

**TEXAS BOARD OF NURSING**  
**3.1.1.g. EDUCATION GUIDELINE**  
**Proposal to Establish a New Nursing Education Program**  
**Associate Degree to Baccalaureate Degree in a Public Junior College**

**02/06/2018**

The Texas Legislative Session 85(R) passed Senate Bill 2118 related to authorization by the Texas Higher Education Coordinating Board (THECB) for certain public junior colleges to offer baccalaureate degree programs, including nursing. Public junior colleges that meet the requirements in SB 2118 shall seek approval from THECB and from the Texas Board of Nursing (BON) [Sec. 130.308(b)(2)]. Sec. 130.308(b)(2) requires that *A baccalaureate degree program offered under this subchapter by a public junior college in the field of nursing must...meet the standards and criteria the Texas Board of Nursing uses to approve pre-licensure degree programs at general academic institutions...*

Link to THECB application form:

<http://www.thecb.state.tx.us/index.cfm?objectid=C1B46CE0-1C18-11E8-BC500050560100A9>

This link will take you to a New Degree Program and Certificate Requests page, then click on CC Baccalaureate Request Form to see the application.

**Special considerations for eligibility to submit a proposal for a BSN Program in a public junior college include a requirement that the NCLEX-RN® examination pass rate for the corresponding associate degree nursing program has been 80% or above for the previous three years.**

**INSTRUCTIONS AND GUIDELINE FOR THE BOARD OF NURSING APPROVAL PROCESS**

1. The governing entity seeking to establish a new Associate Degree (ADN) to Baccalaureate Degree (BSN) in a public junior college should provide to the BON office a letter of intent to develop a proposal. The letter should include contact information for future communication (primary contact person, email address, phone number, and school address).
2. The proposal to the BON may be developed and processed by BON Staff at the same time that approval by THECB is being sought. Approval from the BON would then be “pending approval by THECB”.
3. The author of the proposal should be the individual proposed to serve as program director and shall meet the qualifications in Rule 215.6(f).
4. At least one potential faculty member shall be named before the curriculum development to assist in planning the program of study.

5. An additional resource for proposal development, *New Proposal Approval Process Including Resources for Proposal Development (2017)*, is accessible on the BON website and offers guidance for proposal authors.
6. The proposal should be arranged according to topics listed under the required *Proposal Content Areas* in this guideline should use the following format:
  - A. The proposal may be bound in a **professional binder or binders**. **Please DO NOT use plastic sheet protectors**.
  - B. Include a cover page with the date of the submitted proposal; the name, address, email address, phone, and fax numbers for the governing entity; name and credentials of the proposed director of the program; and the name of the contact person(s), if different from the proposed director.
  - C. Provide a table of contents listing all items in the proposal. The proposal is written in narrative with supporting data in tables and graphs.
  - D. Number all pages sequentially - including appendices.
  - E. Label and number appendices, as appropriate, that may include: statistical information; organizational charts; syllabi; clinical evaluation tools; total program evaluation plan; and documents that support content. Provide a reference list (preferably in APA format) for all citations and sources of data used the proposal. Short items may be included in the body of the proposal with lengthy items included in the appendices.
  - F. Section dividers may be useful to the reader.
8. The proposal should include **hard** copies of the following documents, ***even if the documents are only available online***:
  - A. Nursing Program Faculty Handbook; and
  - B. Nursing Program Student Handbook.
9. The estimated time to enroll students in the program as stated in the proposal should allow sufficient time for the proposal review, revisions, and follow-through activities in the processing and approval of the proposal. The time required in the proposal development process depends upon the status of the proposal with each revision.
10. A **completed** APPLICATION FOR APPROVAL OF NEW NURSING EDUCATION PROGRAM form and the **appropriate fee** [see *Rule 223.1(9)*] must be included with the initial submission of the proposal.
  - A. Education consultants will make a preliminary review of the first submission of the proposal within two weeks of receipt and will advise the program of the general acceptability of the proposal and an estimate of further work. Proposals that are incomplete will not go forward in the review process.
  - B. Two education consultants will review each submission to determine whether the standards for nursing programs set forth in Rule 215, Professional Nursing Education, are addressed.
  - C. The proposal must include all areas as outlined in the *Proposal Content Areas* of

the guideline and contain satisfactory responses to questions the education consultants communicate to the proposal author.

