Frances Payne Bolton School of Nursing

Process of Course/Curriculum Change (Not PhD Courses)

Program Faculty Meeting

At program faculty meeting, faculty make a recommendation for a curricular addition or change. Proposed change/addition is made using the approved course syllabus face page in track change format. Faculty refer to the syllabus prep guide & checklist in Canvas. Program assistant adds the recommendation date to the bottom of the course syllabus face page and sends face page to CC Chair

Recommended

Curriculum Committee

Meets, discusses the proposed change/addition, and modifies as needed. Refers to syllabus prep guide in Canvas.
CC approves, declines, or sends back to Program for revision
CC chair or support staff add date of CC approval & sends curricular change in a document (track changes comparing original and new versions) to Secretary of the Faculty
CC Chair notifies program director of action taken
CC Chair notifies both Directors of programs with cross-listed courses. (including PhD)

Approved

Faculty Meeting

Curricular document is posted with Agenda one week prior to Faculty Meeting.
At Faculty Meeting, faculty approve as is, approve with revisions, decline, or send back to the CC for revision

Approved

Faculty secretary records approved changes, dates front page (cleaned & all track changes from Curriculum Committee and Faculty Meeting) and sends to Chair of Curriculum Committee within 48 hours of Faculty vote
When a series of new recommended & approval dates (such as 2018) have been added to any document the previous series of dates (such as 2014) may be removed (effective. Dec, 2018)
CC: Accreditation Coordinator

SIS & Faculty

CC Chair has 5 business days to enter the curricular information into SIS. CC awaits confirmation from registrar of Course Action approval
CC Chair notifies Accreditation Coordinator t(AC) to post approved syllabus face page on FPB Canvas site for faculty to access.
CC Chair ensures a copy of the syllabus for MSN courses taken by MN students have credit/clock hour grids and are forwarded to the AC to be posted in designated section of MN folder on Canvas.

BSN courses to FSCUE/Undergrad Studies where they are ***officially*** approved

2.15.2016 rev 2/15/2018, 12/18/2018