Operating Policy and Procedure

SON OP 30.040 – Curriculum Development – Curriculum Revision Policy

PURPOSE
The purpose of the School of Nursing Curriculum Development – Curriculum Revision Operating Policy and Procedure (SON OP) is to ensure the curriculum components are consistent irrespective of who teaches the course or when the course is taught. The Program Council has the responsibility to review and recommend to the General Faculty changes in courses to maintain the integrity of the curriculum. The procedure facilitates the faculty's function as primary developer, implementer, and evaluator of curriculum while acknowledging the Dean’s responsibility for overall accountability for operations of the School. The Dean, as the school level administrative, is aware of regulations and standards of accrediting and coordinating bodies affecting the operation of the School and assures any changes are consistent with the regulations/concerns of these groups.

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

POLICY/PROCEDURE
The development and/or revision of the curriculum pattern, the course title, credit (and configuration), description, and objectives, as well as the corresponding curriculum and course maps, is the responsibility of the Undergraduate Faculty, acting through its designated committee structure. Changes in components require approval through the process developed and monitored by the Program Council. Final approval for implementation of curriculum revision rests with the Dean as the administrator responsible for overall accountability for the programs of the School.

1. Each undergraduate program provides a curriculum map aligning programmatic student learning outcomes with each course within the curriculum. Each course identifies the level at which student learning outcomes are assessed using the following key: Ap = Application; As = Assessment; E = Evaluation; I = Introduction; R = Reinforcement.

2. Each undergraduate program provides detailed individual course maps for every course within the program’s curriculum. The course maps reflect alignment of student learning objectives with course objectives and content, learning activities, evaluation criteria, AACN Essentials of Baccalaureate Education, and Texas Board of Nursing Differentiated Essential Competencies.

3. The course title, credit hours, and course description are found in the School of Nursing Student Catalog. The objectives are posted online.

4. The course information and syllabus information, in relation to these components, are consistent with the School of Nursing Student Catalog.

5. Changes in any of the components are presented to the appropriate Undergraduate Programs Committee using the approved procedure and forms.

Developed: TLL 7/81
Revised: BAJ 01/00; bs 09/07; 5/4/16l; av/lo 03/17
Reviewed: UPC 9/1/11, 9/1/13, 5/4/16, PFJ 06/20/2018