COLLEGE INSTITUTIONAL EFFECTIVENESS PROGRAM REVIEW PLAN

ITEM MEASURED	STANDARD	MONITORING TOOL	TRACKING SOURCE/PERSON	EXPECTATION (THRESHOLD)	ACCOUNTABLE PERSON/COMMITTEE	FREQUENCY OF REVIEW	
						College Committee	IE Committee
I. COLLEGE							
A. Employee Performance	Department of Health Services WASC Std lll. A	Employee Performance Evaluation Tracking log	Administrative Support	100% of employee PEs completed on time	Dean, College Operations Provost	Monthly	Annual
B. Employee Competency	Joint Commission BRN Std 1422,1424,1425 WASC Std lll.A	Employee Mandatory Requirements Data Base Employee File	Dean, IERP OES Designee	100% of mandatory job requirements completed	Dean, College Operations	Annual	Annual
C. Employee Satisfaction	Institutional Values WASC Std I. A	Employee Satisfaction survey	Administrative Support	$\geq$ 3.5 on each item (Scale 5-1)	Provost College Governance	Biennial	Biennial (Sent out May 2021 for AY 2020-2021) Rescheduled d/t COVID 19
D. Employee Turnover Rate	BRN Std 1422,1424(d),1425 1427(4) WASC Std lll. A	Off service Employees/Cont. Service Employees record	OES Designee	10% or less/year	Dean, College Operations College Governance	Annual	Annual

LEGEND:

Admin: Administration & Support Services
Ad & Prom: Admissions & Promotions Committee
AH: Allied Health
BRN: Board of Registered Nursing
CEP: Continuing Education Provider
CONAH: College of Nursing & Allied Health
Cont: Continuous
DHS: Department of Health Services
IERP: Institutional Effectiveness, Research & Planning
Colleges

EDCOS: Education & Consulting Service
ERC: Educational Resource Center
FA: Financial Aid
IE: Institutional Effectiveness
LAC+USC: Los Angeles County + University of Southern California
LVN: Licensed Vocational Nurse
NCLEX-RN: National Council Licensure Exam – RN

NRRC: Nurse Recruitment & Retention Center
OES: Office of Educational Services
PE: Performance Evaluation
RN: Registered Nurse
SLO: Student Learning Outcome
SON: School of Nursing
Std: Standard
WASC: Western Association of Schools and

MI:IE 11   **8/9/2022**

ITEM MEASURED	STANDARD	MONITORING TOOL	TRACKING SOURCE/PERSON	EXPECTATION (THRESHOLD)	ACCOUNTABLE PERSON/COMMITTEE	FREQUENCY OF REVIEW	
						College Committee	IE Committee
E. Employee Exit Interview	WASC Std III.A	Exit Interview form	Dean, IERP	≥ 3.5 on each item (Scale 5-1)	Dean, College Operation College Governance	Annual	Annual
F. Articulation Agreements with Colleges	WASC Std I.B BRN Std 1427I	Articulation Agreement file	Director, OES	Maintain two agreements/con-tracts year	Dean, College Operations College Governance	Annual	Annual
G. Program Enrollment	WASC Std I. A	Student Roster	OES Director / Designee	New Enrollment capacity: LVN-RN 90% 2yr basic 95%	Divisional Deans Provost College Governance	Annual	Annual
H. Integration of Mission Statement	WASC Std I. A	Annual Program Review Tracking Log	Provost Deans/Directors	Full integration into all divisions of the College	Provost	Triennial	Triennial
I. Strategic Plan	WASC Std I, II, III, IV	Annual Program Review Tracking Log	Dean, IERP Deans/Directors	80% Meet Outcomes by due dates	College Governance Provost	Annual	Annual
J. Drug Free Campus Environment	US Department of ED Federal Regulations	Clery Act compliance checklist	Dean, College Operations	100% compliance with required elements	Dean, College Operations	Biennial	Biennial

LEGEND:

