

***Action Plan to Address Nursing Program Recommendations***  
***“Making a Good Program Even Better”***  
***Last Update: August 2004***

***Short Term***

<b>Goals</b>	<b>Activities</b>	<b>Time Frame</b>
Administering and reviewing exams	<p>Essay tests will be implemented for make-up exams. <i>Implemented Spring 2004.</i></p> <p>Multiple choice exams will be given more frequently; reduce number of questions so students can complete exam in timely fashion. <i>Implemented Spring 2004.</i></p> <p>An item analysis will be conducted with each multiple-choice exam; reflection, analysis by coordinating faculty. <i>Implemented mid-Spring Semester 2004.</i></p> <p>Begin implementation of more computerized testing using e-College</p> <p>Change negative language in nursing handbook and syllabi to procedural language that reflects working with adults. <i>New student handbook implemented AY 2004 Language changes in the catalog implemented AY 2005.</i></p>	<p><i>Faculty Consensus, December 2003; implement Spring 2004</i></p> <p><i>Faculty consensus, December 2003; implement Spring 2004</i></p> <p><i>Faculty consensus, December 2003; implement immediately order scantron for Havre site(January 2004). Implemented for exams mid-Spring 2004.</i></p> <p><i>Begin training sessions for faculty who are unfamiliar with the e-College interface, Spring 2004. Deferred until Fall 2004.</i></p> <p><i>Faculty consensus, December 2003;</i></p>
Using multiple measures for assessment	<p>Continue using extensive clinical evaluations; increase number of hours of clinicals in Summer 2003. <i>Implemented Summer 2003.</i></p> <p>Require the use of workbooks and pharmacology, math &amp; pathophysiology worksheets. Increased number of critical thinking exercises implemented. <i>Worksheets pilot tested Spring 2004; use of concept mapping pilot tested Spring; implemented AY 2005.</i></p> <p>Pilot test using mind-mapping concepts in student preparation of care plans for increasing conceptual knowledge during clinical. Summer</p>	<p><i>Faculty consensus, Spring 2004.</i></p> <p><i>Faculty consensus, Begin pilot test February 2004;</i></p> <p><i>Joyce Cleavenger provides training session for faculty, January 2004;</i></p>

	<p>2004: <i>Assessment at the end of Spring 2004 from faculty and students was that the use of mind-mapping concepts for preparing care plans engaged students in critical thinking activities, case management and visual learning techniques. Implemented Fall 2004.</i></p> <p>Presentations/Papers – Up to 2 percent of total semester points will be given for satisfactory completion of homework. <i>Implemented Spring 2004.</i></p> <p>Implement use of threaded discussions and quizzes on eCompanion.</p>	<p><i>books on mind-mapping were ordered for all faculty. February 2004, Faculty and students will continue to assess throughout the semester and during academic year 04-05.</i></p> <p><i>Faculty consensus, December 2003; implement Spring 2004; with additional points 96% of students were successful during spring semester, 2004</i></p> <p><i>Faculty training, Spring 2004; implement Summer 2004. Deferred until Fall 2004.</i></p>
<p>Defining and implementing rubrics to assess written assignments</p>	<p>Develop rubrics to be used in grading homework for medication administration, communication papers and care plans. <i>Pilot tested Spring 2004; implemented Fall 2004.</i></p>	<p><i>Communicate to students via syllabi; implement Fall 2004</i></p>
<p>Setting achievable timelines for feedback to students</p>	<p>7-10 calendar day turn around for homework, careplans etc. Care plans must be returned before next scheduled clinical. <i>Implemented Spring 2004.</i></p> <p>Off-site faculty communicate feedback via email/fax/mail. <i>Implemented Spring 2004.</i></p>	<p><i>Faculty consensus, December 2003; implement Spring 2004: papers and homework are returned within 10 days</i></p> <p>Current practice; becomes regular practice for all faculty during Spring 2004</p>

