

**Policy Name: Quality Assurance**

**PROCEDURE / REQUIREMENTS:**

1. PST Coordinator will review Instructor evaluation forms at the end of each course.
  - a. Scores will be averaged from the course evaluations.
    - i. For average scores less than 36 the PST Coordinator will have a conference with the Instructor.
2. Data from evaluation forms will be looked at for trends.
  - a. The results of this data will be presented at Instructor in-services to show strengths and weaknesses in the program.
  - b. The PST Coordinator will work with Instructors to adjust programs as needed.
3. Data from course midterms and final quizzes will be reviewed to evaluate student comprehension in specific subject matter.
  - a. The results of this data will be presented at Instructor in-services to show strengths and weaknesses in the program.
  - b. The PST Coordinator will work with Instructors to adjust programs as needed.
4. Data will be collected from student skill evaluation sheets.
  - a. The results of this data will be presented at Instructor in-services to show strengths and weaknesses in the program.
  - b. The PST Coordinator will work with Instructors to adjust programs as needed.