

**TEXAS BOARD OF NURSING
3.7.1.a. EDUCATION GUIDELINE
Proposals for Curriculum Changes**

Revised: 11/14/2014

Rule 214.9 *Program of Study* sets forth the requirements for vocational nursing education programs planning to implement a major curriculum change. Rule 215.9 *Program of Study* sets forth the requirements for professional pre-licensure nursing education programs (diploma, associate degree, baccalaureate degree, or entry-level master's degree) planning to implement a major curriculum change.

<p>Rule 214.9(l) Curriculum changes shall be developed by the faculty according to Board standards and shall include information outlined in the Board Education Guideline 3.7.1.a. Proposals for Curriculum Changes. The two (2) types of curriculum changes are:</p> <p>(1) Minor curriculum changes not requiring prior Board Staff approval, which may include:</p> <p>(A) Editorial updates of philosophy/mission and objectives/outcomes; or</p> <p>(B) Redistribution of course content or course hours; and</p> <p>(2) Major curriculum changes requiring Board Staff approval prior to implementation, which may include:</p> <p>(A) Changes in program philosophy/mission and objectives/outcomes which result in a reorganization or re-conceptualization of the entire curriculum, including but not limited to, changing from a block to an integrated curriculum or changing the approved delivery method of the curriculum to methods consistent with distance education/learning;</p> <p>(B) Revisions in program hours; and</p> <p>(C) Addition/reduction of course(s) in the program of study.</p>	<p>Rule 215.9(i) Curriculum changes shall be developed by the faculty according to Board standards and shall include information outlined in the Board Education Guideline 3.7.1.a. Proposals for Curriculum Changes. The two (2) types of curriculum changes are:</p> <p>(1) Minor curriculum changes not requiring prior Board Staff approval include:</p> <p>(A) Editorial updates of philosophy/mission and objectives/outcomes; or</p> <p>(B) Redistribution of course content or course hours; and</p> <p>(2) Major curriculum changes requiring Board Staff approval prior to implementation include:</p> <p>(A) Changes in program philosophy/mission and objectives/outcomes which result in a reorganization or re-conceptualization of the entire curriculum, including but not limited to, changing from a block to an integrated curriculum or changing the approved delivery method of the curriculum to methods consistent with distance education/learning;</p> <p>(B) The addition of transition course(s), tracks/alternative programs of study, including MEEP, that provide educational mobility;</p> <p>(C) Revisions in program hours; and</p> <p>(D) Addition/reduction of course(s) in the program of study.</p>
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<p><u>VOCATIONAL NURSING EDUCATIONAL PROGRAMS HAVING FULL APPROVAL:</u></p> <p>Rule 214.9(k) Vocational nursing educational programs that have full approval status and are undergoing major curriculum changes shall submit an abbreviated proposal, as outlined in Board Education Guideline 3.7.1.a, to the Board office for approval at least four (4) months prior to implementation. The abbreviated proposal shall contain at least the following: (1) new and old philosophy/mission, major concepts, program objectives/outcomes, course objectives/outcomes; (2) new and old curriculum plans; (3) clinical evaluation tools for each clinical course; and (4) additional information, as requested, in order to provide clarity for Board staff.</p>	<p><u>PROFESSIONAL PRE-LICENSURE NURSING EDUCATIONAL PROGRAMS WITH FULL APPROVAL:</u></p> <p>Rule 215.9(k) Professional nursing educational programs that have full approval status and are undergoing major curriculum changes shall submit an abbreviated proposal, as outlined in Board Education Guideline 3.7.1.a, to the Board office for approval at least four (4) months prior to implementation. The abbreviated proposal shall contain at least the following: (1) new and old philosophy/mission, major concepts, program objectives/outcomes, course objectives/outcomes; (2) new and old curriculum plans; (3) clinical evaluation tools for each clinical course; and (4) additional information, as requested, in order to provide clarity for Board staff.</p>
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VOCATIONAL NURSING EDUCATION PROGRAMS NOT HAVING FULL APPROVAL:

Rule 214.9(l) Vocational nursing education programs not having full approval status, but proposing a major curriculum change, shall submit a full curriculum change proposal, as outlined in Board Education Guideline 3.7.1.a., to the Board office and meet the requirements as outlined in subsection (i) of this section. Vocational nursing education programs not having full approval status are not eligible to submit for Board approval a proposal for a new nursing education program until the program's status has been restored to full approval status by the Board.

PROFESSIONAL PRE-LICENSURE NURSING EDUCATION PROGRAMS NOT HAVING FULL APPROVAL:

Rule 215.9(l) Professional nursing education programs not having full approval status, but proposing a major curriculum change, shall submit a full curriculum change proposal, as outlined in Board Education Guideline 3.7.1.a., to the Board office and meet the requirements as outlined in subsection (i) of this section. Professional nursing education programs not having full approval status are not eligible to request Board Staff approval for the addition of transition course(s) or tracks/alternative programs of study, including MEEP, that provide educational mobility or to submit for Board approval a proposal for a new education program until the program's status has been restored to full approval status by the Board.