### *Long-Term*

<b>Goals</b>	<b>Activities</b>	<b>Time Frame</b>
Review scope and sequence of the curriculum	Curriculum & Evaluation Committee membership is assigned to continue curricular process. <i>Implemented Spring 2004.</i>  Curriculum Committee reviews curriculum for continuity and progression. Course descriptions and objectives reviewed in N128, N136, N250, N251, N150, N151, N305 and N350. <i>Implemented AY 2005 catalog.</i>	<i>January 2004</i>  <i>February 2004; Nursing faculty review; Agreed upon changes were sent to Academic Senate to begin on-campus review process</i>
Review program objectives, instructional methods, and assessment techniques	Curriculum & Evaluation Committee membership is assigned. <i>Implemented Spring 2004.</i>	<i>January 2004. Committee membership continues to review curriculum and assessment strategies. Advisory board reviewed program objectives August, 2004</i>
Benchmark the ASN curriculum with identified peer institutions	Mesa Community College, Miles City Community College, MT Tech identified as peer institutions.	<i>Identification Spring 2004; process continues. Deferred until AY 2005.</i>
Identify research-based prerequisites for nursing program success	Monitor ATI tests and all students admitted with exceptions to the standard admission criteria  Research effectiveness of Test of Essential Academic Skills (TEAS) and nursing success course	<i>Summer 2004; 2-3 years retrospective to Fall 2002</i>  <i>Literature review begins Spring 2004; pilot test begins Fall 2004.</i>
Define appropriate prerequisites for Northern's program	2.75 cumulative GPA. <i>Remains part of admission process in AY 2005.</i>  Research use of TEAS and other identified prerequisites via literature review, conferences, peer institutions, etc. <i>All students admitted to the program for AY 2005 met the minimum GPA requirements. Deferred.</i>	<i>Spring, annually</i>  <i>Begins March 2004, ongoing</i>
Review current literature on student achievement (or non-achievement) in nursing programs	Reports from workshops, presentations at faculty meetings Ongoing literature review. <i>Implemented Summer 2004.</i>	<i>Annually, beginning Summer 2004</i>
Assess student learning using NorthNet versus other forms of distance delivery	Review student evaluations and look at retrospective outcomes along with interviewing students/faculty. <i>Implemented Spring 2004.</i>	<i>Every semester and mid- term</i>

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	Bill Leith provides NorthNet training to students concerning NorthNet etiquette during student orientation. <i>Implemented Fall 2004 during student orientation.</i>	<i>Begins Fall 2004 during fall orientation.</i>
Develop well-defined professional behaviors for students in the nursing program and use appropriate means of assessments for the same	Review expected clinical procedures; correlate with didactic portion of the classes. <i>Reviewed by Advisory Board, August 2004.</i>	<i>Begins Fall 2004 and ongoing</i>
Monitor student success factors and barriers within the program	<p>Mid-term evaluations: Students identify barriers and success factors via written evaluations, faculty/student forums, and administrative forums. <i>Implemented Spring 2004.</i></p> <p>Exit interviews with students – define interview questions.</p> <p>Feedback sessions for nursing students; student open forums conducted by Northern administration. <i>Obtained student feedback concerning N136 resulting in course content reconsideration, Spring 2004.</i></p>	<p><i>Begin Spring 2004</i></p> <p><i>Pilot test end of Spring 2004; ongoing annually; deferred</i></p> <p><i>Sessions began Fall 2003, and another feedback session was held in April, 2004.</i></p>
Review and monitor NCLEX pass or non-pass rates	<p>Debbie Kern assigned responsibility to monitor; provide information to Director and Provost in a timely fashion. <i>August 2004: Current pass rate for 2004 NCLEX-RN is 100%</i></p> <p>Recommended time frames for the students to take NCLEX will be published for the students on an on-going basis. <i>Implemented Spring 2004.</i></p>	<p><i>Process in place since AY 2003; Information will be submitted to faculty, Director and Provost.</i></p> <p><i>Completed Spring 2004 with presentation form state board of nursing member Karen Pollington</i></p>
Provide training and development workshops for students in study and test-taking techniques	<p>Provide one-day workshop for Level I and Level II students on test-taking strategies. <i>Implemented Spring 2004.</i></p> <p>Pilot test: tracking August 2003 Nursing Success students progression/success.</p>	<p><i>Completed two one hour sessions in March, 2004</i></p> <p><i>Judy Hembd begins follow-up Summer 2004</i></p>
Provide training and development workshops for faculty on using compressed	During faculty meetings provide educational information. Provide faculty training on techniques for equipment utilization and also make part of new faculty orientation	<i>Bill Leith presents at December 2003 retreat on tips for using NorthNet more effectively. Implement as part of all new faculty</i>

