Operating Policy and Procedure

SON OP 30.020 - Course Development - Course Revision Policy

PURPOSE

The purpose of this policy is to facilitate the faculty's function as primary initiator of course development/revision. The sequential progression of the proposal assures input from faculty, appropriate Undergraduate Program Curriculum Leadership Group (CLG), Undergraduate Program Council (Traditional, RN/BSN and Accelerated BSN), and the appropriate Department Chair. Adequate and appropriate organizational checkpoints for course development and revision are assured.

REVIEW

The OP will be reviewed biennially by September 1 of each even numbered year (ENY) the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE

1. Faculty members submit course development/revision proposals via written (use attachment A) and verbal presentations supplemented to the appropriate Undergraduate Programs Curriculum Leadership Group (CLG) (Traditional, RN/BSN and Accelerated BSN) and Department Chair two (2) weeks before the CLG monthly meeting for review of proposals.

2. The Council’s CLG and Department Chair reviews the proposal regarding the overall impact of the proposal on the curriculum.

3. If approved, the Council’s CLG and Department Chair signs the recommendation with supporting rationale and forwards it to the appropriate Undergraduate Program Council Chairperson two weeks prior to a specified Council meeting.

4. The Council (Traditional, RN/BSN, and Accelerated BSN) reviews and discusses the proposals and course development/revision recommendations with the council’s faculty members.

5. The Undergraduate Program Council Chair (Traditional, RN/BSN, and Accelerated BSN) forwards the course changes/revisions/recommendations to the course designee.

6. After changes/revisions/recommendations the course designee forwards course development/revision proposals to the Council’s Unit Coordinator.

7. The Unit coordinator files the course changes/revisions via course approval form (attachment A) with the office of the registrar.

Developed: BH 6/83
Revised: BS 09/07; UPC 03/11; RN/BSN PC 03/10/17; AV 06/25/2018
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