Operating Policy and Procedure

SON OP 30.350 – ABSN Course Review Policy

The purpose of the ABSN School of Nursing Post Course Review Operating Policy and Procedure (SON OP) is to ensure the courses are consistently held to high quality when the course is taught. The Program Council has the responsibility to review and recommend to the Lead Faculty changes in the course to maintain the integrity and quality of the curriculum.

The OP shall be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendation for revision forwarded to the Dean of the School of Nursing. Final approval of the OP is provided by the Dean.

POLICY/PROCEDURE

Plan for Course Review of Accelerated BSN curriculum completed every two years during even years.

SUMMER SEMESTER COURSES

All SUMMER COURSES will be reviewed during the spring semester. Assignments for the review of each course will be made by the Accelerated BSN Curriculum Leadership Group Chair during the December CLG Meeting.

• Each course will be assigned to two reviewers:
  o The current lead faculty for the course
  o One faculty member who has not taught in that course during the last year
• By January 1st, the lead faculty for each course will complete the following:
  o Send the most updated course map to reviewers
  o Grant access to the course in the learning management system for the faculty reviewer
• By February 1st, the review team for each course will:
  o Complete a review of the course materials utilizing the TTUHSC School of Nursing Accelerated BSN Program Course Review Rubric according to the instructions listed in the rubric (Attachment A).
  o The lead faculty will present the Course Review Rubric and the Curriculum Review Rubric at the March Curriculum Leadership Group Meeting.
• Any action plan items will be completed for implementation in the next delivery of the course.
• Completed rubrics will be uploaded to the designated SON electronic storage platform by the lead faculty.
• The lead faculty for the summer courses will complete the follow up section of the rubric after completion of the course. A follow up report will be given to the Accelerated BSN CLG during the September Curriculum Leadership Group Meeting.

FALL SEMESTER COURSES

All FALL COURSES will be reviewed during the summer semester. Assignments for the review of each course will be made by the Accelerated BSN Curriculum Leadership Group Chair during the March Quarter CLG Meeting.
• Each course will be assigned to two reviewers:
  o The current lead faculty for the course
  o One faculty member who has not taught in that course during the last year

• By April 1st, the lead faculty for each course will complete the following:
  o Send the most updated course map to reviewers
  o Grant access to the course in the learning management system for the faculty reviewer

• By May 1st, the review team for each course will:
  o Complete a review of the course materials utilizing the TTUHSC School of Nursing Accelerated BSN Program Course Review Rubric according to the instructions listed in the rubric (Attachment A).

• The lead faculty will present the Course Review Rubric and the Curriculum Review Rubric at the June Curriculum Leadership Group Meeting.

• Any action plan items will be completed for implementation in the next delivery of the course.

• Completed rubrics will be uploaded to the designated SON electronic storage platform by the lead faculty.

• The lead faculty for the fall courses will complete the follow up section of the rubric after completion of the course. A follow up report will be given to the Accelerated BSN CLG during the March Curriculum Leadership Group Meeting.

**SPRING SEMESTER COURSES**

All SPRING COURSES will be reviewed during the fall semester.

Assignments for the review of each course will be made by the Accelerated BSN Curriculum Leadership Group Chair during the 3rd Quarter CLG Meeting (June).

• Each course will be assigned to two reviewers:
  o The current lead faculty for the course
  o One faculty member who has not taught in that course during the last year

• By August 1st, the lead faculty for each course will complete the following:
  o Send the most updated course map to reviewers
  o Grant access to the course in the learning management system for the faculty reviewer

• By September 1st, the review team for each course will:
  o Complete a review of the course materials utilizing the TTUHSC School of Nursing Accelerated BSN Program Course Review Rubric according to the instructions listed in the rubric (Attachment A).

• The lead faculty will present the Course Review Rubric and the Curriculum Review Rubric at the December Curriculum Leadership Group Meeting.

• Any action plan items will be completed for implementation in the next delivery of the course.

• Completed rubrics will be uploaded to the designated SON electronic storage platform.

• The lead faculty for the summer courses will complete the follow up section of the rubric after completion of the course. A follow up report will be given to the Accelerated BSN CLG during the June Curriculum Leadership Group Meeting.

**Developed:** TW/DC 07/2019/ABSN Policy Review Task Force  
**Revised:** ABSN Policy Review Subcommittee 5/19/2021  
**Approved:** ABSN Council 6/7/21