



Initiation, Continuation, and Closure of Curriculum, Program, or Graduate Specialty

Domain/Division:	Academic / Program Administration	Index	20-06.20
Responsible Unit(s):	Academic Council	Page:	1 of 4
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Authorization Date: March 5, 2007

If checked, policy requires Faculty Council Approval. Most recent approval date: March 5, 2007

Review History: Includes Effective Date, Review and Revision History:

2/15/06: Posted for Faculty & Staff Comment

2/26/06: Academic Council review of substantive comments received to date

3/5/07: Faculty Council vote approved adoption of policy

POLICY STATEMENT:

Curricula, programs, and graduate specialties share a common initiation and continuation assessment through the annual reporting process. The *Annual Report* (Appendix A), submitted to Academic Council by October 1 of each year, provides the data to recommend continuation, probation, or closure. Faculty Council approves the initiation, probation, or closure of all curricula, programs, or graduate specialties on the recommendation of Academic Council.

New curricula, programs, or graduate specialties, must gain Faculty Council approval of initial and full proposals. It is recommended that the initial proposal gain Faculty Council approval two years prior to the matriculation of the first cohort of students. The full proposal must be approved by the Faculty Council at least nine months prior to the matriculation of the first cohort of students. Refer to Appendix B for required elements of an initial and full proposal.

Proposed new degrees or graduate certificates may require review by OHSU Faculty Senate and/or the Oregon University System (OUS) Office of Academic Affairs and OUS Office of Degree Authorization. The group initiating the request for initiation of a new degree or certificate is responsible for ensuring all OHSU and OUS degree authorization protocols are followed.

RATIONALE:

To assure equitable and consistent assessment of requests for curricula, program, or graduate specialty initiation and articulate the evaluation of existing curricula, programs, or specialty areas for continuation, probation, or closure.

DEFINITIONS:

Closure: Formal notification that no new students will be matriculated into the

curricula, program, or graduate specialty. Relevant courses must continue to be offered until enrolled students in such curricula, programs or graduate specialties have the opportunity to complete the program on a full-time basis.

Continuation:	Approval to continue recruiting for the program, enrolling students, admitting students, and offering courses in the curricula, program, or graduate specialty
Curriculum:	A series of courses leading to a specified degree or certificate
Graduate Specialty:	Specialized curricula within an approved graduate degree program
Initiation:	Approval to prepare to enroll students and commence marketing and recruitment of students for matriculation during a specified academic term
Matriculation:	Enrollment of students into an approved curricula, program, or graduate specialty
Probation:	Formal notification that the curricula, program, or graduate specialty is not meeting the minimum criteria for continuation
Program	A course of academic study

IMPLEMENTING PROCEDURES FOR CURRICULA, PROGRAM OR GRADUATE SPECIALTY INITIATION:

Responsible Party:

Action:

Baccalaureate, Practice Graduate or PhD Curriculum Committee	Responsible for overall preparation and submission of preliminary and full curricula, program, or graduate specialty proposals to Academic Council. Refer to Exhibit B for preliminary and full proposal guidelines.
Academic Council	Reviews and votes to approve, disapprove, or table (pending additional information or clarification) submitted proposals. Provides written critique of disapproved or tabled proposals. Upon approval of preliminary and full curricula, program or graduate specialty proposals, recommends the proposal to Faculty Council for vote.
Faculty Council	Votes on preliminary curricula, program or graduate specialty proposals for development and full proposals for the initiation of new curricula, programs, or graduate specialties. Affirmative votes for initiation of new curricula, programs, or graduate specialties are recommended to the Dean.
Baccalaureate, Practice Graduate or PhD Curriculum Committee	<ul style="list-style-type: none"> Begins discussions with SON Administrative Operations regarding operational support and resources needed for the program.

