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 111.A	Employee Performance Evaluation	Administrative Support	100% of employee PEs completed on time	College Operations	Monthly	Annual
B. Employee Competency	Network Joint Commission BRN Std 1422,1424,1425 WASC Std 111.A	Employee Mandatory Requirements Data Base	OES Manager	100% of required elements included in employee file	Admin Dean College Operations	Annual	Annual
C. Employee Satisfaction	Institutional Values WASC Std 1.A	Employee Satisfaction survey	Research Director Administrative Support	$\geq$ 3.5 on each item (Scale 5-1)	Provost College Planning	Annual	Annual
D. Employee Turnover Rate	BRN Std 1422,1424(d),1425 1427(4) WASC Std 111.A	Off service Employees/Cont. Service Employees record	Research Director OES Manager	10% or less/year	Provost College Planning	Annual	Annual
E. Employee Exit Interview	WASC Std 111.A	Exit Interview form	Research Director	$\geq$ 3.5 on each item (Scale 5-1)	Provost College Planning	Annual	Annual
F. Articulation Agreements with colleges	WASC Std 1.B BRN Std 1427(c)	Articulation Agreement file	Admin Dean	Attain/Maintain 3 agreements/year	Admin Dean College Planning	Annual	Annual

LEGEND:

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MI:IE 10   **7/28/2011**

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						College Committee	IE Committee
G. Program Enrollment	WASC Std 1.A	Student Roster	Admin Dean OES Office Manager	New Enrollment capacity: LVN-RN 90% 2yr basic 95%	Divisional Deans Provost College Planning	Annual	Annual
H. Institutional Student Learning Outcome	WASC Std IIA.	SLO Assessment Form and Log	Research Director	100% completed	Provost	3 years	3 years
I. Integration of Mission Statement	WASC Std 1.A	SLO Assessment Form and Log	Research Director	Full integration into all divisions of the College	Provost	3 years	3 years
J. Strategic Plan	WASC Std 1,II, III, IV	Program Review	Research Director	80% Meet Outcomes by due dates	College Planning	Annual	Annual
K. Affiliate Schools	LAC+USC Expectation	Clinical affiliation rotation summary	Affiliate Coordinator	Number and types of programs (For tracking purposes only)	Provost	Annual	Annual

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L. Drug Free Campus Environment	Federal Compliance Act	Clery Act compliance checklist	Admin Dean Director Operations	100% compliance with required elements	Admin Dean Director Operations	Biennially	Biennially
II. SCHOOL OF NURSING							
A. Annual Program Evaluation Reports	BRN Sect 1424 (b)(1) WASC Std 1,II, III, IV	Committee Evaluation Reports	Semester Coordinators	100% of required elements are evaluated	SON Dean Faculty Organization	Annual	Annual
B. Nursing Courses Pass Rate	WASC Std IIA	Course Grade Sheets Student status log	Research Director	Semester I: 85% Semester II: 90% Semester III: 90% Semester IV: 95%	Course Committees Semester Coordinators	2x/year	2x/year
C. NCLEX-RN Pass Rate	BRN Sect 1424 (b)(1) WASC Std IIA	Student graduation list BRN report	SON Assistant Dean Provost	85% - 1ST attempt	SON Dean Semester Coordinators	2x/year	2x/year
D. Student On-time Completion Rate	BRN Survey WASC Std IIA	Original Cohort Tracking	Dean Admin OES Manager	80% complete for: Basic-within 2 yrs Basic WF- 2.5 yrs LVN Sum/Fall entry-1 yr LVN Sum/Spring Entry–1.5 years.	SON Dean Semester Coordinators Ad & Prom	2x/year	2x/year

