophy re: Nursing Education; C-13; Alumni Surveys  Dean's Advisory Council; Dean's semester site visits  Policy A-8-scholastic appeals	Associate Dean UG programs, UAAC and student rep  Dean  EC; Scholastic Appeals Committee; Associate Deans	Policy Review q 5 years or as needed. Course and Program Approvals as needed  Twice Yearly  As Scheduled – see A-8 Review q 5 years or as needed.	COI: Students (student forum); Faculty; Board of Nursing; Alumni; Board of Regents; Clinical Agencies/Partners; Deans' Advisory Council  Students, Faculty
<u>Graduate</u>  The Graduate School - new course review; Board of Regents approval; Course Inventory Management Approvals	Clinical partner meetings/visits  Graduate Programs Objectives on CoN website; A-3; Graduate Student handbook; Course Approval Policy  hybrid delivery methods	Dean; Associate Deans; CDs; Clinical Faculty Graduate Faculty  GAAC – student representative	Each Semester  Policy Review q 5 years or as needed. Course and Program Approvals as needed	Faculty and Students, GAAC,  COI: Students (student forum); Faculty; Board of Nursing; Alumni; Board of Regents; Clinical Agencies/Partners; Deans' Advisory Council
III-G Individual student performance is evaluated by the faculty and reflects achievement of expected student outcomes. Evaluation policies and procedures for individual student performance are defined and consistently applied.				
Course syllabi	Syllabi, MROs (on CoN website); Position Description and Faculty Handbook; Course files	Individual faculty; UAAC/GAAC; CDs; Associate Deans	Ongoing	Faculty; Students;

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
Clinical evaluation tools Course syllabi	<p>Samples of student work [papers, presentations, discussions, exams]</p> <p>Policy C-1; C-5; C-6; C-8; C-9; C-14; D-6; D-8; D-10</p> <p>Position Descriptions for Faculty, GTA, and CRRNs; BoN rules related to roles of preceptors and faculty</p>	<p>UAAC/GAAC; Faculty</p> <p>CDs, Dean</p>	Review q 5 years or as needed.	<p>All faculty teaching the particular course; Campus Directors</p> <p>Faculty, Dean, CDs</p>
III-H Curriculum and teaching-learning practices are evaluated at regularly scheduled intervals to foster ongoing improvement				
<p>Student Evaluations</p> <p>A-9</p>	<p>College of Nursing Senior Exit Survey; Under Graduate Alumni Survey Graduate Student Exit Survey; Graduate Student Alumni Survey;</p> <p>Survey of Earned Doctorates</p> <p>Policy A-9 CoN</p> <p>Course evaluations, MRO IFS processes; C-4; C-5;</p>	<p>Associate Deans; UAAC and GAAC</p> <p>Dean of Grad School; Associate Dean for Grad Education</p> <p>E-C; Faculty; Leadership; GAAC/UAAC</p>	<p>On-going and Annually</p> <p>Annually</p> <p>Every 5 years and as needed</p>	<p>Faculty; University Outcomes and Assessment; Students Reps UAAC/GAAC</p> <p>GAAC; GAAC student rep; University Outcomes and Assessments;</p> <p>COI: Students (student forum); Faculty; Board of Nursing; Alumni; Board of Regents; Clinical Agencies/Partners; Deans' Advisory Council</p>

<b>MSU EVIDENCE</b>	<b>MSU/CON DOCUMENTS</b>	<b>RESPONSIBLE GROUP/PERSON</b>	<b>TIMEFRAME</b>	<b>FEEDBACK LOOP</b>
Faculty evaluation of teaching and learning practices	D-10; GAAC and UAAC minutes	Associate Deans; GAAC; UAAC	MROs Q 3 yrs and as needed  Annually	

**CCNE STANDARD IV – PROGRAM EFFECTIVENESS:  
ASSESSMENT AND ACHIEVEMENT OF PROGRAM OUTCOMES**

The program is effective in fulfilling its mission and goals as evidenced by achieving expected program outcomes. Program outcomes include student outcomes, faculty outcomes, and other outcomes identified by the program. Data on program effectiveness are used to foster ongoing program improvement.