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video and other distance delivery methods	Provide training session on effective web-based delivery.	orientations beginning Fall 2004.  Date TBA
Provide training and development workshops for faculty on test construction and item analysis	Suzanne Lockwood, Ed.D., to present workshop on effective test writing. <i>Deferred until AY 2005. Focus of faculty development workshops becomes positive interpersonal relationships – conducted Summer 2004.</i>	<i>Scheduled for beginning of Fall Semester 2004</i>
Provide training and development workshops for faculty on adult learning principles	During two (2) faculty meetings a semester have different nursing faculty present information on adult learning principles.  Workshop(s) on interpersonal relationships for faculty. <i>First workshop conducted by outside consultant held August 2004; more workshops scheduled for AY 2005.</i>	“ <i>Good Practices for Teaching</i> ” presented at April meeting  <i>First workshop for faculty on interpersonal relationships conducted by external consultant, August 2004.</i>
Explore, develop, and implement mentoring techniques for students	Peer mentoring, non-faculty counselor available.  Assess tutoring activities – meet with faculty/student committee for input.	<i>Explore Spring 2004, pilot test Fall 2004 and implement Spring 2005</i>  <i>Spring 2004, ongoing – yearly assessment</i>
Explore, develop, and implement mentoring techniques for new faculty	Create well-defined advising worksheet for new Advisors.  Update faculty handbook.  Implement new faculty checklist that lists all pertinent information. <i>New format for new faculty orientation and faculty retreat implemented by Provost Fall 2004.</i>  Director will introduce new faculty to all sites; monthly faculty meetings will be rotated among all sites. <i>Implemented Spring 2004.</i>  New faculty will be assigned a mentor. Mentoring handbook will be developed. <i>Deferred to Spring 2005.</i>	<i>Create Summer 2004; implement Fall 2004; Responsible person: Director</i>  <i>Provide copy of handbook to each new faculty at the beginning of the semester. Implement Fall 2004; Responsible person: Director</i>  <i>Responsible person: Provost; implement Fall 2004</i>  <i>Implement Spring 2004, ongoing once a semester.</i>  <i>Handbook developed Summer 2004; Responsible persons: Director/Provost;</i>