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E. Student Attrition Rate/Class	BRN Sect 1424 (b)(1) WASC Std IIA	Original Cohort Tracking	Dean Admin Research Director	15%	SON Dean Semester Coordinators Ad & Prom	2x/year	2x/year
F. Attrition Reason 1. Academic Failure 2. Professional Misconduct 3. Career Change 4. Personal (Illness, Family) 5. Financial	BRN Sect 1424 (b)(1) WASC Std II	Exit Interview Student File Front Sheet	Office Manager Research Director	1. <10% 2. <5% 3. <5% 4. <5% 5. <5%	SON Dean Semester Coordinators Ad & Prom	2x/year	Annual
G. Point System effectiveness	WASC Std IB	Applicant point breakdown Original Cohort Tracking	Ad Hoc Committee Office Manager Dean Admin.	Correlation with program Completion and NCLEX pass rate	Admin Dean SON Dean Ad & Prom	Annual	Annual
H. DHS Student/ Graduate Hiring Rate	CONAH Strategic Plan WASC Std IA	LAC Employment rates for grads/stud.	Provost	50%	Provost NRRC College Planning	2x/year	2x/year
I. Employer Satisfaction Score	BRN Sect 1424 (b)(1) WASC Std IA	Employer Satisfaction Survey	Research Director	3.5(5-1 scale)	SON Dean Semester Coordinators	Annual	Annual
J. Graduate Continued Education	WASC Std IB	Graduate follow up survey	Research Director	30% of graduates	Research Director	Every 3 years	Every 3 years

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MI:IE 10   **7/28/2011**

ITEM MEASURED	STANDARD	MONITORING TOOL	TRACKING SOURCE/PERSON	EXPECTATION (THRESHOLD)	ACCOUNTABLE PERSON/COMMITTEE	FREQUENCY OF REVIEW	
						College Committee	IE Committee
K. Course Evaluations	BRN Sect 1458 (a) WASC Std IIA	Outcomes Evaluation Report: Course /Programs	Course Committee Chair(s) Semester Coordinators	≥ 3.5 on each item (Scale 5-1)	SON Dean Semester Coordinators	2x/year	Annual
L. Instructor Evaluations	BRN Sect 1458 (a) WASC Std IIA	Outcomes Evaluation Report: Course /Programs	Semester Coordinators	≥ 3.5 on each item (Scale 5-1)	SON Dean Semester Coordinators	2x/year	Annual
M. Program Evaluation	BRN Sect 1458 (a) WASC Std II	Program Evaluation Survey	OES Research Director	>3.5 on rated items (5-1 scale), >1.5 (1-2 Scale), ≥80% positive responses on non rated items	SON Dean Provost Faculty Org	2x/year	Annual
N. Clinical Exit Interview Tracking	BRN Sect.1427 (C) WASC Std IIA	Clinical Exit minutes, Clinical Affiliation Evaluation Tool	Semester Coordinators	100% completed summary	SON Dean Semester Coordinators Clinical Practice	2x/year	Annual
O. Ward/Unit Evaluation Student	BRN Sect.1427 (C) BRN Sect 1458 (a) WASC Std IIA	Ward/Unit Evaluation Student Survey	Semester Coordinators Administrative Support	≥ 3.5 on each item (Scale 5-1)	SON Dean Semester Coordinators *Clinical Practice*	2x/year	Annual
P. SON Petitions, Grievances, Written Student Complaints	BRN Sect 1424 (k) & 1427 (b) WASC Std IB	Grievance Summary	Research Director	> 5% of student body	SON Dean Semester Coordinators Faculty Organization	Annual	Annual