<b>MSU EVIDENCE</b>	<b>MSU/CON DOCUMENTS</b>	<b>RESPONSIBLE GROUP/PERSON</b>	<b>TIMEFRAME</b>	<b>FEEDBACK LOOP</b>
<b>IV-A A systematic process is used to determine program effectiveness.</b>				
	Policy A-9 Master Evaluation Plan	EC and Associate Deans	Ongoing and Q 5 yrs	Dean, Faculty/UAAC/GAAC and respective student reps
<b>IV-B Program completion rates demonstrate program effectiveness</b>				
	Program Assessment Reports Undergraduate and Graduate Completion Rate Reports reviewed annually and are reported with 3 yr trend <ul style="list-style-type: none"> <li>• UUAC Benchmarking for UG</li> <li>• GAAC Benchmarking for Graduate</li> </ul>	Associate Deans	Reporting Annually with 3 year trend	UAAC/GAAC/student reps/faculty
<b>IV-C Licensure and certification pass rates demonstrate program effectiveness</b>				
	<u>CON reports:</u> Kaplan Diagnostc A Reports SBON reports & Mountain Measurement reports of NCLEX-RN pass rates	Assoc Dean, UAAC Assoc Dean, UAAC Assoc Dean, UAAC	Annually with 3 yr trend  Annually	Dean, Faculty/UAAC/GAAC and respective student rep

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
	<ul style="list-style-type: none"> <li>• UACC Benchmarking for NCLEX Pass rates</li> </ul> <p>ANCC/AANP/CNC reports of national certification pass rates.</p> <ul style="list-style-type: none"> <li>• GAAC Benchmarking for Pass Rates</li> </ul>	Assoc Dean, GAAC	Annually	Recommendations made to appropriate committees and administrator(s) as needed.
<b>IV-D Employment rates demonstrate program effectiveness</b>				
Career services Employment reports	Career, Internship & Student Employment Services annual survey of employment rate reports generated within 12 months of completion.	Associate Deans	Annually with	Dean, Faculty/UAAC/GAAC and respective student rep
<b>IV-E Program outcomes demonstrate program effectiveness</b>				
Alumni and student satisfaction	<p>Alumni satisfaction survey Senior Exit Survey (UG) Graduate Student Survey(s)</p> <ul style="list-style-type: none"> <li>• UAAC Benchmarking</li> <li>• GAAC Benchmarking</li> </ul>	Associate Deans UAAC, GAAC	Annually	Dean, Faculty/UAAC/GAAC and respective student rep
<b>IV-F Faculty outcomes, individually and in the aggregate, demonstrate program effectiveness</b>				

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
MSU Faculty Handbook re: Annual Reviews & Promotion & Tenure Policies & Procedures Activity Insight KPI reports	Faculty Outcomes re: Teaching, Scholarship, Practice, Service. Activity Insight	Dean & Campus Directors FAC, FDC	Annually	Report to the faculty re status and productivity of the college
	Dean's State of the College Annual Report	Dean	Annually	
	CON Promotion & Tenure Policies & Procedures for tenure-track and clinical track faculty [Policy E-1; E-5]	Dean, NFRC, NTT Committee	E-1 Reviewed annually E-5 every 5 years and with changes in CBA	To faculty for affirmation
VPR report on publications via email		MSU Vice President for Research and Economic Development	Monthly	MSU faculty/staff
	<i>Bobcat Nurse</i> <i>CON WEBSITE</i>	Dean's Office	Annually Ongoing	Communities of Interest, Faculty, MSU Administration
<b>IV –G The program defines and reviews formal complaints according to established policies</b>				
CON and university policy and procedure manuals	MSU Student Conduct & Instructional Guidelines & Grievance Procedures Handbook	Dean of Students EC	Annually	To appropriate body as needed
	Policy A-8, C-6 & C-12	CD, Associate Deans CD/Faculty	Ongoing On-going	Students, CDs, Associate Deans as appropriate GAAC/EC

MSU EVIDENCE	MSU/CON DOCUMENTS	RESPONSIBLE GROUP/PERSON	TIMEFRAME	FEEDBACK LOOP
	Undergraduate and Graduate student handbooks  Record of formal complaints received	Associate Deans  Dean, CD, Associate Deans		Dean
IV-H Data analysis is used to foster ongoing program improvement				
	<u>CON reports:</u> Undergraduate and Graduate: Employment Rates and Completion Rates  Kaplan Assessment reports SBON NCLEX reports & Mountain Measurement reports of NCLEX-RN pass rates  ANCC/AANP/CNC reports of national certification pass rates.  Student and Alumni Satisfaction	Associate Deans, UAAC/GAAC  Associate Dean/UAAC  Associate Dean, GAAC	Annually  Annually  Annually	Recommendations made to faculty and appropriate committees as needed.  Recommendations made to faculty and appropriate committees as needed.

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