Admin: Administration & Support Services
Ad & Prom: Admissions & Promotions Committee
AH: Allied Health
BRN: Board of Registered Nursing
CEP: Continuing Education Provider
CONAH: College of Nursing & Allied Health
Cont: Continuous
DHS: Department of Health Services
IERP: Institutional Effectiveness, Research & Planning Colleges

EDCOS: Education & Consulting Service
ERC: Educational Resource Center
FA: Financial Aid
IE: Institutional Effectiveness
LAC+USC: Los Angeles County + University of Southern California
LVN: Licensed Vocational Nurse
NCLEX-RN: National Council Licensure Exam – RN

NRRC: Nurse Recruitment & Retention Center
OES: Office of Educational Services
PE: Performance Evaluation
RN: Registered Nurse
SLO: Student Learning Outcome
SON: School of Nursing
Std: Standard
WASC: Western Association of Schools and

ITEM MEASURED	STANDARD	MONITORING TOOL	TRACKING SOURCE/PERSON	EXPECTATION (THRESHOLD)	ACCOUNTABLE PERSON/COMMITTEE	FREQUENCY OF REVIEW	
						College Committee	IE Committee
K. Budget/Resource Allocation	SP. IV. A; V.B.1; I.D.5 DHS Initiative # 3	Budget Request Request for Program needs College Reports	Admin Committee	Allocation is based on priorities as determined by provost, administrative team, staff and faculty	Provost College Governance	Annually	NA
L. Board of Trustee Efficacy	WASC Std IV SP.V.A & B	BOT Self-Appraisal Record & Summary	Dean, IERP	> 3.0 on each item (Scale 1-4)	Provost	Triennial (Survey to send out August 2021)	NA
M. Governance Structure and Process	WASC STD 1,IV	Planning meeting Agenda/Minutes Governance and Decision-Making Evaluation Tool	College Governance Chair	Participation by all committees Implementation of approved changes	Provost	Annual	Annual
II. SCHOOL OF NURSING							
A. Annual Program Evaluation Reports	BRN Sect 1424 (b)(1) WASC Std I, II, III, IV	Committee Evaluation Reports	Semester Coordinators	100% of required elements are evaluated	SON Dean Faculty Organization	Annual	Annual

B. Nursing Courses Success Rate (Percentage of students who receive a passing/satis-factory grade)	WASC Std IIA	Course Grade Sheets Student status log	Dean, IERP	85% **Stretch Goal**: 90%	Semester Coordinators SON Dean	Biannual	Annual
C. Course Completion Rate (Percentage of students who do not withdraw and receive a valid grade)	WASC Std IIA	Course Grade Sheets Student status log	Dean, IERP	85% **Stretch Goal**: 95%	Semester Coordinators SON Dean	Biannual	Annual
D. NCLEX-RN Pass Rate	BRN Sect 1424 (b)(1) WASC Std IIA	BRN Education Program Summary Report. NCLEX Tracking log	4th Semester Coordinator Provost	85% - 1ST attempt **Stretch Goal**: 96%	SON Dean Semester Coordinators	Biannual	Biannual

E. Degree Completion Rate 1. On-time 2. 150% (3 yrs.)	BRN Survey WASC Std IIA	Original Cohort Tracking	Dean Admin OES Designee	1.68% complete for: Basic-within 2 yrs. LVN Sum/Fall entry-1 yr. *LVN Sum/Spring Entry– 1.5 years. **Stretch Goal**: 75% 2. 75% complete for: Basic-within 3 yrs. LVN Sum/Fall entry-1.5 yrs. *LVN Sum/Spring Entry–2 years. **Stretch Goal**: 83% • Based on IPEDS reporting definition.	SON Dean Semester Coordinators Ad & Prom	Biannual	Annual
F. Student Attrition Rate/Class	BRN Sect 1424 (b)(1) WASC Std IIA	Original Cohort Tracking	Dean Admin Dean, IERP	<15% **Stretch Goal**: <11%	SON Dean Semester Coordinators Ad & Prom	Biannual	Annual
G. Attrition Reason 1. Academic Failure 2. Professional Misconduct 3. Career Change 4. Personal (Illness, Family) 5. Financial 6. Clinical	BRN Sect 1424 (b)(1) WASC Std II	Exit Interview Student File Front Sheet	OES Designee Dean, IERP	1. <10% 2. *<5%* 3. *<5%* 4. *<5%* 5. *<5%* 6. *<10%*	SON Dean Semester Coordinators Ad & Prom	Biannual	Annual