ITEM MEASURED	STANDARD	MONITORING TOOL	TRACKING SOURCE/PERSON	EXPECTATION (THRESHOLD)	ACCOUNTABLE PERSON/COMMITTEE	FREQUENCY OF REVIEW	
						College Committee	IE Committee
Q. SON Graduate Survey/Evaluations	BRN Sect 1426 (b) WASC Std IB	Graduate follow-up survey	Research Director	≥30% response rate	SON Dean Semester Coordinators	Annual	Annual
R. Program Student Learning Outcome	WASC Std I, II, II, IV BRN Sect 1427(b)	SLO Assessment Form and Log	Research Director	100% completed	SON Dean	Annual	Annual
S. Course Student Learning Outcome	WASC Std I, II, III, IV	SLO Assessment Form and Log	Research Director	100% completed	SON Dean Semester Coordinators	2x/year	Annual
III. EDUCATION AND CONSULTING SERVICES							
A. Employer Satisfaction Score	College Vision WASC I	Graduate follow up survey-Employers	Program Coordinators	3.0 (5-1 scale)	EDCOS Dean Program Coordinators	4 months post program	Annual
B. Class/Program Documentation Completion Rate	BRN Sect 1458 (b) WASC Std I, II	Program Log	OES Manager	100% within 30 days of class/program completion	EDCOS Dean Program Coordinators	Two times Annually	Annual
C. Lesson Plan/Course Review	EDCOS Standard WASC Std II.A	Program SLO	Class/Program Coordinator	95% reviewed every 3 years	EDCOS Dean Program Coordinators	Annual	Annula
D. Home Study Review	EDCOS Standard WASC Std II.A.C	Course SLO	ERC Director	95% reviewed every 5 years	ERC Director Program Coordinators	Every 5 years	Annual

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						College Committee	IE Committee
E. Course Pass Rate	EDCOS Standard WASC Std II.A	Course SLO	Class/Program Coordinator	80% of class passes on 1st attempt	EDCOS Dean Program Coordinators	Annual	Annual
F. Instructor Evaluations Score	BRN CEP Instructions WASC Std II.A	Course SLO Course Evaluation Survey	Class/Program Coordinator	$\geq$ 3.5 on each item (Scale 5-1)	EDCOS Dean Program Coordinators **Critical Care Specialty?**	Quarterly	Annual
G. Course Evaluations Score	BRN CEP WASC Std IIA	Student Evaluation Form	Class/Program Coordinator	$\geq$ 3.5 on each item (Scale 5-1)	EDCOS Dean Program Coordinators **Critical Care Specialty?**	Quarterly	Annual
H. Program Student Learning Outcome	WASC I, II, III, IV	SLO Assessment Form and Log	Research Director	100% completed Identify areas for improvement. Develop improvement plan (as applicable)	EDCOS Dean	Annual	Annual
I. Course Student Learning Outcome	WASC Std I, II, III, IV	SLO Assessment Form and Log	Research Director	100% completed	EDCOS Dean Program Coordinators	Annual	Annual
J. Annual Program Evaluation Reports	BRN Sect 1424 (b)(1) WASC Std 1,II, III, IV	Program Evaluation Reports	Program Coordinators	100% of required elements are evaluated	EDCOS Dean Program Coordinators	Annual	Annual
IV. ALLIED HEALTH							

LEGEND:

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						College Committee	IE Committee
A. Employer Satisfaction Score	WASC Std I	Graduate follow up survey- Employers	Program Coordinators	≥3.5 (5-1 scale)	AH Dean Program Coordinators	4 months post program	Annual
B. Class/Program Documentation Completion Rate	WASC Std I, II	Program Log	OES Manager	100% within 30 days of class/program completion	AH Dean Program Coordinators	2x/year	Annual
C. Lesson Plan/Course Review	Allied Health Standard (To be developed) WASC Std II.A	Course SLO (To be developed)	Class/Program Coordinator	95% reviewed every 3 years	AH Dean Program Coordinators	Annual	Annual
D. Course Pass Rate	Allied Health Standard To be developed WASC Std IIA	Course SLO (To be developed)	Class/Program Coordinator	90% of class passes on 1st attempt	AH Dean Program Coordinators	Annual	Annual
E. Class/Instructor Evaluations Score	Allied Health Standard (To be developed) WASC Std II.A	Course SLO (To be developed)	Class/Program Coordinator	≥ 3.5 on each item (Scale 5-1)	AH Dean Program Coordinator	Quarterly	Annual

