Wilkes University Curriculum Committee

PROPOSAL SUBMITTAL FORM

Directions:

- Use this set of forms for all proposals sent to the Curriculum Committee.
- Pages 1-3 of this document are required. Any unnecessary forms should be deleted from the packet before submissions. If multiple forms are needed (course addition, course deletion, etc.), simply copy and paste additional forms into this packet.
- Note that all new programs (majors and minors), program eliminations, significant program revisions and all general education core revisions must be reviewed and approved by the Provost and Academic Planning Committee (APC) prior to submission to the Curriculum Committee. The Provost will make the decision if a program revision requires APC review.
- Completed and signed forms are due no later than the first Tuesday of every month. Submit one signed original hard copy and a scanned electronic copy with all signatures to the Chair of the Curriculum Committee.

1. Originator: Name Mary Jane Miskovsky
   Department School of Nursing
   Phone and email 570-408-  maryjane.miskovsky@wilkes.edu

2. Proposal Title: NSG 504 Advanced Role Development in Nursing

3. Check only one type of proposal: (double click on the appropriate check box and change default value to “checked”).

☐ New Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
☐ Elimination of Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
☐ Program Revision. Significant revisions to a program require review and approval by the Provost. The Provost determines if review and approval by APC is necessary.
☐ General Education Revision. Submissions only accepted from the General Education Committee (GEC). Must be reviewed and approved by the Provost.
☐ Creation of new departments, elimination of existing department. This requires prior review and approval by the Provost and APC.
☐ Course additions or deletions not affecting programs (such as elective courses, transition of “topics” courses to permanent courses).
☐ Change in course credit or classroom hours.
☒ Incidental Changes. Includes changes in course/program title, course descriptions, and course prerequisites. (Although these changes do require approval by the Curriculum Committee, they do not go before the full faculty for approval).
☐ Other (Specify)
4. Indicate the number of course modification forms that apply to this proposal:

_____ Course Addition Form (plus syllabi)
_____ Course Deletion Form
____X____ Course Change Form

5. Executive Summary of Proposal.  
Briefly summarize this proposal. The breadth and depth of this executive summary should reflect the complexity and significance of the proposal. Include an overview of the proposal, background and reasoning behind the proposal and a description of how the proposal relates to the mission and strategic long-range plan of the unit and/or university. For incidental changes a one or two sentence explanation is adequate.

Course description changes are required to meet revised national nursing standards for master’s level education.

6. Other specific information.  (Not applicable for incidental changes.)

What other programs, if any, will be affected by this proposal? Describe what resources are available for this proposal. Are they adequate? What would be the effect on the curriculum of all potentially affected programs if this proposal were adopted? Include any potential effects to the curriculum of current programs, departments and courses.

N/A

7. Program Outline.  (Not applicable for incidental changes).

A semester-by-semester program outline as it would appear in the bulletin for a new program or any modified program with all changes clearly indicated.

N/A
8. Signatures and Recommendations. (please date)
   - Signatures of involved Department chair(s) and Dean(s) indicate agreement with the proposal and that adequate resources (library, faculty, technology) are available to support proposal.
   - If a potential signatory disagrees with a proposal he/she should write “I disagree with this proposal” and a signed statement should be attached to this submission.

<table>
<thead>
<tr>
<th>Print Name/Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathleen Hirthler</td>
<td></td>
<td>10/30/2014</td>
</tr>
<tr>
<td>Print Name/Title</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Debra Zbegner</td>
<td></td>
<td>10/20/2014</td>
</tr>
<tr>
<td>Print Name/Title</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Susan Hritzak</td>
<td></td>
<td>10-27-14</td>
</tr>
<tr>
<td>Print Name</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Registrar</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provost (For new programs, significant revisions and revisions to the General Education Program revisions only).
   Provost should check here ___ if this proposal is a program revision AND the significance of the revision requires review and approval by APC prior to Curriculum Committee.

Chair, Academic Planning Committee. For new programs, program revisions sent via the provost. Signature indicates that the proposal has been reviewed and approved by APC.

Chair, General Education Committee. For revisions to General Education program only. (Signature indicates that the proposal has been approved by GEC).
Wilkes University Curriculum Committee
COURSE ADDITION FORM – page 1

1. Course Title:

2. Course Number: __________________________
   Coordinate with Registrar to insure course number is available

3. Course Credit Hours:
   Classroom Hours_______ Lab Hours_______ Other_______

4. Course Prerequisites: Graduate Standing

5. Course Description (as proposed for the Bulletin): Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.

6. Required Documentation:
   Proposed Syllabus  Attach proposed syllabus immediately after this document. In some situations the official syllabus may contain information which is beyond the review needs of the Curriculum Committee (such as extensive rubrics, etc). It is permissible to attach an abbreviated syllabus. In general, syllabi (whether full or abbreviated) should contain the following information: Course Title, Course Number, Credit hours, Faculty Information (name contact information, office hours), Course Description, Course Outcomes or Objectives, Assessment (grading) informations, required texts (or other things such as tools, software, etc), pertinent policies and a proposed schedule of topics.
Wilkes University Curriculum Committee
COURSE DELETION FORM

1. Course Title:
   Official title as listed in the most current University Bulletin

2. Course Number:
   As listed in the most current University Bulletin

3. Course Credit Hours:  As listed in the most current University Bulletin
   Classroom Hours_______  Lab Hours_______  Other_______

4. Effective date of course deletion (semester/year)

__________________________________________
# Wilkes University Curriculum Committee

**COURSE CHANGE FORM**

**Directions:** Use this form to change information relating to an existing course. Please note, changes to course number require separate course addition/deletion forms (not this form!). Only indicate changes that are proposed (existing and proposed), other fields should be left blank.

**Course Number:** _______NSG 504____
**Course Title:** _______Advanced Role Development in Nursing__________

<table>
<thead>
<tr>
<th></th>
<th><strong>Existing</strong></th>
<th><strong>Proposed</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Title</strong></td>
<td>Advanced Role Development in Nursing</td>
<td>Unchanged</td>
</tr>
<tr>
<td><strong>Course Credit hours.</strong> (Indicate classroom, lab or “other” hours.)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Course Prerequisites</strong></td>
<td><strong>Graduate Standing</strong></td>
<td><strong>Graduate Standing</strong></td>
</tr>
<tr>
<td><strong>Course Description (as proposed for Bulletin)</strong> ¹</td>
<td>Examines the role, development process and its applicability to the advanced practice role in nursing. The historical, theoretical, and conceptual basis of role development, advanced practice, and evaluation are explored. A framework for practice, which includes the sub-roles of direct care provider, educator, researcher, manager, and consultant, is examined.</td>
<td>This course examines the development of roles for advancing nursing practice. The historical development of these roles along with current scope of practice in a variety of clinical settings will be explored. Focus will be placed on the legal, historical, political, social, and ethical aspects of advanced practice nursing.</td>
</tr>
</tbody>
</table>

¹ Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.