

## Exit Meeting Script

(Please customize the [highlighted areas] of the script as needed.)

On behalf of the team, I want to thank all of you for your [gracious hospitality, including transportation, a comfortable working environment here in the evidence/document room and at the hotel, lunch, snacks, and personal escorts]. Thank you for the opportunity to review your program. Over the last few days, we have asked many questions, reviewed volumes of documents, observed classroom and clinical settings, and we have toured your educational facilities. Based on these activities, the team has prepared a draft of the [Site Visit Report/Follow-Up Site Visit Report/Focused Site Visit Report], and we have made a recommendation. However, before we proceed, let's review the accreditation process one more time.

The site visit team's purpose is to verify, clarify, and amplify the content within the [Self-Study Report/Follow-Up Report/Focused Visit Report] and write a [Site Visit Report/Follow-Up Site Visit Report/Focused Site Visit Report], which reflects the team's assessment of the program's compliance with the ACEN Standards and Criteria based on facts identified during the visit and AT THE TIME OF THE VISIT. The draft of the [Site Visit Report/Follow-Up Site Visit Report/Focused Site Visit Report] will be sent to the nurse administrator within eight weeks after this visit. Upon receipt of the draft report, the nurse administrator will have one (1) week to review the report and submit errors of fact on the Nurse Administrator Response Form. The next level of review will be the Evaluation Review Panel (ERP). During the ERP deliberations scheduled for [DATES], peer evaluators will review the program's self-study report, the [Site Visit Report/Follow-Up Site Visit Report/Focused Site Visit Report], and the team's recommendation. After this, the ERP will render a recommendation to the BOC. The BOC meetings will occur [DATES]. The BOC will make the accreditation decision, which will be sent to the nurse administrator and the chief executive officer within 30 days following the BOC meeting.

Once we conclude this meeting, the team will not be permitted to contact anyone from the governing organization. In like manner, personnel from the governing organization will not be permitted to contact any of the team members, including the team chair. Should you have questions after the visit, please contact an ACEN Director.

We will proceed with a review of our findings and our recommendation.

### **STANDARD I Mission and Administrative Capacity**

Description: The mission of the nursing education unit reflects the governing organization's core values and is congruent with its mission/goals. The governing organization and program have administrative capacity resulting in effective delivery of the nursing program and achievement of identified program outcomes.

1. The program is in compliance with this Standard with no areas needing development.
2. The program is in compliance with this Standard with the following areas needing development.
  - [add Criterion(ia) and conforming language for the areas needing development.]
3. The program is not in compliance with this Standard.
  - [add Criterion(ia) and conforming language for noncompliance related to the specific Criterion(ia).]
4. The program is not in compliance with this Standard and has areas needing development.
  - [add Criterion(ia) and conforming language for noncompliance related to the specific Criterion(ia).]
  - The areas needing development are: [add Criterion(ia) and conforming language for

areas needing development.]

### **STANDARD 2 Faculty and Staff**

Description: Qualified and credentialed faculty are sufficient in number to ensure the achievement of the end-of-program student learning outcomes and program outcomes. Sufficient and qualified staff are available to support the nursing program.

1. The program is in compliance with this Standard with no areas needing development.
2. The program is in compliance with this Standard with the following areas needing development.
  - [add Criterion(ia) and conforming language for the areas needing development.]
3. The program is not in compliance with this Standard.
  - [add Criterion(ia) and conforming language for noncompliance related to the specific Criterion(ia).]
4. The program is not in compliance with this Standard and has areas needing development.
  - [add Criterion(ia) and conforming language for noncompliance related to the specific Criterion(ia).]
  - The areas needing development are: [add Criterion(ia) and conforming language for areas needing development.]

### **STANDARD 3 Students**

Description: Student policies and services support the achievement of the end-of-program student learning outcomes and program outcomes of the nursing program.

1. The program is in compliance with this Standard with no areas needing development.
2. The program is in compliance with this Standard with the following areas needing development.
  - [add Criterion(ia) and conforming language for the areas needing development.]
3. The program is not in compliance with this Standard.
  - [add Criterion(ia) and conforming language for noncompliance related to the specific Criterion(ia).]
4. The program is not in compliance with this Standard and has areas needing development.
  - [add Criterion(ia) and conforming language for noncompliance related to the specific Criterion(ia).]
  - The areas needing development are: [add Criterion(ia) and conforming language for areas needing development.]

### **STANDARD 4 Curriculum**

Description: The curriculum supports the achievement of the end-of-program student learning outcomes and program outcomes and is consistent with safe practice in contemporary healthcare environments.

