Instructions for completion of Form L: Program Effectiveness Data Form (PED)

1. Form L: PED must be completed annually. One form should assess a single academic year, indicated in the designated space at the top of the page. This form should not be finalized until the close of an academic year, though it can be filled in throughout the year as content becomes available.
2. This completed form is to be submitted as part of each Annual Report.

1. The table will expand to hold the information as it is typed. Use of bullet points rather than long narratives is preferred.
2. The document is in MS Word. Upon completion, please insert appropriate page breaks so the document flows well from page to page. When complete the document must be converted from Word to PDF to ‘lock’ the content. This also permits it to be attached to the Annual Report form as requested.
3. Explanation of column headings:
	1. **Benchmark:** identify the benchmark the program has set for each item in this table. The self-study narrative for Standard D3.1 requires a description of how each benchmark was set so note the process for inclusion in the program’s next self-study.
	2. **Frequency of Assessment:** identify when evaluation occurs. Frequency can be identified as annually, quarterly, twice a year, end of each semester (EES), end of program (EOP) or end of rotation (EOR).
	3. **Results and Analyses:** a brief summary of the findings. Be sure to include scales or maximum on scores/ratings in this column of the table (i.e. program scored 4.5 **out of 5.0** OR program score was 42 **out of a possible 60…**). Collated data from the assessment processes (survey results, meeting minutes) should be available for review at the site visit.
	4. **Action Plan:** explanation of actions (to be) taken to address noted issues or to support continued success. If results of any implemented plans are already available, please include this information.
	5. **Analysis of Changes from Previous Year:** brief comparison of this year’s results/findings to those of previous year. Trends should be noted here, whether positive or negative, and can cover changes over multiple years if appropriate.

*These instructions should be removed from the completed form for submission to the JRCNMT*

Form L: Program Effectiveness Data (PED)

Standard D3.1

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution Name:** |  | **Academic Year in this Report:** |  |
|  |  | **Date of Report Completion:** |  |

|  |
| --- |
| **Graduation rate (D3.1a)** |
| **Benchmark** | **Frequency of Assessment** | **Results & Analyses** | **Action Plan** |
|  |  |  |  |
| Analysis of changes since previous year: |

|  |
| --- |
| **Graduate performance on national certification exams (D3.1b)** |
| **Benchmark** | **Frequency of Assessment** | **Results & Analyses** | **Action Plan** |
| 80% pass rate over three consecutive year periods for first-time examinees |  |  |  |
| Analysis of changes since previous year: |

|  |
| --- |
| **Job placement of graduates (D3.1c)** |
| **Benchmark** | **Frequency of Assessment** | **Results & Analyses** | **Action Plan** |
|  |  |  |  |
| Analysis of changes since previous year: |

|  |
| --- |
| **Faculty retention (D3.1d)** |
| **Benchmark** | **Frequency of Assessment** | **Results & Analyses** | **Action Plan** |
|  |  |  |  |
| Analysis of changes since previous year: |

|  |
| --- |
| **Student assessments of individual didactic courses, clinical experiences and faculty (D3.1e)** |
| **Benchmark** | **Frequency of Assessment** | **Results & Analyses** | **Action Plan** |
|  |  |  |  |
| Analysis of changes since previous year: |

|  |
| --- |
| **AES assessment of student performance (D3.1f)** |
| **Benchmark** | **Frequency of Assessment** | **Results & Analyses** | **Action Plan** |
|  |  |  |  |
| Analysis of changes since previous year: |

|  |
| --- |
| **Graduate assessment of program effectiveness (D3.1g)** |
| **Benchmark** | **Frequency of Assessment** | **Results & Analyses** | **Action Plan** |
|  |  |  |  |
| Analysis of changes since previous year: |

|  |
| --- |
| **Employer assessment of graduate preparedness to enter the workforce (D3.1h)** |
| *May have no benchmark; can be a qualitative summary* | **Frequency of Assessment** | **Results & Analyses** | **Action Plan** |
|  |  |  |
| Analysis of changes since previous year: |

|  |
| --- |
| **Advisory Committee feedback (D3.1i)** |
| *No benchmark; this is a qualitative summary* | **Frequency of Assessment** | **Results & Analyses** | **Action Plan** |
|  |  |  |
| Analysis of changes since previous year: |

|  |
| --- |
| **Affiliate visit notes of PD/CC (D3.1j)** |
| *No benchmark; this is a qualitative summary* | **Frequency of Assessment** | **Results & Analyses** | **Action Plan** |
|  |  |  |
| Analysis of changes since previous year: |