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MI:IE 10   **7/28/2011**

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						College Committee	IE Committee
F. Annual Program Evaluation Reports	WASC Std 1,II, III, IV	Program Evaluation Reports	Class/Program Coordinator	100% of required elements are evaluated	AH Dean Program Coordinators	Annual	Annual
V. OFFICE OF EDUCATIONAL SERVICES							
A. On Time SON Student Registration Completion Rate	College Policy #802: Enrollment & Progression WASC Std II.B	Student Roster Registration Checklist	Student Clerk	95% completion by end of 1st week of semester	Admin Dean OES Manager	2x/year	2x/year
B. SON New Student Academic File Creation Rate	OES Expectation WASC Std II.B	Student Roster	Student Clerk	100% completion by end of 2nd week of semester	Admin Dean OES Manager	2x/year	Annual
C. EDCOS/AH Class/Program File Completion Rate	BRN CEP Instructions WASC Std II.B	Class Program Completion Log	OES Designee	100% file completion by 3 months post program	Admin Dean OES Manager	Quarterly	Annual
D. SON Applicant Admission Test Results in File	Student/Application file creation proceedure WASC Std II.B	Applicant file	Admissions Clerk	100% filed within 1 week of receipt	Admin Dean OES Manager	2x/year	Annual
E. EDCOS Certificate Completion Rate	BRN Sect 1458 (b) WASC Std II.B	Class/ Program Log	OES Designee	100% within 90 days	Admin Dean OES Manager	Monthly	Annual

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						College Committee	IE Committee
F. 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 each semester	Admin Dean OES Manager	2x/year	Annual
G. SON Graduate Documentation for BRN 1. Candidate Rosters	BRN Requirement WASC Std II.B	BRN Graduate Candidate Roster. (Summary)	Student Clerk	100% of eligible individual candidate rosters mailed 30 days prior to graduation	Admin Dean OES Manager	2x/year	Annual
2. Final Transcript	BRN Requirement WASC Std II.B	**BRN Log**	Student Clerk	100% of eligible student transcripts mailed 30 days post graduation	Admin Dean OES Manager	2x/year	Annual
H. SON Student Demographics Tracking	BRN Survey WASC Std I	Enrollment Information Log	Admissions Clerk	Reflects demographics of LA county	Admin Dean OES Manager Ad & Prom	2x/year	Annual
I. Curriculum Plan Completion	SON Policy #230: Curriculum Plan Agreement WASC Std II.A.B	Curriculum Plan New Student Requirement checklist	Admin Dean	100% signed by student by 9th week of 1st semester	Admin Dean OES Manager Ad & Prom	2x/year	Annual
J. Program Student Learning Outcome	WASC Std I, II, III, IV	SLO Assessment Form and Log	Research Director	100% completed	Admin Dean	Annual	Annual

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K. Annual Program Evaluation Report	BRN Sect 1424 (b)(1) WASC Std 1,II, III, IV	Program Evaluation Reports	Admin Dean OES Manager	100% of required elements are evaluated	Admin Dean OES Manager	Annual	Annual
VI. EDUCATIONAL RESOURCE CENTER							
A. Skills Lab Use	BRN Sect. 1424 (d) WASC Std II.B.C	Nursing skills lab sign in sheet Appointment log	Skills Lab Coordinator	$\geq$800 sign-ins/year	Skills Lab Coordinator ERC Director	2x/year	Annual
B. Skills Lab Satisfaction Score	BRN Sect. 1424 (d) WASC Std II.B.C	Program Evaluation Survey	ERC Director	$\geq$3.5 on each item (Scale 5-1)	ERC Director	2x/year	Annual
C. Computer Lab Use	BRN Sect. 1424 (d) WASC Std II.B.C	Computer lab sign in logs	ERC Director	$\geq$800 sign-ins/year	ERC Director	2x/year	Annual
D. Computer Lab Satisfaction Score	BRN Sect. 1424 (d) WASC Std II.B.C	Program Evaluation Survey	ERC Director	$\geq$ 3.5 on each item (Scale 5-1)	ERC Director	2x/year	Annual
E. Library Use	BRN Sect. 1424 (d) WASC Std II.B.C	ERC sign in Sheet	ERC Director Library Assistant	$\geq$3,500 sign-ins/year	ERC Director	2x/year	Annual
F. Library Satisfaction Score	BRN Sect. 1424 (d) WASC Std II.B.C	Program Evaluation Survey	ERC Director Library Assistant	$\geq$ 3.5 on each item (Scale 5-1)	ERC Director	2x/year	Annual