1. The program is in compliance with this Standard with no areas needing development.
2. The program is in compliance with this Standard with the following areas needing development.
  - [add Criterion(ia) and conforming language for the areas needing development.]
3. The program is not in compliance with this Standard.
  - [add Criterion(ia) and conforming language for noncompliance related to the specific Criterion(ia).]
4. The program is not in compliance with this Standard and has areas needing development.
  - [add Criterion(ia) and conforming language for noncompliance related to the specific Criterion(ia).]
  - The areas needing development are: [add Criterion(ia) and conforming language for areas needing development.]

### **STANDARD 5 Resources**

Description: Fiscal, physical, and learning resources are sustainable and sufficient to ensure the achievement of the end-of-program student learning outcomes and program outcomes of the nursing program.

1. The program is in compliance with this Standard with no areas needing development.
2. The program is in compliance with this Standard with the following areas needing development.
  - [add Criterion(ia) and conforming language for the areas needing development.]
3. The program is not in compliance with this Standard.
  - [add Criterion(ia) and conforming language for noncompliance related to the specific Criterion(ia).]
4. The program is not in compliance with this Standard and has areas needing development.
  - [add Criterion(ia) and conforming language for noncompliance related to the specific Criterion(ia).]
  - The areas needing development are: [add Criterion(ia) and conforming language for areas needing development.]

### **STANDARD 6 Outcomes**

Description: Program evaluation demonstrates that students have achieved each end-of-program student learning outcome and each program outcome.

1. The program is in compliance with this Standard with no areas needing development.
2. The program is in compliance with this Standard with the following areas needing development.
  - [add Criterion(ia) and conforming language for the areas needing development.]
3. The program is not in compliance with this Standard.
  - [add Criterion(ia) and conforming language for noncompliance related to the specific Criterion(ia).]
4. The program is not in compliance with this Standard and has areas needing development.
  - [add Criterion(ia) and conforming language for noncompliance related to the specific Criterion(ia).]
  - The areas needing development are: [add Criterion(ia) and conforming language for areas needing development.]

The team's recommendation is:

#### **Initial Accreditation:**

- Initial accreditation as the program is in compliance with all Accreditation Standards.
- Denial of initial accreditation as the program is in non-compliance with the following Accreditation Standard(s):
- Standard 1 Mission and Administrative Capacity
  - Standard 2 Faculty and Staff
  - Standard 3 Students
  - Standard 4 Curriculum
  - Standard 5 Resources

Standard 6 Outcomes

**Continuing Accreditation:**

- Continuing accreditation as the program is in compliance with all Accreditation Standards.
- Continuing accreditation with conditions as the program is in non-compliance with the following one (1) or two (2) Accreditation Standard(s):

Standard 1 Mission and Administrative Capacity  
 Standard 2 Faculty and Staff  
 Standard 3 Students  
 Standard 4 Curriculum  
 Standard 5 Resources  
 Standard 6 Outcomes

- Continuing accreditation with warning as the program is in non-compliance with the following three (3) or more Accreditation Standards:

Standard 1 Mission and Administrative Capacity  
 Standard 2 Faculty and Staff  
 Standard 3 Students  
 Standard 4 Curriculum  
 Standard 5 Resources  
 Standard 6 Outcomes

- Continuing accreditation with a removal of warning status as the program is in compliance with all Accreditation Standards reviewed by the peer evaluators.
- Continuing accreditation with a removal of warning for good cause status as the program is in compliance with all Accreditation Standards reviewed by the peer evaluators.
- Denial of continuing accreditation as the program is in non-compliance with the following Accreditation Standard(s):

Standard 1 Mission and Administrative Capacity  
 Standard 2 Faculty and Staff  
 Standard 3 Students  
 Standard 4 Curriculum  
 Standard 5 Resources  
 Standard 6 Outcomes

**Focused Visit Options include:**

- Affirm continuing accreditation as the program is in compliance with all Accreditation Standards and Criteria reviewed during the focused visit following [REASON FOR FOCUSED VISIT].

- Affirm continuing accreditation following [REASON FOR FOCUSED VISIT]. Change the program's accreditation status to [Conditions, Warning] as the program is in non-compliance with the following Accreditation Standard(s): [SPECIFY THE STANDARDS].
- Deny continuing accreditation as the program is in non-compliance with the following Accreditation Standard(s): [SPECIFY THE STANDARDS].

For implementation of distance education, new curriculum, new program option, or new off-campus instructional site or branch campus:

- Affirm continuing accreditation, including the [implementation of distance education; new curriculum; new (NAME OF OPTION) program option; (NAME OF NEW LOCATION)], as the program is in compliance with all Accreditation Standards and Criteria reviewed during the focused visit.
- Affirm continuing accreditation, including the [implementation of distance education; new curriculum; new (NAME OF OPTION) program option; (NAME OF NEW LOCATION)]. Change the program's accreditation status to [Conditions, Warning] as the program is in non-compliance with the following Accreditation Standard(s). (SELECT STANDARD[S]).
- Deny continuing accreditation as the program is in non-compliance with the following Accreditation Standard(s). (SELECT STANDARD[S]).