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: Dr. Kathleen Hirthler
   Department: Passan School of Nursing
   Phone and email: 570-408 5027; kathleen.hirthler@wilkes.edu

2. Proposal Title: Nurse Executive Practicum Courses

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:

- 0 Course Addition Form (plus syllabi)
- 0 Course Deletion Form
- 4 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.

This proposal request is to decrease nurse executive practicum courses from 250 to 100 hours/3 credit course. Original curriculum design of 250 hours was based upon the availability of the BS to DNP program in the PSON, which no longer exists. The change to 100 hours/3 credit practicum course is aligned with national standards at the master’s degree level which allows the PSON to be competitive with student recruitment.

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.

Insert Text Here...

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.
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.

Kathleen Hirthler DNP, CRNP, FNP-BC 01/8/2018
Print Name/Title Signature Date
Department chair(s) of all potentially affected programs

Deborah Z Brower, Dean 1/8/2018
Print Name/Title Signature Date
Dean (s) of any potentially affected College/School.

Susan Hritzak 1/8/18
Print Name/Title Signature Date
Registrar

Anne Skidan 1/8/18
Print Name/Title Signature Date
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 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 561  
**Course Title:** Organizational Leadership for the Nurse Executive

<table>
<thead>
<tr>
<th></th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Credit hours. (Indicate classroom, lab or “other” hours.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>NSG 560</td>
<td>None</td>
</tr>
<tr>
<td>Course Description (as proposed for Bulletin)¹</td>
<td></td>
<td></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.
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 562
Course Title: Advanced Leadership Topics for the Nurse Executive

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Credit hours. (Indicate classroom, lab or “other” hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>NSG 564</td>
<td>None</td>
</tr>
<tr>
<td>Course Description (as proposed for Bulletin)</td>
<td></td>
<td></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.
### 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>NSG 563</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Nurse Executive Practicum I</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Course Title</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Credit hours. (Indicate classroom, lab or “other” hours.)</td>
<td>250 practicum hours/3 credits course</td>
<td>100 practicum hours/3 credits course</td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>NSG 560</td>
<td>NSG 560, 561, 562</td>
</tr>
<tr>
<td>Course Description (as proposed for Bulletin)</td>
<td>This practicum course synthesizes previously established theory and skill sets to further develop the student’s administrative abilities. By applying theories from other sciences and utilizing interdisciplinary experiences and collaborative opportunities, the students will further enhance the skills necessary to excel as a health care executive in an evidence-based, culturally sensitive environment. The seminar component of this course is designed to supplement previous theoretical applications and stimulate critical-thinking and decision-making. (250 clinical hours)</td>
<td>This practicum course synthesizes previously established theory and skill sets to further develop the student’s administrative abilities. By applying theories from other sciences and utilizing interdisciplinary experiences and collaborative opportunities, the students will further enhance the skills necessary to excel as a health care executive in an evidence-based, culturally sensitive environment. The seminar component of this course is designed to supplement previous theoretical applications and stimulate critical-thinking and decision-making. (100 clinical hours)</td>
</tr>
</tbody>
</table>

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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.
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 564  
**Course Title:** Nurse Executive Practicum II

<table>
<thead>
<tr>
<th>Course Title</th>
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<th>Proposed</th>
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</thead>
<tbody>
<tr>
<td>Course Credit hours. (Indicate classroom, lab or “other” hours.)</td>
<td>250 practicum hours/3 credits course</td>
<td>100 practicum hours/3 credit course</td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>NSG 561</td>
<td>NSG 563</td>
</tr>
<tr>
<td>Course Description (as proposed for Bulletin)(^1)</td>
<td>This practicum course synthesizes previously established theory and skill sets to further develop the student’s leadership abilities. By applying theories from other sciences and utilizing interdisciplinary experiences and collaborative opportunities, the student will further enhance the skills necessary to excel as a health care executive in an evidence-based, culturally sensitive environment. The completion of an organizational needs assessment within this course is designed to supplement previous theoretical applications and stimulate critical-thinking and decision-making (250 clinical hours).</td>
<td>This practicum course synthesizes previously established theory and skill sets to further develop the student’s leadership abilities. By applying theories from other sciences and utilizing interdisciplinary experiences and collaborative opportunities, the student will further enhance the skills necessary to excel as a health care executive in an evidence-based, culturally sensitive environment. The completion of an organizational needs assessment within this course is designed to supplement previous theoretical applications and stimulate critical-thinking and decision-making. (100 clinical hours)</td>
</tr>
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\(^1\) 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.