H. Point System effectiveness	WASC Std IB	Original Cohort Tracking Applicant point breakdown Spreadsheet	OES Designee Dean Admin.	Effectiveness of the point system and its correlation with program completion and NCLEX pass rate	Admin Dean SON Dean Ad & Prom	Annual	Annual
I. Job Placement /Graduate Hiring Rate 1. DHS 2. Other (Overall)	CONAH Strategic Plan WASC Std IA	Employment Rates for Students and Graduates	Provost	1. 50% **Stretch Goal**: 61% 2. 70%: (Within 12 months after graduation) **Stretch Goal**: 95%	SON Dean College Governance	Biannual	Annual
J. Employer Satisfaction Score	BRN Sect 1424 (b)(1) WASC Std IA	Employer Survey	Dean, IERP	> 3.0(5-1 scale)	SON Dean Dean, IERP	Annual	Annual
K. Course Evaluations	BRN Sect 1458 (a) WASC Std IIA	Outcomes Evaluation Report: Course /Programs	Semester Coordinators	$\geq$ 3.5 on each item (Scale 5-1)	SON Dean Semester Coordinators	Biannual	Annual
L. Instructor Evaluations	BRN Sect 1458 (a) WASC Std IIA	Outcomes Evaluation Report: Course /Programs	Semester Coordinators	$\geq$ 3.5 on each item (Scale 5-1)	SON Dean Semester Coordinators	Biannual	Annual
M. Program Evaluation	BRN Sect 1458 (a) WASC Std II	Program Evaluation Survey	OES Designee Dean, IERP	>3.5 on rated items (5-1 scale), >1.5 (1-2 Scale), $\geq$80% positive responses on non-rated items	SON Dean Provost Faculty Org	Biannual	Annual

N.	Clinical Exit Interview Tracking	BRN Sect.1427 I WASC Std IIA	Clinical Exit minutes, Clinical Affiliation Evaluation Tool	Semester Coordinators	100% completed summary	SON Dean Semester Coordinators	Biannual	Annual
O.	SON Petitions, Grievances, Written Student Complaints	BRN Sect 1424 (k) & 1427 (b) WASC Std IB	Grievance Summary	Dean, IERP	<5% of student body	SON Dean Semester Coordinators Faculty Organization	Annual	Annual
P.	SON Recent Graduate Employment Survey/Evaluations	BRN Sect 1426 (b) WASC Std IB	Graduate follow-up survey	Dean, IERP	$\geq$30% response rate >3.5 (5-1 scale) on Program Effectiveness	SON Dean Dean, IERP	Annual	Annual
Q.	Program Student Learning Outcome	WASC Std I, II, II, IV BRN Sect 1427(b)	SLO Assessment Form	Dean, IERP	100% completed	SON Dean	Annual	Annual
R.	Course Student Learning Outcome	WASC Std I, II, III, IV	SLO Assessment Form	Dean, IERP	100% completed	SON Dean Semester Coordinators	Biannual	Annual
S.	Student Exit Interview	WASC Std II	Exit Interview Form / Survey	Dean, IERP Admin Dean	For tracking purposes only	SON Dean Admin Dean	Annual	Annual

LEGEND:

