

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
SCHOOL OF NURSING
POLICY & PROCEDURE MANUAL**

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Subject: CURRICULUM DEVELOPMENT / REVISIONS	Original Issue Date: 1996 Supersedes: April 25, 2019
Individuals / Committees Consulted: Curriculum Committee School of Nursing Coordinators	Reviewed & Approved by: Faculty Organization SON Planning College Governance
	Approved by: Dean, School of Nursing (signature on file)
	Provost, College of Nursing & Allied Health (Signature on File)

PURPOSE:

To ensure curriculum development and changes occur through an approved process. Faculty plans, develops, and revises the curriculum to meet educational standard and to align with the college mission.

Definition:

Major curriculum revision includes major changes/new content, which may include:

- Any proposal or activities that significantly change the curriculum
Example: Change in curricular delivery method, change in nursing model, or change in curriculum option(s) offered
- Total or partial curriculum revisions that include substantive changes in the meaning or direction of curricula in any of the following areas:
 - Philosophy and/or goals
 - Conceptual framework
 - Program terminal objectives
 - Course objectives and descriptions
 - Course structure to integrate content
- Addition of an alternate/secondary program location.

Minor curriculum change is defined as changes that do not significantly alter philosophy, objectives, or content.

POLICY:

Curriculum development /changes:

- Are initiated by faculty, students, and graduates
- Reflect program/course evaluation findings and changes in health care practice and education
- Adhere to regulatory agency guidelines
- Are approved by the Board of Registered Nursing (BRN) prior to implementation.

The Faculty Organization is responsible for development and changes in the curriculum and must approve all curriculum changes prior to implementation.

Subject:

CURRICULUM DEVELOPMENT / REVISIONS

The Curriculum Committee is directly responsible for overseeing design, development, implementation, modification, and evaluation of the School of Nursing (SON) curriculum.

PROCEDURE:

Students, faculty, staff, administration, and community members may submit recommendations for curriculum development, changes, using the Intercommittee Communication form.

The Curriculum Committee chairperson:

- Presents committee recommendations with rationale to the Faculty Organization for approval using the Intercommittee Communication form
- Updates the Faculty Organization regarding curriculum development /change progress and obtains input as needed.

The SON Dean:

- Informs the BRN Nurse Education Consultant (NEC) of proposed major or minor curriculum revisions
- Discusses proposed major curriculum revisions with BRN NEC prior to submitting proposal
- Submits approved curriculum / proposed revisions to the BRN and other regulatory agencies for approval as indicated.

BRN notification letter includes:

- Indication of whether revision is minor or major
- Description of proposed change
- Reason for change
- How change will improve student education
- Course title(s), number(s), and description(s)
- How change will impact clinical facilities if applicable.

PROCEDURE DOCUMENTATION:

Intercommittee Communication Form
Curriculum Change Proposal

REFERENCES:

Title 16, California Code of Regulations, Section 1426(a)
California BRN: Curriculum Development / Revision Guidelines
School of Nursing Policy #100: Policy Development
Bylaws Matrix SON Committees

REVISION DATES:

June 1998
August 8, 2003
December 16, 2006
February 22, 2010
November 14, 2013
May 11, 2017
April 25, 2019
July 21, 2022