

PROGRAM EVALUATION COMMITTEE

Terms of Reference

The Program Evaluation Committee (PEC) is a standing committee of the NESA BN Programs governance structure.

The purpose of the committee is to oversee the development and coordination of NESA BN Program evaluation processes. In turn, program evaluation processes provide evidence to support nursing program outcomes and help meet Nursing Education Program Approval Board (NEPAB) requirements and Canadian Association of Schools of Nursing (CASN) accreditation standards.

Formative and summative evaluation methods will help inform NESA BN Programs about respondents' experiences and learning outcomes. Confidentiality and anonymity of all respondents' feedback will be maintained and used appropriately.

RESPONSIBILITIES

- (1) Ensure ongoing monitoring and evaluation processes reflecting the NESA BN Programs.
- (2) Review and coordinate development of NESA BN Programs evaluation and survey tools using an evidence-informed approach.
- (3) Ensure course, end of term, and end of year evaluations tools are appropriate.
- (4) Maintain an Annual Program Evaluation Calendar outlining the evaluations to be conducted in each year of the program.
- (5) Ensure evaluation processes adhere to and maintain confidentiality standards that are governed by the Alberta Freedom of Information & Protection of Privacy (FOIPP) Act i.e., ensuring survey administration and collection of responses are kept strictly confidential and only reported in aggregate form and anonymously.
- (6) Review results for the end of year surveys, program graduate and employer surveys, and licensure examinations and prepare a summative report.
- (7) Prepare and submit an annual report of the NESA BN Programs evaluation results and disseminate results.
- (8) Identify areas for student, graduate, and stakeholder participation within the NESA BN Programs Evaluation process.

Chair: To be selected within the PEC committee - who will serve for a term of no longer than three years, renewable once.

Voting Members: Four faculty members representative of both institutions with a minimum of two from each institution and three students representative of both institutions (Years: 1-2; 3-4; BNAD 1-2)

Non-Voting Members: Administration representation by position
Data Analysis by position

Reporting: The committee reports to the NESA BN Programs Joint Faculty Council.

Term: September 1 through August 31, normally for a three-year term.