

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

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Policy #: <b>710</b>	
Effective Date: January 21, 2010	

Subject: <b>PROGRAM APPROVAL</b>		Original Issue Date: January 21, 2010	Supersedes:
Committees Consulted: College Administration	Reviewed & Approved by: College Planning	Approved by:  (Signature on File) Provost, College of Nursing & Allied Health	

## **PURPOSE:**

To provide guidelines for approving a new academic or nonacademic program

### **Definition:**

**Academic Programs:** Degree or certificate granting programs whose primary function is to deliver instruction or directly enhance student learning. This includes library services and other programs that support student academic growth.

**Nonacademic Programs:** Programs that indirectly support student learning but do not deliver instruction. These include Financial Aid, Clinical Affiliate Administration, and Office of Educational Services.

## **POLICY:**

The decision to initiate a program shall include consideration of criteria such as:

- Community needs assessment and support
- Department of Health Services (DHS)/LAC+USC Healthcare Network/student need for program services
- Alignment with mission and goals
- Sufficient resources to establish and maintain service
- Impact on faculty and staff
- Accreditation or credentialing requirements
- Level of approval required

The College adheres to regulatory agency requirements and submits proposals within specified time frames.

## **PROCEDURE:**

College administration will meet to discuss the recommendation, rationale, impact, and plans for program initiation.

Program director/designee will develop program proposal including:

- Description and rationale for proposed program
- Evaluation of alignment with College mission
- Community/DHS/Network needs assessment (workforce demand)
- Projected initial and ongoing enrollment
- Estimated resource needs and costs:
  - Administrative, faculty, and support staff – number needed and qualifications
  - Classroom, office, and laboratory space

Subject:

**PROGRAM APPROVAL**

- Clinical placement
- Equipment and supplies
- Library and other learning resources
- Curriculum
  - Course content outline and units/hours
  - Admission criteria/prerequisites
  - Criteria for progression/completion
- Performance assessment measures
  - SLOs – developed in consultation with content experts

Provost/Divisional Dean/designee will:

- Notify/obtain approval from the following as indicated:
  - Divisional Dean/Director
  - College Administrative and Planning committees
  - College administration, faculty, and staff
  - College Board of Trustees
  - Network/DHS administration
  - Los Angeles County Board of Supervisors
  - U.S. Department of Education
  - Accrediting Commission of Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC)
  - California Board of Registered Nursing (BRN)
  - Other regulatory agencies
  - Other interested stakeholders, DHS facilities, Alumni
- Submit Substantive Change Proposal to the Committee on Substantive Change of the ACCJC no later than two months prior to next scheduled committee meeting, as directed
- Submit proposal to BRN a minimum of three to six months prior to date of intended program initiation, as directed. (School of Nursing only). Proposal will include:
  - Description of proposed program/curriculum change
  - Reason for program initiation
  - How the program will improve education of nursing students
  - How the program will affect clinical facilities utilized.

**PROCEDURE DOCUMENTATION:**

ACCJC:WASC Substantive Change Proposal  
BRN Curriculum Revision Proposal

**REFERENCES:**

ACCJC:WASC Substantive Change Manual  
BRN: Curriculum Revision Guidelines  
BRN: Guidelines for Closure and/or Re-Opening of a Board-Approved Nursing Program