Rule 214.9(m) All vocational nursing education programs implementing any curriculum change shall submit to Board Staff an evaluation of the outcomes of the implemented curriculum change through the first graduating class under the new curriculum.

Rule 215.9(m) All professional nursing education programs implementing any curriculum change shall submit to Board Staff an evaluation of the outcomes of the implemented curriculum change through the first graduating class under the new curriculum.

Important: Please note that references to Rule 214 and Rule 215 are not all inclusive.

Is it a Minor Change or a Major Change??

MINOR curriculum changes DO NOT require prior approval by the Education Consultants. MINOR curriculum changes are defined as:

1. editorial updates of philosophy/mission and objectives/outcomes; or
2. redistribution of course content or course hours.

All other curriculum changes are likely to be MAJOR and require prior approval by the Education Consultants (see rules above). Education consultants are available to answer questions or clarify when a change is MINOR or MAJOR. For a MAJOR curriculum change, please **submit a proposal for approval**.

All nursing programs implementing **any** curriculum change **shall submit** to the Education Consultants an evaluation of the outcomes of the implemented curriculum change after the first graduating class under the curriculum changes.

Abbreviated Curriculum Change Proposal for Programs with Full BON Approved

A program with Full Approval from the Board may submit an Abbreviated Curriculum Change Proposal. The abbreviated proposal provides information that describes the changes and clarifies the differences between the proposed curriculum and the current curriculum. Documents submitted to the Education Consultants should include at least:

1. an introduction giving a brief overview of the proposed changes;
2. new and old philosophy/mission, major concepts, program objectives/outcomes, course objectives/outcomes;
3. tables showing new and old curriculum plans;

4. rationale for the curriculum changes;
5. clinical evaluation tools for each clinical course; and
6. additional information, as requested, in order to provide clarity.

The director and faculty shall determine that the proposed curriculum changes comply with all requirements in Rules 214.9 or 215.9 *Program of Study*.

The documents may be submitted in the format chosen by the program but should allow for a side-to-side comparison of the old curriculum and the new curriculum. Please number the pages sequentially for ease of referencing in future communications.

If the curriculum change has already been approved by other regulators (national nursing accreditation organizations, the Texas Workforce Commission, or the Texas Higher Education Coordinating Board), approval documents should be included and will be considered in the Board process.

Major curriculum changes shall be submitted to the Education Consultants at least four (4) months prior to implementation. Program directors may contact the Education Consultants with questions.

Full Proposal for a Major Curriculum Change for Programs Without Full BON Approval

A program that does not have Full Approval from the Board is required to submit a Full Proposal for a Major Curriculum Change that provides evidence that the curriculum changes follow sound educational principles, and that faculty and physical resources are available for the changes. Documents submitted to the Education Consultants should include at least:

1. an introductory letter providing an overview of the proposed changes;
2. letter of support from the administration of the governing entity;
3. rationale for the curriculum changes;
4. evidence of the use of evaluation data in the decision-making;
5. time line for implementation of the curriculum changes;
6. new and old philosophy/mission, major concepts, program objectives/outcomes, course objectives/outcomes;
7. tables showing new and old curriculum plans;
8. syllabi for all courses which include:
 - (a) Course descriptions, including contact hours for theory and clinical/lab,
 - (b) Course objectives,
 - (c) Topical outlines of course content,
 - (d) Requirements for determining course grades, and
 - (e) Methods to evaluate student performance, including clinical evaluation tools.
9. clinical evaluation tools for each clinical course;

Note: Laboratory time is considered a component of clinical, therefore, evaluation criteria/tools for **each lab component** are to be submitted;
10. list of clinical affiliating agencies under contract;
11. efforts to enlist additional or new clinical agencies to meet needs in new curriculum;
12. effects of curriculum changes on current students and faculty;
13. teach-out plan for old curriculum, if necessary;
14. projected enrollments in new curriculum for next two (2) years;
15. planned changes in the physical facilities and/or resources;
16. required budgetary needs related to curriculum changes;
17. plan for evaluation of new curriculum in Total Program Evaluation Plan; and
18. additional information, as requested, in order to provide clarity for Board Staff.

The director and faculty shall determine that the proposed curriculum changes comply with all requirements in Rules 214.9 or 215.9 *Program of Study*.

The documents may be submitted in the format chosen by the program but should allow for a side-to-side comparison. Please number the pages sequentially for ease of referencing in future communications.

If the curriculum change has already been approved by other regulators (national nursing accreditation organizations, the Texas Workforce Commission, or the Texas Higher Education Coordinating Board), approval documents should be included and will be considered in the BON process.

Major curriculum changes shall be submitted to Board Staff at least four (4) months prior to implementation. Program directors may contact the education consultants with questions.

The following chart template is for vocational nursing programs only:

**Vocational Nursing Education Program
Proposed Curriculum Chart**

Name of Program/School:

Type of Program:

First Semester/Level	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
Totals						
Second Semester/Level	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
Totals						
Third Semester/Level	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
Totals						
	GRAND TOTAL					