- Begins discussions with OHSU Registrar to confirm/create administrative structure that will allow for on-line applications, authorization of degree or major, etc.
- Begin discussions with Office of Recruitment, Admission, and Progression (ORAP) regarding future recruitment and marketing materials needs and/or plans.
- Begin discussions with any other OHSU or SON unit that will be involved in the implementation of the curriculum, programs, or graduate specialty to ensure adequate preparedness and awareness at the operations level

School of Nursing Dean	Approves curricula, program or graduate specialty initiation on recommendation of Faculty Council. If the Dean decides not to implement a curricula, program or graduate specialty recommended by the Faculty Council, a written explanation of the rationale for this decision must be communicated in writing to the faculty via the Faculty Executive Committee.
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IMPLEMENTING PROCEDURES FOR CURRICULA, PROGRAM OR GRADUATE SPECIALTY CONTINUATION, PROBATION, OR CLOSURE:

Responsible Party:	Action:
Academic Program Director	Submits <i>Annual Report</i> to appropriate curriculum chair (Baccalaureate, Practice Graduate, or PhD) by September 1 of each year.
Baccalaureate, Practice Graduate or PhD Curriculum Committee	Submits <i>Annual Report(s)</i> to Academic Council by October 1 of each year (see Appendix A)
Academic Council	Reviews <i>Annual Report(s)</i> (see Appendix A) for continuation, probation, or closure. Reports <u>continuation and probation</u> findings and decisions to Faculty Council and Dean. Reports and recommends <u>program closure</u> to Faculty Council.
Faculty Council	Votes on recommendations for closure of curricula, programs, and graduate specialties.
School of Nursing Dean	Approves closure of curricula, programs, and graduate specialties on recommendation of the Faculty Council. If the Dean decides not to close a curriculum, program or graduate specialty recommended by the Faculty Council, a written explanation of the rationale for this decision must be communicated in writing to the faculty via the Faculty Executive Committee. If the Dean decides to close a curriculum, program or graduate specialty without the recommendation of the Faculty Council, a written explanation of the rationale for this decision must be communicated in writing to the faculty via the Faculty Executive Committee.

RELATED REFERENCES (if applicable):

N/A

NOTES (if applicable):

Supersedes the following policies:

- 20-06.01 *Determination of Graduate Options/Specialties* (Initiated July 1986 & last reviewed Jan 2003)
- 20-06.11 *Post-Master Certificate Option* (Initiated 8/1/92 & last reviewed 10/02)
- 20-06.16 *Pilot Programs* (Initiated June 1999 & last reviewed Oct 2002)
- 20.06-19 *Graduate Specialty Evaluation for Initiation or Continuance* (Initiated Jan 2000 & last reviewed Oct 2002)

Council/Committee Chair or Official Administrative Approval
Required for new policies Original Signed Copies Stored in Office of Academic Affairs

Signature **Date**

Printed Name

Dean's Approval (required for new policies).

Original Signed Copies Stored in Office of Academic Affairs

Signature **Date**

Sandra L. Theis, Interim Dean, PhD, RN

Appendix A: Annual Report



**2006-2007 Annual Report to
School of Nursing Academic Council**
Due October 1, 2007 to Academic Council

Ashland Klamath Falls La Grande Portland

<p>Baccalaureate:</p> <p><input type="checkbox"/> Accelerated</p> <p><input type="checkbox"/> Classic</p> <p><input type="checkbox"/> OCNE</p> <p><input type="checkbox"/> RN/BS</p>	<p>Master of Science/Master of Nursing Education:</p> <p><input type="checkbox"/> Community Health Nursing emphasis in nursing education</p> <p><input type="checkbox"/> Gerontological Nursing emphasis in nursing education</p>	<p>Post-Master Certificate:</p> <p><input type="checkbox"/> FNP <input type="checkbox"/> PMHNP</p> <p><input type="checkbox"/> Gerontology <input type="checkbox"/> NM</p> <p><input type="checkbox"/> Nursing Education</p>
<p>Master of Science/Master of Nursing:</p> <p><input type="checkbox"/> CRNA</p> <p><input type="checkbox"/> FNP</p> <p><input type="checkbox"/> NM</p> <p><input type="checkbox"/> PMHNP</p>	<p>Master of Public Health:</p> <p><input type="checkbox"/> MPH</p> <p><input type="checkbox"/> MS/MPH</p> <p><input type="checkbox"/> MPH/PhD</p>	<p>Doctorate:</p> <p><input type="checkbox"/> DNP</p> <p><input type="checkbox"/> PhD</p>

PROGRAM DIRECTOR NAME:

For programs authorized since 2003:

Please indicate the enrollment targets that were proposed & approved by the faculty:

CURRENT STUDENT ENROLLMENT BY COHORT YEAR:

Use table below, add rows as necessary.

