



### **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