

Undergraduate Curriculum Committee Minutes

September 21, 2017

Online Voting

Ginger Hall 201

PLEASE NOTE: All proposals approved by the Undergraduate Curriculum Committee are sent to the Provost for final approval.

Members Voting: Julia Finch, Flint Harrelson, Julia Ann Hypes, Tom Kmetz, Kim Nettleton, Jonathan Pidluzny and Tim Thornberry

Flint Harrelson (first responder) made the motion to accept all online proposals.

1. August 24, 2017 Minutes – **Approved** (online voting)
2. **Minor Revision to an Existing Program**
 - Bachelor of Science in Nursing (BSN Post-Licensure) - **Approved** (online voting)

Next Scheduled Meeting

October 05, 2017

Ginger Hall 201; 1:30 p.m. – 2:30 p.m.



PROGRAM
Minor Revision to an Existing Program
Undergraduate Curriculum Routing Form
 Revised May 2017

Program: (as listed in current catalog)	Bachelor of Science in Nursing (BNP Post-licensure Program)
Department: (as listed in current catalog)	Nursing
College: (as listed in current catalog)	Science

The proposal form language and formatting cannot be altered in any way. If the form has been altered, it will be returned to the initiator for revision.

Please note: it is the initiator's responsibility to track a proposal through the approval process.

Signatures (Signatures must be handwritten; electronic signatures are not accepted.)

The Departmental Curriculum Committee Chair will review and complete the checklist on the next page to indicate their approval.

Departmental Curriculum Committee

J. Pearson *L. AARSONS* (Approved () Disapproved *9/6/17*
 Department Chair or Associate Dean (Sign and Print) Date

[Signature] *DIPH GROPE* (Approved () Disapproved *2017-Sep-06*
 College Curriculum Committee (Sign and Print) Date

[Signature] *WAYNE MILLER* (Approved () Disapproved *9/6/2017*
 Dean (Sign and Print) Date

N/A () Approved () Disapproved *—*
 Teacher Ed. Council (if program is a secondary education program) (Sign and Print) Date

Once the proposal has been approved through the above levels, the initiator will route the FINAL paper document to Howell McDowell 204 and submit the FINAL electronic WORD document to undergraduate@moreheadstate.edu (the two documents must be exactly the same).

Laurie Couch *Laurie Couch* (Approved () Disapproved *9/21/17*
 Undergraduate Curriculum Committee (Sign and Print) Date

[Signature] (Approved () Disapproved *9-21-17*
 Vice President for Academic Affairs (Sign and Print) Date

COVER SHEET

This sheet (including the Checklist) MUST accompany the paper hard copy of the proposal that is routed through the signature process.

Program: (as listed in current catalog)	Bachelor of Science in Nursing (BNP Post-licensure Program)
Department: (as listed in current catalog)	Nursing
College: (as listed in current catalog)	Science

Helpful Information:

1. Any proposal with a secondary education component must be routed through the Teacher Education Council.
2. Edits to the proposal may be requested at any level of review. Such edits should be made by the originator of the proposal. The originator also may be asked to address questions (in writing or in person) at any level of review.

CHECKLIST

The initiator will review the final document and complete the checkboxes on the left side of the page, sign and date the Cover Sheet, and submit the paper hard copy of the complete proposal to the Department Curriculum Committee Chair for their review.

The Department Curriculum Committee Chair will review the document and complete the checkboxes on the right side of the page, sign and date the Cover Sheet, and submit the paper hard copy of the complete proposal to the next level.

Initiator	Department Curriculum Committee Chair
<input checked="" type="checkbox"/> The curriculum proposal form has not been altered (formatting, font, etc.).	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> If a Teacher Education Council signature is required, the next approval level will be notified so that it can be obtained.	<input type="checkbox"/>
<input checked="" type="checkbox"/> Grammar, spelling, punctuation, sentence structure, etc. is accurate.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> The title, department, and college names correspond to the current catalog.	<input type="checkbox"/>
<input checked="" type="checkbox"/> The impacted departments, programs, the individuals notified, and the method of notification are listed.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Responses are complete and applicable for each question.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Each course pre-fix, number, and title is consistent with the current undergraduate catalog (or with revisions made in supporting curriculum proposals).	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> The entire proposal is saved as one Word document.	<input checked="" type="checkbox"/>

My signature verifies that I have reviewed the proposal and it is ready to go to the next level.

<i>Lucy Mays</i> Originator (Sign and Print)	7/14/17 Approval Date
<i>Nathanael Bus</i> Department Curriculum Committee Chair (Sign and Print)	8/20/17 Approval Date

PROGRAM

Minor Revision to an Existing Program

The following outline is to be used to report a minor modification of a previously approved program. *If the program content or method of instruction is to be modified, use the "Major Revision of an Existing Program" form.* Minor changes may include a change in program title or minor admission or completion requirements which *do not modify program content*. Please list each program change on a separate proposal form.

I. PROGRAM INFORMATION
<p>State the current title of the program (as listed in the current catalog)</p> <p>Bachelor of Science in Nursing (BNP Post-licensure Program)</p>
<p>State the proposed revised title of the program (if applicable)</p> <p>NA-no changes</p>
<p>CIP Code - <i>Contact your department chair or associate dean to verify the correct CIP code information.</i></p> <p>51.3801-Registered Nursing/Registered Nurse</p>
II. EXPLANATION
<p>A. Describe the change and justify what this proposal is requesting; what you are doing and why are you doing it? Content will be listed at the end of the document.</p> <p>MSU has now joined SARA (State Authorization Reciprocity Agreement) which will allow students to complete clinical requirements in other states. Language regarding the requirement of Kentucky RN licensure needs to be removed from admission criteria.</p>
<p>B. List all departments and programs that could be impacted by this proposal. For example, any department or program that:</p> <p style="margin-left: 20px;">a. offers required courses for this program</p> <p style="margin-left: 20px;">b. contains an equated course in this program</p> <p style="margin-left: 20px;">c. shares staff and/or resources.</p> <p>No departments or programs other than nursing will be impacted.</p>
<p>C. Explain the potential impact on the other departments and programs.</p> <p>No departments or programs other than nursing will be impacted.</p>
<p>D. List the individuals in the other departments and programs notified by the proposing department and define the method of contact (e-mail, phone conversation, etc.)</p> <p>All faculty/staff in the Department of Nursing were notified of the proposed change by email.</p>
<p>E. If this is a change that affects the current MSU Undergraduate Catalog content, please provide the copy that is to appear in the next catalog revision.</p> <p>Admission requirements need to be changed to: Students must hold an active and unrestricted license to practice as a registered nurse (RN).</p>