SON OP: 50.010, Assessment and Evaluation Processes Policy

PURPOSE: The purpose of the School of Nursing Assessment and Evaluation Process Operating Policy and Procedure Policy (SON OP) is to establish a policy and procedure for assessment and evaluation processes within the School of Nursing including completion of satisfaction assessment tools by customers (students, faculty, staff, and clients) and completion and submission of reports addressing Master Evaluation Plan Matrix outcome achievement, strengths, opportunities for improvement, improvement action plans, and closing the loop assessment of improvement action plan effectiveness.

REVIEW: The OP will be reviewed biennially by October 1 of each odd numbered year (ONY) by the Associate Dean of Outcomes Management and Evaluation, with recommendations for revisions forwarded to the Dean of the School of Nursing for approval.

POLICY/PROCEDURE:

1. Policy

The Assessment and Evaluation Processes Policy within the School of Nursing includes completion of Master Evaluation Plan Matrix annually. Assessment, analysis, comparison with target values, evaluation, and development of Improvement Action Plans followed by re-assessment of Improvement Action Plan implementation serve as elements of an ongoing culture of assessment, the continuous quality improvement focus of the School of Nursing, and documentation of Master Evaluation Plan Matrix achievement evidence, as well as accreditation criteria compliance evidence. Additionally, recognition of accomplishment, planning, and decision-making based on assessment outcomes are demonstrated.

2. Procedure

   a. Level of achievement of each Master Evaluation Plan Matrix element is assessed, analyzed, compared to target values, evaluated, and disseminated to the respective councils for improvement planning at least annually.

   b. All satisfaction assessment tools are available for completion online. Tools are accessed through the SON Home Page or links embedded in e-mail invitations or in the Learning Management System (LMS).

   c. Student completion of Orientation, Course, and Graduation Satisfaction Assessment tools is mandatory. Final course grades are not posted in website grade books until at least 85% of students have completed the assessment tools (see SON OP 50.070, Mandatory Student Completed Assessment Tools).

   d. A dashboard containing various options for interacting with the data including individual courses/course sections as well as aggregated programmatic data is available for download via the Office of Outcomes Management and Evaluation website.
(https://nursing.ttuhsce.edu/OMEdata/) utilizing the eraider id login. The dashboard provides faculty with the opportunity for reflection and generation of improvement action plans. Additionally, analysis reports are disseminated to council members, Associate Deans/Department chairs, and the dean. (see ATTACHMENT C - Course Satisfaction Assessment - Analysis Dashboard - Sample)

e. Aggregated, summative, analysis reports are presented by the Associate Dean for Outcomes Management and Evaluation to the Evaluation Committee for review, comparison to target values, recommendation generation, and dissemination to the respective governance councils, faculty, and administrators for reflection and improvement planning.

f. The Office of the Associate Dean for Outcomes Management and Evaluation maintains storage of dashboards for the most current three-year period.

g. Quarterly and annual reports of Student Learning Outcomes achievement, licensure and certification exam pass rates, employment status of graduates, Strategic Plan Goal achievement, and Combest Center annual UDS data are available to the Evaluation Committee for comparison with expected/target values, analysis, and generation of recommendations for improvement planning.