Admin:	Administration & Support Services				
Ad & Prom:	Admissions & Promotions Committee	EDCOS:	Education & Consulting Service	NRRC:	Nurse Recruitment & Retention Center
AH:	Allied Health	ERC:	Educational Resource Center	OES:	Office of Educational Services
BRN:	Board of Registered Nursing	FA:	Financial Aid	PE:	Performance Evaluation
CEP:	Continuing Education Provider	IE:	Institutional Effectiveness	RN:	Registered Nurse
CONAH:	College of Nursing & Allied Health	LAC+USC:	Los Angeles County + University of Southern California	SLO:	Student Learning Outcome
Cont:	Continuous	LVN:	Licensed Vocational Nurse	SON:	School of Nursing
DHS:	Department of Health Services	NCLEX-RN:	National Council Licensure Exam – RN	Std:	Standard
IERP:	Institutional Effectiveness, Research & Planning			WASC:	Western Association of Schools and

Colleges

MI:IE 11   **8/9/2022**

III. ALLIED HEALTH							
A. Employer Satisfaction Score	WASC Std I	Graduate follow up Survey-Employers	Program Coordinators	≥3.5 (5-1 scale)	AH Dean Program Coordinators	Four months post program	Annual
B. Course Pass Rate	Allied Health Standard WASC Std IIA	SLO Assessments	Class/Program Coordinator	80% of class passes on 1st attempt	AH Dean Program Coordinators	Annual	Annual
C. Class/Instructor Evaluations Score	Allied Health Standard WASC Std II.A	SLO Assessments	Class/Program Coordinator	≥ 3.5 on each item (Scale 5-1)	AH Dean Program Coordinator	Quarterly	Annual
D. Course Student Learning Outcome	WASC Std I, II, III, IV	SLO Assessment Form	Dean, IERP	100% completed	AH Director Semester Coordinators	Biannual	Annual
E. Annual Program Evaluation Reports	WASC Std I, II, III, IV	Program Evaluation Reports	Class/Program Coordinator	100% of required elements are evaluated	AH Dean Program Coordinators	Annual	Annual
IV. OFFICE OF EDUCATIONAL SERVICES							
A. SON Student Corequisite Completion Rate	Curriculum Plan WASC Std II.A.B	Curriculum Plan Form	OES Designee Student Clerk	100% completion at time of registration for each semester enrollment	OES Director /Designee	Biannual	Annual
B. Final Transcript	BRN Requirement WASC Std II.B	BRN Checklist	Student Clerk	100% of eligible student transcripts mailed 30 days post graduation	OES Director/ Designee	Biannual	Annual

C. SON Student Demographics Tracking	BRN Survey WASC Std I	Enrollment Information Log	Admissions Clerk	Reflects demographics of LA county. Ethnic Minorities within 90%	OES Director /Designee Ad & Prom	Biannual	Annual
D. Curriculum Plan Completion	SON Policy #230: Curriculum Plan Agreement WASC Std II.A.B	Curriculum Plan New Student Requirement checklist	OES Designee	100% signed by student by 9th week of 1st semester	OES Director / Designee Ad & Prom	Biannual	Annual
F. Program Student Learning Outcome	WASC Std I, II, III, IV	Annual Program Evaluation Report Tracking Log	Dean, IERP	100% completed	OES Director/ Designee	Annual	Annual
G. Annual Program Evaluation Report	BRN Sect 1424 (b)(1) WASC Std I, II, III, IV	Annual Program Evaluation Report Tracking Log	Dean, IERP	100% of required elements are evaluated	OES Director / Designee	Annual	Annual
V. EDUCATIONAL RESOURCE CENTER							
A. Skills Lab Use/ Satisfaction Score	BRN Sect. 1424 (d) WASC Std II.B.C	Program Evaluation Survey	ERC Director	≥3.5 on each item (Scale 5-1)	ERC Director	Biannual	Annual
B. Computer Lab Use/ Satisfaction Score	BRN Sect. 1424 (d) WASC Std II.B.C	Program Evaluation Survey	ERC Director	≥ 3.5 on each item (Scale 5-1)	ERC Director	Biannual	Annual

