

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

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Subject: CURRICULUM CHANGES	Original Issue Date: 1996	Policy #: 700
	Supersedes: February 22, 2010	Effective Date: November 14, 2013
Committees Consulted: Curriculum Committee	Reviewed & Approved by: School of Nursing Coordinators Faculty Organization College Administration	Approved by: Dean, School of Nursing (signature on file)

PURPOSE:

To ensure curriculum changes occur through an approved process.

Definition:

Major 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 modifications:

- Are initiated by faculty, students, and graduates
- Reflect program 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 changes in the curriculum and must approve all curriculum changes prior to implementation.

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

The Course Committees, in collaboration with semester committees, are responsible for changes in course or unit objectives and arrangement of course content.

Subject:

CURRICULUM CHANGES**PROCEDURE:**

Course Committees propose changes to the Curriculum Committee based on Student Learning Outcomes and course outcome evaluations.

Students, faculty, staff, administration, and community members may submit recommendations for curriculum 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 change progress and obtains input as needed.

The SON Dean:

- Informs the BRN Nurse Education Consultant (NEC) of minor curriculum revisions
- Discusses proposed major curriculum revisions with BRN NEC prior to submitting proposal
- Submits approved curriculum revision proposal 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 Revision Guidelines
School of Nursing Policy #100: Policy Development

REVISION DATES:

June 1998
August 8, 2003
December 16, 2006
February 22, 2010
November 14, 2013