MISSION AND GOVERNANCE WORKSHEET
Closing the Loop - COVER PAGE
Complete the following table utilizing the previous year's Score Card data, analysis, and follow-up.

SCORE CARD RESULTS

SCORE CARD RESULTS: Number of benchmarks met __ out of __ total benchmarks = ___%

Action Plan To Correct Unmet Benchmark Indicators from previous year

UNIVERSITY, DIVISIONAL AND PROGRAM GOALS	KEY ELEMENT	INT/EXT& PROCESS EVALUATION BENCHMARKS Indicators	ANALYSIS OF BENCHMARKS FROM WORK-SHEET INFORMATION	COMMENTS & ACTIONS TO BE TAKEN	Resp. Party Group/ Ind.	FOLLOW-UP ACTIONS REQUIRED	TARGET DATE FOR COMPLETION/ Evaluation

Mission/Governance Committee Worksheet

Date Form Completed: _____

Semesters Being Evaluated: Summer _____, Fall _____, Spring _____

*MUW Bulletin Date Utilized for Review: _____

Benchmark			Review Date	Benchmark Evaluation	Comments
Key Element 1-A, 1-B, IC 1. Has there been a change in the Mission/Purpose of the University for the above evaluation period?	Yes No	If yes, explain actions taken:		Met Not Met	
2. Has there been a change in the Mission and Goals of the DON or BSN Program for the above evaluation period?	Yes No	If yes, explain actions taken:		Met Not Met	
3. Has the program purpose and philosophy been reviewed for the evaluation period?	Yes No	If no, explain. If yes, discuss any changes made a (or attach revisions to this form)		Met Not Met	
4. Has the program mission, goals and student outcomes (Program Outcomes) been assessed for congruency with the university mission and goals?	Yes No	Was congruency found? University: Yes No DON: Yes No ANA Standards: Yes No CCNE: Yes No SREB: Yes No University Assessment Plan Yes No If no, explain actions taken:		Met Not met	
5. Have the mission and goals of the program been reviewed this year?	Yes No			Met Not met	
6. Is the mission, goals, and expected outcomes consistent with the Essentials of Baccalaureate Education for Professional Nursing Practice [AACN, 2008]	Yes No			Met Not met	
7. List the accreditation bodies presently maintained by the BSN program.		CCNE IHL SACSCOC		Met Not met	
8. Are the addresses to the accrediting agencies listed in #7 published?	Yes No	MUW Bulletin? Yes No BSN Program/Academic Affairs website? Yes No		Met Not met	

9. Has the faculty made any changes to the definition of the Community of Interests?	Yes No	If yes, explain:		Met Not met	
10. Does the mission, goals, and expected program outcomes reflect the needs and expectations of the community of interest?	Yes No			Met Not met	
Key Element 1-D 11. Faculty have access to the expected faculty outcomes in teaching, scholarship, service, and practice. Each outcome is congruent with the mission, goals, and expected outcomes of the University.	Yes No	100% faculty have access to: • job descriptions • websites • promotion and tenure policies • Each outcome is congruent		Met Not met	
Key Element 1-E 12. 100% of the BSN full-time faculty attends 75% of the BSN and Curriculum Committee meetings as verified by the minutes (except FMLA)?	Yes No	If no, do not list name. Department Chair will evaluate on annual performance appraisal.		Met Not Met	
13. BSN full time faculty will be represented BSN, DON, and University committees: • 100% on BSN Committee • 100% on BSN Curriculum • Serve on 75% of DON Committees • Serve on 20% of the eligible University Committees	Yes No	• 100% on BSN Committee Yes No • 100% on BSN Curriculum Yes No • Serve on 75% of DON Committee Yes No • Serve on 20% of University Committees Yes No		Met Not Met	
14. Is there student representation on the BSN Curriculum Committee as noted in the By-Laws?	Yes No	All BSN students are emailed for input. Was there participation verified by the minutes? Yes No		Met Not Met	
15. Is there student representation on the DON Grievance Committee as noted in the By-Laws and Grievance Policy?	Yes No	List name: Was there attendance as verified by the minutes? Yes No		Met Not Met	

Key Element 1-F 16. 100% of the BSN Policies and Procedures are published, congruent with university policies, fair and equitable, reviewed and revised as necessary.	Yes No	Generic Website Policies and Procedures for students are available in the BSN Resource Center in the Learning Management System.	APO Website Policies and Procedures for students are available in the RN-BSN Resource Center in the Learning Management System.		Met Not Met	See listing of BSN Policies and Procedures on the MPE
Key Element 1-G 17. 100% of the BSN faculty utilized the DON Undergraduate Student Grievance Guidelines if applicable.	Yes No				Met Not Met	

Key Element 1-H. 18. 100% of publications are accurate?	MUW Bulletin	Generic Website	APO Website	Met Not Met	Comments If any one of the above marked is a "no" that indicates a not met.
	Mission Yes No	Mission Yes No	Mission Yes No		
	Accreditation Status Yes No	A link to Accreditation Status Yes No	A link to Accreditation Status Yes No		
	Academic Calendar Yes No	A link to Academic Calendar Yes No	A link to Academic Calendar Yes No		
	Admission Policy Yes No	Admission Policy Yes No	Admission Policy Yes No		
	Degree Completion Requirements Yes No	Degree Completion Requirements Yes No	Degree Completion Requirements Yes No		
	Tuition/Fees Yes No	A link to tuition/Fees Yes No	A link to tuition/fees Yes No		

Appropriate personnel notified of all changes	Yes No	Yes No	Yes No		
Other sites or materials					

MISSION AND GOVERNANCE WORKSHEET
SCORE CARD RESULTS

SCORE CARD RESULTS: Number of benchmarks met __ out of __ total benchmarks = ____**%**

Action Plan To Correct Unmet Benchmark Indicators

UNIVERSITY, DIVISIONAL AND PROGRAM GOALS	KEY ELEMENT	INT/EXT& PROCESS EVALUATION BENCHMARKS Indicators	ANALYSIS OF BENCHMARKS FROM WORK-SHEET INFORMATION	COMMENTS & ACTIONS TO BE TAKEN	Resp. Party Group/ Ind.	FOLLOW-UP ACTIONS REQUIRED	TARGET DATE FOR COMPLETION/ Evaluation

Note: This data will be transferred to next year's Worksheet Cover Page to provide follow-up documentation (closing the loop).

Date: _____
Signatures of Faculty assisting with completion of worksheet: (Typed in names will serve as signatures):
_____

Date: _____
Signature of Department Chair (Typed in name will serve as signature): _____   Revised 6/14 (new