- D. Supporting data should be sufficient in depth and breadth to clearly demonstrate the need for the program and its sustainability. (Please cite all references in the reference list.)
  - E. If the proposal warrants substantial revisions, Board Staff will determine whether a new proposal or addendum will suffice.
  - F. Following the review of the first submission, the proposed program director should provide the education consultant a monthly update of the progress of the proposal.
11. The education consultants are available for questions and **may** schedule an in-house consultation visit or survey visit as needed.
  12. Board Staff will make a determination of approval or denial of the proposal and the Board will be notified through a consent agenda item at the next scheduled Board meeting.
  13. If Board Staff does not find the proposal in compliance with rule requirements, the governing entity must wait at least 12 calendar months from the date of the denial before submitting a new proposal to establish a new professional nursing education program.
  14. Students shall not be enrolled until the program is approved.
  15. A proposal without action for one calendar year from the date of receipt of the first submission will be considered inactive.

**REQUIRED PROPOSAL CONTENT AREAS**  
**ASSOCIATE DEGREE TO BACCALAUREATE DEGREE IN A PUBLIC JUNIOR COLLEGE**  
**[RULE 215.3(a)]**

**PURPOSE AND NEED FOR PROGRAM** [§215.3(a)(2)(F)]

As an introduction, provide a general description of the program being proposed, geographic location, and estimated time line for the program to begin operation (i.e. executive summary).

Provide evidence supporting the need for the proposed program and rationale for the development of the program in the community to be served. Include data from a survey of health care institutions, agencies and clinics in the community that employ nurses and are seeking BSN-prepared nurses. Present an analysis of the data to show vacancies and projected needs for nurses for the first five years of the program. Include a copy of the survey tool(s) in the appendix with names of the responding agencies.

Provide copies of letters from community leaders which indicate support for the new program. Letters from health care settings should indicate the facility will be able to accommodate more nursing students and will consider hiring them upon graduation.

In table format, provide a list and description of other programs in the geographic area including information about:

- the types of programs;
- the enrollment in each program;
- the number of qualified applicants they are unable to accommodate;
- the number of graduates in each program; and
- reported vacancies in each program.

**ADMINISTRATION AND ORGANIZATION** [§215.3; §215.6]

Provide a description of the governing entity, the existing ADN program, and approval status from THECB to offer the BSN.

Provide documentation of administrative approval and support for the proposed program.

Provide organizational charts for the governing entity and nursing education programs indicating chain of command and lines of communication.

Include a completed New Dean/Director/Coordinator Qualification Form and curriculum vitae, following Board guidelines [§215.6] (Refer to Education Guideline 3.4.1.a.) Copies of transcripts will be acceptable to verify credentials.

**FACULTY** [§215.7]

In table format, provide a list of projected faculty indicating their academic credentials, practice experience, areas of expertise, teaching experience, and potential course assignments.

Provide a copy of the Faculty Handbook which includes, but is not limited to:

- evidence of the Faculty Organization with written policies and procedures and/or bylaws to guide the faculty and the program's activities specific to the proposed program;
- job descriptions for director and faculty;
- faculty workload policies;
- written plans for faculty orientation, development, and evaluation specific to the proposed program;
- a copy of the faculty evaluation tool; and
- and policies for part-time faculty and for preceptors.

**STUDENTS** [§215.8]

New Student Enrollment: Provide evidence that the public junior college will maintain or exceed the enrollment available to nursing students enrolled in an associate degree program in the 2016-2017 academic year until the 2021-2022 academic year [SB 2118, Sec. 130.308(c)].

Provide a Nursing Student Handbook with required written student policies, including, but not limited to:

- admission, progression, and graduation nursing program policies, and exceptions, if any;
- pre-entrance examinations and acceptable score;
- withdrawal, reinstatement and dismissal nursing program policies;
- mechanisms that facilitate student mobility/transfer/articulation;
- grading policies for the nursing program;
- evaluation of teaching effectiveness;
- student services, including counseling and financial aid;
- other policies such as those related to non-discrimination, complaints, grievances, appeal procedures and due process, attendance/absences, and holiday/vacation days; and
- mechanisms for student input into the development of academic policies and procedures, and curriculum planning.

**PROGRAM OF STUDY** [§215.5; §215.9]

Provide the proposed program of study including philosophy/mission and general education objectives/outcomes as a basis for the program, conceptual framework, if applicable, and general education program requirements.

Outline the proposed program of study including course descriptions and sequencing of courses.

Provide a description of how the program of study incorporates the *Differentiated Essential Competencies of Graduates of Texas Nursing Programs, (DECs, 2010)* specific to BSN education; and

Provide a description of how the program prepares students to recognize and analyze health care needs, select and apply relevant knowledge and appropriate methods for meeting health care needs of communities and populations, and evaluate the effectiveness of nursing care in those situations.

Provide a description of how learning experiences provide for progressive development of values, knowledge, judgment and advanced nursing skills and allow required aspects/elements described in Rule 215 (including Clinical Evaluation Tools).

Provide catalog descriptions of:

- prerequisite courses that support BSN education required for the degree; and
- nursing courses that include didactic and clinical learning experiences appropriate to the nursing role expectations of BSN education, specifically courses in nursing research, leadership, and community health nursing.