C. Library Use/ Satisfaction Score	BRN Sect. 1424 (d) WASC Std II.B.C	Program Evaluation Survey	ERC Director Library Assistant	≥ 3.5 on each item (Scale 5-1)	ERC Director	Biannual	Annual
D. Program Student Learning Outcome	WASC Std I, II, III, IV	SLO Assessment Form	ERC Director	100% completed	ERC Director	Annual	Annual
E. Annual Program Evaluation Report	BRN Sect 1424 (b)(1) WASC Std I, II, III, IV	Program Evaluation Reports	ERC Director	100% of required elements are evaluated	ERC Director	Annual	Annual
VI. FINANCIAL AID							
A. Loan Cohort Default Rate	Fed. Reg. Title IV Participation. Contract Agreement WASC Std II.B	Depart. Of Education Report letter	FA Coordinator	< 10% Cohort Default Rate	FA Administrator	Annual	Annual
B. Student Satisfaction	WASC Std II.B	Program Evaluation Survey	FA Coordinator	≥3.5 on rated items (5-1 scale), ≥1.5 (1-2 Scale), ≥80% positive responses on non-rated items	FA Administrator	Biannual	Annual

C. Program Student Learning Outcome	WASC Std I, II, III, IV	Annual Program Evaluation Report Tracking Log	FA Administrator	100% completed	FA Administrator	Annual	Annual
D. Annual Program Evaluation Report	BRN Sect 1424 (b)(1) WASC Std I, II, III, IV	Annual Program Evaluation Report Tracking Log	FA Coordinator FA Administrator	100% of required elements are evaluated	FA Administrator	Annual	Annual

VII. INSTITUTIONAL EFFECTIVENESS, RESEARCH AND PLANNING							
A. Resource Needs	WASC Std III SP. I; II.B.2; IV	Program Resource Needs	Dean, IERP	Compiled and presented annually	Dean, IERP	Annual	N/A
B. Technology Plan	WASC Std III SP.I.A.6	Five-Year IT Action Plan Timeline	College Information Officer	Annual update	Dean, IERP	Annual	Annual
C. Current Technology Resources	WASC Std II, III SP.I.A.3,4, BRN DHS	Hardware and Software Technology Maintenance / Replacement Plan Survey Findings	College Information Officer	>3.5 on rated items (1-5 scale),	Dean, IERP	Annual	Annual
D. User Satisfaction with Technology	WASC Std I, II, III SP.I.A.3,4	Employee survey Program Evaluation survey BACCP Survey	Dean, IERP	>3.5 on rated items(5-1 scale)	Dean, IERP	Annual	Annual
E. Currency of Websites	WASC Std I, III SP.V.	Website Document Tracking Log	College Information Officer	85% updated	Dean, IERP	Quarterly	Annual

F. Technology Training Needs	WASC Std II, III BRN DHS	Technology Training Log Employee Survey	Dean, IERP	$\geq$3.5 on rated items (5-1 scale),	Dean, IERP	Annual	Annual

