

APPENDIX I

LIST OF DOCUMENTS FOR RECORDS REVIEW

The program must provide access to the following documents 30 days prior to the Site Visit (unless documents are only available physically). This list is not exhaustive and is illustrative of the types of documents that might be used to support the ongoing program evaluation and competency assessment referenced in the narrative of the self-study. The site visit team will use these documents as evidence that the program meets the criteria.

Admissions:

- Spreadsheet (CSV/Excel) with columns for each admission criterion element. Rows for every application in the self-study year.
- Admission application files for (1) incoming students and (2) rejected students for the self-study year.
- Explanation for any admissions outside the stated admissions criteria.
- Explanation for any denials outside the standard admissions criteria.
- Advising records for students in the self- study year.

Student Concerns/Complaints:

- Records of any student complaints in the self-study year with documentation of how the complaints were handled. Include/link to any relevant policies.

Curriculum & Competency Attainment Evidence:

- Student orientation materials for the program's competencies/competency model.
- Analyses for the measurements of the attainment of the competencies in the program (from entry to graduation).
 - Sample Size: If self-study year cohort is:
 - Less than 30: include all students
 - Between 30 and 100 students: provide 50%
 - Greater than 100 students: provide 25%

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Curriculum & Competency Attainment Evidence Cont'd:

- Final Course Deliverable:
 - The final (graded) culminating requirement for all courses in the self-study year (e.g. exam, presentation/project/case analyses) with faculty feedback including any competency related feedback if appropriate.
 - All student deliverables must be retained for each student but only the sample sizes as noted above should be provided to the site visit team
- Final Program Deliverable:
 - Provide the appropriate sample size for the deliverable the Program uses to assess Program Level targets for competency attainment from the self-study year
 - Faculty feedback that demonstrates how student met the Program targets must be included.
- Course Evaluation:
 - Course evaluation questions and results for every course from the self-study year
 - Summary of where the feedback was shared, how/if the feedback was used for ongoing process improvement, and the outcomes (added to goals, changes made, and the feedback loop).

Student/Alumni/Preceptor Feedback:

Supporting materials for the assessment of stakeholder input. Examples include:

- Alumni Survey questions/instrument
- Alumni Survey results and analysis
- Summary of how Alumni Survey results were used for ongoing process improvement
- Preceptor evaluations for internships/residencies questions/instrument
- Preceptor evaluations for internships/residencies results and analysis
- Summary of how preceptor evaluation of internship/residency results were used for ongoing process improvement

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Student/Alumni/Preceptor Feedback Cont'd:

- Student evaluation of preceptors questions/instrument Student evaluation of preceptors analysis
- Summary of how student evaluation of preceptors results were used for ongoing process improvement
- Stakeholder input examples and how they were used for on-going process improvement

Program Evaluation and Planning:

- Faculty meeting/retreat minutes from the self-study year
- Student course evaluation for all courses taught during the self-study year
- Documentation of Meetings with: Faculty/Retreats, Advisory Board, Students, Alumni and Stakeholders that provide evidence of the Program's use the use of feedback for ongoing process improvement