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Effective:	9/10/2020
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Owner:	Faculty Organization
Policy Area:	College of Nursing CNG
References:	
Applicability:	MVHS

Document Review Process for St. Elizabeth College of Nursing, CNG-100.52

PURPOSE

The purpose of this policy is to document the process utilized by SECON to ensure SECON publishes and utilizes the most current, accurate and relevant information for all constituents.

SCOPE

Administration, Faculty, Staff

REFERENCES

DEFINITIONS / ABBREVIATIONS

SECON - St. Elizabeth College of Nursing

PROCEDURE / DIRECTIVE

1. College Catalog

The college catalog shall be reviewed at least annually to ensure all contact information, content information and curriculum plans are current and accurate by the Dean(s).

2. Student Handbook

The Student Catalog shall be reviewed at least annually to ensure all contact information, content information and curriculum plans are current and accurate by the Dean(s).

3. Faculty Manual

a) The Faculty Manual shall be reviewed at least annually to ensure all content is current and accurate by the Dean(s).

b) The Faculty Manual shall be approved annually by the Faculty Organization

4. Policies



a) All College specific policies are reviewed every 2 years to ensure accuracy and currency based on the most recent evidence-based literature.

b) Policies due for review will be presented to the Faculty Organization Committee for possible revisions if required.

5. Curriculum

a) Curriculum will be reviewed specific to each course at course planning meetings and course wrap-up meetings.

b) Curriculum committee will review all course content of program at meetings annually to ensure accuracy of course content across the curriculum document

6. Website

The SECON website shall be reviewed monthly by SECON marketing representative(s) and additionally verified by the Director of Enrollment and Financial Aid for:

A. accuracy and currency of student and program outcome information.

B. correct contact names and numbers.

C. currency of strategic plans.

D. accurate curriculum plans and course descriptions.

E. current campus safety and crime statistics.

F. current accreditation information.

7. Drug Free College and Workplace Manual / Campus Safety and Security Manual

The Drug Free College and Workplace Manual/Campus Safety and Security Manual shall be reviewed at least annually to ensure all contact information, content information and curriculum plans are current and accurate by the Dean(s).

8. Marketing Materials

Marketing materials will be reviewed annually by SECON marketing representative(s) and information verified by the Director of Enrollment and Financial aid to ensure information is current and accurate.

CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):

This Document Replaces:

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	9/10/2020

Applicability

MVHS

COPY