

Mercer County Community College
Division of Math, Science and Health Professions
Nursing Program

Policy: Systematic Plan of Evaluation Workshop

Purpose: Ensure consistent review of the Systematic Plan of Evaluation

Procedure:

1. Meetings will be held prior to the last faculty contract workday for each semester.
2. Faculty are expected to bring:
 - a. Completed Bi-Annual Faculty Course Evaluation form for their assigned course.
 - b. Finalized grade books for submission.
 - c. All completed student Clinical Evaluation forms for their assigned course.
 - d. Finalized course meeting minutes for submission.
 - e. Completed student action plans, if applicable.
 - f. Summary of course student evaluations.
 - g. Summary of student clinical site evaluations.
 - h. Analysis of HESI standardized testing completed within course.
 - i. Summary of changes made to exam questions that were nullified or double keyed.
3. Faculty will receive the next semester's assignment for review and signature.

Effective Date: October 27, 2010

Revised Date: January 2014

Approved by:

, Acting Director