Provide a **complete** syllabus for each nursing course that includes:

- format for delivery of course content or actualization of clinical learning experiences;
- content outline; required textbooks and references; specific evaluation criteria and evaluation tools to measure progression of students' cognitive, affective and psychomotor achievement in course/clinical objectives/outcomes; description of student assignments and grading criteria for each; and
- student learning activities and specific grading policies.

### **CLINICAL LEARNING EXPERIENCES** [§215.10]

Provide a description of cooperative planning with directors of existing nursing programs for use of potential affiliating agencies and clinical practice settings.

Provide written policies in the Faculty and Student Handbooks related to the management of clinical learning experiences including all specific areas identified in Rule 215, to include, but not limited to:

- evidence that faculty will be responsible and accountable for managing clinical learning experiences of students with appropriate faculty to student ratios;
- criteria and rationale for the selection of affiliate agencies or clinical practice settings appropriate for proposed program;
- a description of how the clinical activities will meet program and clinical objectives;
- evaluation of affiliating agencies/clinical facilities or clinical practice settings;
- written agreements between the program and affiliating agencies/clinical facilities which specify the responsibilities of the program to the agency and the responsibilities of the agency to the program;
- when clinical preceptors are used, written agreements between the program, clinical preceptor, and the affiliating agency, when applicable, delineating the functions and responsibilities of the parties involved;
- written criteria for selecting competent clinical preceptors, appropriate to program type;

<p>and</p> <ul style="list-style-type: none"> <li>• evaluation of student performance in clinical learning experiences (criteria for evaluating, frequency of evaluation)</li> </ul>
<p>Provide sample clinical rotation plans/schedules by healthcare facility where students are engaged in practice in such settings.</p>
<p><b><u>RECORDS AND REPORTS</u></b> [§215.12]  Provide a written plan for the storage and retention of program related records, including long-term access for student files and transcript.</p>
<p><b><u>TOTAL PROGRAM EVALUATION*</u></b> [§215.13]  Provide a written plan for the systematic Total Program Evaluation developed by nursing faculty and including the following criteria:</p> <ul style="list-style-type: none"> <li>• evaluative criteria;</li> <li>• frequency of evaluation;</li> <li>• assignment of responsibility;</li> <li>• methodology;</li> <li>• indicators of program and instructional effectiveness; and</li> <li>• action plan for addressing findings.</li> </ul> <p>*The Total Program Evaluation Plan format of the nursing accreditation organization will meet this requirement.</p>
<p>Provide in the written plan for the systematic Total Program Evaluation those broad areas, including:</p> <ul style="list-style-type: none"> <li>• organization and administration of the program (including program policies);</li> <li>• philosophy/mission and objectives/outcomes;</li> <li>• program of study, curriculum, and instructional techniques, including online components, if applicable;</li> <li>• educational facilities, resources, and services;</li> <li>• affiliating agencies and clinical learning activities;</li> <li>• students' achievement;</li> <li>• graduates' performance on the licensing examination;</li> <li>• graduates' nursing competence;</li> <li>• faculty members' performance; and</li> <li>• extension sites/campuses, as appropriate.</li> </ul> <p>(See Education Guideline 3.11.1.a.)</p>
<p><b><u>PLANS FOR NURSING ACCREDITATION:</u></b></p> <ul style="list-style-type: none"> <li>• Provide evidence of a plan to achieve nursing accreditation prior to the graduation of the first cohort of BSN students [SB 2118, Sec. 130.308(b)(3)].</li> </ul>

**Important: Please be aware that references to Texas BON Rule 215 are not all inclusive**

<b>APPLICATION FOR APPROVAL OF NEW NURSING EDUCATION PROGRAM</b>
Name of Governing Entity Applying for Approval of New Nursing Education Program:
Name and Title of the Administrator of the Governing Entity:
Address:
Website Address:
Telephone Number:
Official Title of Proposed Nursing Education Program:
Type of Proposed Nursing Education Program (ADN, BSN, APRN):
Address, if different than above:
Telephone Number, if different than above:
Name and Credentials of Proposed Program Director:
Telephone Number of Proposed Program Director:
Email Address of Proposed Program Director:
<b>New Nursing Education Program Approval Fee (\$2,500) as indicated in Rule 223.1(9) must be submitted with the Proposal to Establish a New Nursing Education Program.</b>
<b>BON staff, as part of the New Nursing Education Program Approval process, will make a survey visit of the proposed nursing education program.</b>

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**BON USE ONLY**

Date Received: \_\_\_\_\_ Payment Number: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Deposit Number: \_\_\_\_\_ Date of Deposit: \_\_\_\_\_