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						College Committee	IE Committee
G. Home Study Use Rate	BRN Sect. 1424 (d) WASC Std II.C	Rosters	ERC Director	NA	ERC Director	Every 3 years	Every 3 years
H. Program Student Learning Outcome	WASC Std I, II, III, IV	SLO Assessment Form and Log	Research Director	100% completed	ERC Director	Annual	Annual
I. Annual Program Evaluation Report	BRN Sect 1424 (b)(1) WASC Std 1,II, III, IV	Program Evaluation Reports	ERC Director	100% of required elements are evaluated	ERC Director	Annual	Annual
VII. FINANCIAL AID							
A. Loan 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	2x/year	Annual
C. Program Student Learning Outcome	WASC Std I, II, III, IV	SLO Assessment Form and Log	FA Administrator	100% completed	FA Administrator	Annual	Annual

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D. Annual Program Evaluation Report	BRN Sect 1424 (b)(1) WASC Std 1,II, III, IV	Committee Evaluation Reports	FA Coordinator FA Administrator	100% of required elements are evaluated	FA Administrator	Annual	Annual

REVISIONS TO THE PROGRAM REVIEW PLAN

DATE	ITEM	CURRENT / SUGGESTED REVISION	REQUESTED BY	APPROVAL Y/N	DATE CORRECTED
4/3/08	III E	90% threshold too high due to class size/ change threshold to 80%	T. Blass	Y	4/3/08
4/9/08	III D	Home study course is monitored by ERC/ Delete item from the grid	T. Blass	Y	4/9/08
4/9/08	III A	Threshold 3.5, competent on evaluation is 3.0/change threshold to 3.0	T. Blass	Y	4/9/08
4/9/08	III B	Item already monitored by EOS/Delete from form	T. Blass	Y	4/9/08
4/9/08	III G	Survey on a likert scale, threshold of sat/ change to 3.5 to match scale	T. Blass	Y	4/9/08
9/2/08	I.G	Program enrollment threshold # of students to fit our capacity/ change to 90% of capacity for LVN- RN and 95% for Basic students.	Z. Reyes& M. Caballero	Y	9/2/08
6/4/09	I.B	Include College Ops under accountable persons. Delete OES Manager	I E Committee	Y	8/6/09
6/4/09	I.C	Add Employee to monitoring tool. Delete Faculty	I E Committee	Y	8/6/09
6/4/09	I.D	Add OES Manager to tracking source	I E Committee	Y	8/6/09
6/4/09	I.F	Under item measures add "with colleges after articulation agreement. Add Admin Dean under accountable person and remove provost	I E Committee	Y	8/6/09
6/4/09	I.G	Include the word enrollment after capacity under expectation	I E Committee	Y	8/6/09
6/4/09	I.H & I.I	Change IE committee frequency of review to every 2 years	I E Committee	Y	8/6/09