<i>Cohort</i>	<i>Total number of Enrolled students</i>	<i>Full Time Enrollment</i>	<i>Part Time Enrollment</i>

LEAVE OF ABSENCE SUMMARY:

Please summarize the number of LOA's granted during the academic year. Indicate the total number of LOA's granted under each circumstance.

<i>Military</i>	<i>Research</i>	<i>Maternity</i>	<i>Family Obligations</i>	<i>Illness</i>	<i>Personal or Financial</i>	<i>Other</i>	<i>Total</i>

GRADUATION, CREDENTIALING, & LICENSING:

<i>Summer</i>	<i>Fall</i>	<i>Winter</i>	<i>Spring</i>	<i>Total</i>
<i>Number of Graduates</i>				

First time pass rates for State licensing requirements:

First time pass rates for Board credentialing:

ATTACHMENTS:

- List of teaching faculty for your curriculum, program, or graduate specialty
- Three page (or less) summary of:
 - a. Program issues, concerns, future plans, or anticipated changes. Include curriculum revisions, adaptations, or other related information;
 - b. evaluation activities and highlights of evaluation findings; and

- c. resource sustainability needs

Appendix B: Proposal Guideline for Curricula, Program, or Graduate Specialty Initiation (CPGS)

Preliminary proposals should address each of the following elements, except the Executive Summary, but be limited to 10 single-spaced pages. Full proposals have no length limitation.

- I. Cover Page
 - a. Title of Proposed CP GS
 - b. Initiator of Proposal (Individual, Authorized Faculty Group, etc)
 - c. Faculty Review & Approval History. Refer to Faculty Governance By-Laws for review and approval bodies.
 - d. Academic Administrative Review History
 - e. CP GS Contact
- II. Executive Summary (Include in Full Proposal, max 5 pages)
- III. Body of Proposal
 - a. Need & Demand
 - i. Alignment with SON Strategic Framework
 - ii. Stakeholders identification and analysis
 - iii. Community, regional and/or national needs for CP GS
 - iv. Prospective student demand analysis
 - v. Credentialing or licensing mechanisms (Oregon and National)
 - b. Curriculum
 - i. CP GS objectives or competencies
 - ii. Program of Study
 - iii. Titles, Credit Hours, and Course Description for all new courses
 - iv. Articulation with existing degree requirements (i.e., fit between other curricula, programs or graduate specialties)
 - v. Articulation with OSBN curriculum standards for education programs in nursing (OAR 851-21-050) or Nurse Practitioner education standards (OAR 851-50-001).
 - vi. Clinical placement experience requirements
 - c. Resources
 - i. Faculty
 - 1. New faculty requirements
 - 2. Current faculty workload implications
 - a. Clinical sites
 - b. Administrative It is requested that SON Administrative Operations is involved in the assessment of budget, staff support requirements, space allocation, and other academic administrative needs.
 - i. Budget Scenarios
 - ii. Staff support
 - iii. Space allocation requests
 - iv. Academic administrative oversight (i.e., where in the org chart)
 - v. Academic administrative needs
 - 3. Resource Sustainability
 - a. Implementation Timeline
 - ii. Required external approvals
 - iii. Faculty recruitment plans
 - iv. Student recruitment plans

- v. Matriculation of students (Full Proposal approval required one year before students may be matriculated)
- d. Formative and Summative Evaluation Plan
- e. Summary analysis of pros and cons related to proposal acceptance.