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		<i>Implement Fall 2004;</i>
Explore, develop, and implement enhanced customer service techniques for support staff	Administrative Associates from the Havre, Great Falls, and Lewistown sites attend workshop on customer service in Billings <i>Completed Spring 2004.</i>  Increase efficiency and timely submission of bills; all budgets items are submitted to Havre rather than Great Falls site. <i>Completed Spring 2004.</i>	<i>Attended January or February, 2004</i>  <i>Implemented March 2004</i>
Increase the effective use of technology to improve communication between all concerned parties	Debbie Kern will assume the production and updating of the web page. She will work closely with the faculty and staff to provide links for the students. <i>Implemented Spring 2004.</i>  Work with ITS to provide solution to put student database on a secure server that will be accessible at all sites. <i>Deferred to Fall 2004.</i>	<i>Provide training during January 2004; Implemented immediately.</i>  <i>Provost meets with ITS personnel, December 2003. Network solutions are easy for Havre and Great Falls; continue to look for web-based solution that will be accessible for Lewistown as well. Network storage implemented August 2004.</i>
Improve student access to faculty, staff and administration involved with the nursing program	Set aside time during each faculty meeting for students to come to the meetings to express concerns. <i>Implemented Spring 2004.</i>  Set up regularly scheduled open forums with students. Conduct at least once a semester. Send all students a copy of the minutes/results. <i>Implemented Spring 2004.</i>  Schedule (at least once a semester) separate open forums with Level I and Level II students. <i>Deferred to Fall 2004.</i>  Create an information list and distribute at the beginning of each semester a listing of voice mail numbers, email addresses and office hours of faculty.  Explore alternatives for creating a website for students (ASN and BSN) to voice their concerns.	<i>Begin Spring 2004</i>  <i>Open forum held Spring 2004</i>  <i>Begin Spring 2004</i>  <i>Implemented Summer 2004</i>  <i>Online by Fall 2004</i>

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<p>Commitment of MSU-Northern's administration to maintain regular contact with the off-campus sites</p>	<p>Director will visit each site at least once a month. <i>Implemented Spring 2004.</i></p> <p>Provost will visit each site at least once a semester. <i>Implemented Spring 2004.</i></p> <p>Director will visit with the Nurse Managers at each clinical site to obtain feedback about the program and student performance. <i>Implemented Spring 2004.</i></p> <p>Provost will contact (at least once a year) CEOs at all facilities where students have clinicals to let them know about progress and changes in the program. <i>Implemented Spring 2004.</i></p> <p>A new, active advisory board will be formed. <i>Implemented August 2, 2004. Meetings will be held twice a year per request of the advisory board membership.</i></p>	<p><i>Implemented Spring 2004</i></p> <p><i>Implemented Fall 2003</i></p> <p><i>Implemented at Great Falls, February 2004; Lewistown, February 2004, ongoing</i></p> <p><i>Letters sent March 2004; on-going</i></p> <p><i>New membership defined; format of meeting changed, Summer 2004.</i></p>
<p>Allocate necessary resources to achieve the short-term and long-term goals of this plan</p>	<p>New Director of Nursing is named. <i>Interim Director named in December; interim becomes permanent July 2004.</i></p> <p>Delivery of didactic portion of the courses via NorthNet is limited to one course per semester and two simultaneous broadcasts. Additional on-site faculty is hired. <i>Implemented Summer 2004.</i></p> <p>CRNs are invited to become active members of all departmental issues including faculty meetings; stipend allocated for attendance. <i>Implemented Spring 2004; CRNs are also given stipend to attend.</i></p> <p>Nursing faculty and staff will prepare for Spring 2005 accreditation visit.</p> <p>Director of Nursing will attend accreditation training. <i>Completed March 2004.</i></p>	<p><i>December 2003</i></p> <p><i>Pilot tested Spring Semester 2004; implemented Fall 2004</i></p> <p><i>Implemented December 2003</i></p> <p><i>Faculty consensus, January 2004; Committee assignments for accreditation visit assigned May 2004; visit scheduled for March 1-3, 2005</i></p> <p><i>Attended in Phoenix, March 2004</i></p>

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	<p>Two additional CRNs will be hired to meet the needs of the off-campus sites. <i>Implemented Spring 2004.</i></p> <p>An external consultant will be hired to assess changes in the program and also review institutional report prepared for accreditation.</p> <p>Provost begins analysis of program fee structure used by MSU-Bozeman and Montana Tech that helps meet the costs of the program. <i>Final determination deferred to Fall 2004. Anticipate proposal to BOR, Spring 2005.</i></p>	<p><i>Implemented Spring Semester 2004</i></p> <p><i>External evaluator from Weber State will visit campus, October 2004.</i></p> <p><i>Spring Semester 2004</i></p>