

AZBN TEMPLATE FOR NA PROGRAM EVALUATION

[NAME OF PROGRAM]

<u>Evaluation Criteria</u>	<u>Frequency</u>	<u>Responsible Person</u>	<u>Methodology</u>	<u>Results with date</u>	<u>Action with date</u>
Student Evaluations: 100% of students will complete evaluations anonymously	Each cohort	Classroom instructor/ Administrative assistant	Instructor will designate a student to distribute and collect evaluations in a sealed envelope. Envelope will be delivered by student to clerical support person for analysis.		
Student Evaluations: Each element evaluated will be rated ____or higher on a ____point scale.	Each cohort	Instructor after compilation by administrative assistant	Results in Excel Chart		
Student Evaluations: 100% of student comments on evaluations will be reviewed and trended.	Each cohort and trended annually	Instructor/ coordinator	Comments will be compiled and trended to identify areas for program improvement		
Certifying Exam; First time pass rate on the manual skills exam will be ____% or greater for each cohort.	Each cohort	Instructor or coordinator	First time pass rates will be downloaded from the D and S Website		
Certifying Exam: First time pass rate on the written exam will be ____% or greater for each cohort.	Each cohort	Instructor or coordinator	First time pass rates will be downloaded from the D and S Website		
Attrition: ____% of students will graduate within 100% of the time allotted in the curriculum	Annually	Instructor	Tracking of students who enter and complete with their cohort—track who lags and who drops the program.		
Grievances and Complaints: Written and verbal student complaints and grievances will be tracked.	Every 2 years	Coordinator	A log of all complaints and grievances and their resolution will be kept.		
Policies 100% of student and program policies are current and followed.	Every 2 years	All program personnel	Review all policies and identify those that are not consistently followed or need updating.		