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MI:IE 10   **7/28/2011**

6/4/09	I.J	Under expectation, add 80% to met outcomes by due dates	I E Committee	Y	8/6/09
6/4/09	II.E	Under tracking source, include Research Director	I E Committee	Y	8/6/09
6/4/09	II.F	Under tracking source include Ofice manager and Research Director. Change threshold #2 from NA to 0, #3&4 from NA to 5%, #5 from 0 to 5%	I E Committee	Y	8/6/09
6/4/09	II.G	Under item measured delete student & per class replace with Review of Admission criteria. Under tracking source, add Office manager and SON Dean. Change frequency from fall 2008 to annual	I E Committee	Y	8/6/09
6/4/09	II.I	Remove network & community from item measured & nurse manager from monitoring tool. Change threshold from 4.0 to 3.5	I E Committee	Y	8/6/09
6/4/09	II.J	Remove 4-yr institutions from item measured. Changed frequency from ongoing to every 3 years. Replace increasing # of graduate response with 30%	I E Committee	Y	8/6/09
6/4/09	II.K & L	Delete score from item measured. Change IE report frequency from annual to X2/yr	I E Committee	Y	8/6/09
6/4/09	II.M	Remove score(4th Semester) from item measured.	I E Committee	Y	8/6/09
6/4/09	II. N & O	Include Clinical Practice to accountable persons.	I E Committee	Y	8/6/09
9/3/09	I.K	(New) Affiliate school item added to college	College Planning	y	9/3/09
9/3/09	I.L	(New) Drug Free Campus Compliance item added to college	College Planning	y	9/3/09
9/3/09	III.G	Remove clinical under monitoring tool and replace with student	I E Committee	y	9/3/09
9/3/09	V.C	Remove learning net, replace with Class/Program completion log under monitoring tool	I E Committee	y	9/3/09
9/3/09	V. D	Replace student with applicant under monitoring tool	I E Committee	y	9/3/09
9/3/09	V.H	Under monitoring tool change CAM to CAMS and add student information systems	I E Committee	y	9/3/09
11/5/09	I.A	Change 95% under Threshold to 100%	I E Committee	y	9/3/09
11/5/09	I.H &I.I	Change annual under frequency of review to every 3 years	I E Committee	y	12/23/09
11/5/09	II.S, II.B & II.C	Change every semester undr frequency of review to 2X /yr	I E Committee	y	12/23/09
11/5/09	V.G	G.1-Include "submit" after student under threshold G.2-Include Eligible after 100% under threshold	I E Committee	y	12/23/09
11/5/09	V.H	Under monitoring tools replace cams with new student & continuing student roster Under threshold, delete 100% info. Entered within 30 days of enrollment. Replace with "Reflects demographics of LA county.	I E Committee	y	12/23/09
11/5/09	VI.G	Delete item	I E Committee	y	12/23/09
11/5/09	VII.A	Under threshold add Cohort default rate	I E Committee	y	12/23/09

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
				WASC:	Western Association of Schools and Colleges

MI:IE 10   **7/28/2011**

11/5/09	VII.B	Under frequency delete annual, replace with 2X/yr. Under threshold, delete >80% . Insert ">3.5 on rated items(5-1 scale), >1.5 (1-2 Scale) and >80% positive responses on none rated items.	I E Committee	y	12/23/09
1/7/10	II.O	Delete item. Evaluation method changed, now included in II.N	I E Committee	y	12/23/09
1/7/10	II.N	Change monitoring tools from Clinical Exit interview file to Clinical exit minutes, Clinicl Affiliation Evaluation Tool.	Clinical Practice	Y	1/20/10
1/7/10	VII.C	Change FA Coordinator to FA Administrator under tracking person	FAA	Y	1/20/10
1/7/10	VII.D	Change FA Coordinator to FA Administrator under Accountable person and include under tracking source	FAA	Y	1/20/10
10/18/10	Whole document	Committee general revisions to all sections approved at 10/7/10 meeting were effected.	I E Committee	Y	10/18/10
11/4/10	II.D	Committee revisions under tracking delete RD include Dean Admin. Under threshold include Basic-within 2 yrs, Basic WF- 2.5 yrs, LVN Sum/Fall entry-1 yr LVN Sum/Spring Entry–1.5 years. Under IE frequency change to 2X /year	I E Committee	Y	11/8/10
11/4/10	II.E	Under IE frequency change to 2X /year	I E Committee	Y	11/8/10

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2/27/08
Rev. 1/07/10

Program Review

MI:IE 10   **7/28/2011**