REVISIONS TO THE PROGRAM REVIEW PLAN

DATE	ITEM	CURRENT / SUGGESTED REVISION	REQUESTED BY	APPROVAL Y/N	DATE CORRECTED
2/6/14	V. D.	Delete item	I E Committee	Y	2/18/14
3/4/14	I.C.	Change College Committee Review to Biennial	Admin Committee	Y	3/4/14
3/13/14	I.O	Add Governance Structure and Process	Planning Committee	Y	3/13/14
11/6/14	V. G.	Change expectation to comply with BRN guideline	IE Committee	Y	11/6/14
12/4/14	II. I.	Change Employer Satisfaction Threshold to >3.0	IE Committee	Y	12/4/14
12/4/14	II. T.	Under threshold indicate "For tracking purposes only"	IE Committee	Y	12/4/14
3/5/15	I.B.	Add Employee File to Monitoring Tool and change Threshold to: "100% of mandatory job requirements completed"	IE Committee	Y	3/9/15
3/5/15	V. B.	Delete item	IE Committee	Y	3/9/15
9/3/15	II.F.	Add Clinical to the attrition reason	IE Committee	Y	9/3/15
1/14/16	II.D	Change threshold from 80% to 68%	IE Committee and A & P	Y	1/14/16
9/1/16	II.E.	Add < sign to the threshold	IE Committee	Y	9/1/16
11/10/16	II. D.	Change frequency of IE review from Biannual to Annual	IE Committee	Y	11/10/16
11/10/16	V.A.	Change frequency of IE review from Biannual to Annual	IE Committee	Y	11/10/16
5/4/17	V. A.	Delete item. Will make sure item included in the OES APER	IE Committee	Y	5/4/17
5/4/17	II. D.	Add 2 categories under Degree Completion: a. On-time and b. 150% (3 years)	IE Committee	Y	5/4/17
5/4/17	II. H.	Add 2 categories under Graduate Hiring: a. DHS and b. Other	IE Committee	Y	5/4/17
1/11/18		Update columns on accountable person/committee to reflect Governance Structure changes	IE Committee	Y	1/11/18
1/11/18		Delete current/suggested revisions tracking dated 2009 to 2012	IE Committee	Y	1/11/18
5/3/18	II. B.	Change Course Pass Rate to "Nursing Courses Success Rate" and change threshold to 85% for all courses	IE Committee	Y	5/4/18

LEGEND:

Admin:	Administration & Support Services				
Ad & Prom:	Admissions & Promotions Committee	EDCOS:	Education & Consulting Service	NRRC:	Nurse Recruitment & Retention Center
AH:	Allied Health	ERC:	Educational Resource Center	OES:	Office of Educational Services
BRN:	Board of Registered Nursing	FA:	Financial Aid	PE:	Performance Evaluation
CEP:	Continuing Education Provider	IE:	Institutional Effectiveness	RN:	Registered Nurse
CONAH:	College of Nursing & Allied Health	LAC+USC:	Los Angeles County + University of Southern California	SLO:	Student Learning Outcome
Cont:	Continuous	LVN:	Licensed Vocational Nurse	SON:	School of Nursing
DHS:	Department of Health Services	NCLEX-RN:	National Council Licensure Exam – RN	Std:	Standard
IERP:	Institutional Effectiveness, Research & Planning			WASC:	Western Association of Schools and Colleges

MI:IE 11

8/9/2022

DATE	ITEM	CURRENT / SUGGESTED REVISION	REQUESTED BY	APPROVAL Y/N	DATE CORRECTED
5/3/18	II.C	Added an item to track Course Completion Rate	IE Committee	Y	5/4/18
5/3/18	II. E.	Change Student Degree Completion" to "Degree Completion"	IE Committee	Y	5/4/18
5/3/18	II. R.	Change item to SON Recent Graduate Employment Survey/Evaluations for clarity	IE Committee	Y	5/4/18
4/4/19	Entire Document	Revise to focus on quality improvement areas	IE Committee	Y	4/16/19
3/5/20	I.H.	Delete item, each program completes an SLO report	IE Committee	Y	3/9/20
3/5/20	VII.A.	Delete item. Reports has been submitted on time and discussed at the Annual Program Review Workshop	IE Committee	Y	3/9/20
5/7/20	II.K.	Delete as its difficult to obtain a reliable data. Tracking of graduates pursue of higher education will be included in the Graduate survey data report.	IE Committee	Y	5/7/20
11/5/20	IV.B.	Delete has OES has been sending Graduate documentation on time	IE Committee	Y	11/5/20
3/3/22	IV.A	Delete item as all requisite were will required as prerequisite as per the Admission policy	IE Committee	Y	3/3/22

IEComm:mi 2/27/08
Rev. 16, 17,18, 19, 20,21