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| For Academic Affairs and Research Use Only | |
| CIP Code: |  |
| Degree Code: |  |

**Letter of Notifications**

**[ ] Undergraduate Curriculum Council**

**[X ] Graduate Council**

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Email completed proposals to [curriculum@astate.edu](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

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| |  |  | | --- | --- | | Dr. Angela Schmidt, Interim | 10/30/2017 |   **Department Curriculum Committee Chair** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **COPE Chair (if applicable)** |
| |  |  | | --- | --- | | Dr. Angela Schmidt, Interim | 10/30/2017 |   **Department Chair:** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Head of Unit (If applicable)** |
| |  |  | | --- | --- | | Deanna Barymon | 11/3/2017 |   **College Curriculum Committee Chair** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Undergraduate Curriculum Council Chair** |
| |  |  | | --- | --- | | Susan Hanrahan 11/6/17 | Enter date |   **College Dean** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Graduate Curriculum Committee Chair** |
| |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **General Education Committee Chair (If applicable)** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Vice Chancellor for Academic Affairs** |

**If you require to fill out a Letter of Notification, please email** [**curriculum@astate.edu**](mailto:curriculum@astate.edu) **or contact Academic Affairs and Research at (870) 972-2030 for guidance PRIOR TO submitting these through the curricular process.**

**1.Contact Person** (Name, Email Address, Phone Number)

**Dr. Angela Smith,** [**asmith@astate.edu**](mailto:asmith@astate.edu)**, 870-972-2403**

**Guide to ADHE Letter of Notifications**

All documentation to be sent to ADHE must be submitted by the Office of Academic Affairs and Research (AAR), and must go through regular curriculum process. Please see the following specific curriculum forms created for changes requiring:

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|  | Established form |
| LON 3 - NEW OPTION, CONCENTRATION, EMPHASIS | New\_Emphasis\_Concentration\_or\_Option\_Proposal\_Form |
| LON 5 - DELETION  (Certificate, Degree, Option/Emphasis/Concentration, Organizational Unit) | Program\_Emphasis\_or\_Minor\_Deletion\_Proposal\_Form |
| LON 11 - RECONFIGURATION OF EXISTING DEGREE PROGRAMS  (Consolidation or Separation of Degrees to Create New Degree) | Reconfig\_Program\_Proposal\_Form |
| For all other LONs, please utilize this form. All other LONs are included in the following pages. A guide for LON selection is available below. Please select the one you require and delete the others, and submit this form through the regular curriculum process. | |

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|  | **Guide to LON Selection** | IMPORTANT NOTES |
| LON 1 | NAME CHANGE OF EXISTING CERTIFICATE, DEGREE, MAJOR, OPTION  OR ORGANIZATIONAL UNIT  (No change in program curriculum, option/emphasis/concentration or organizational structure) |  |
| LON 1-C | CIP CODE CHANGE REQUEST  (No change in program curriculum) | Contact AAR prior to completing this paperwork. |
| LON 2 | ESTABLISHMENT OF ADMINISTRATIVE UNIT  (Center, Division or Institute not offering primary faculty appointments or certificate/degree programs) | Contact AAR prior to completing this paperwork. |
| LON 3 | NEW OPTION, EMPHASIS or CONCENTRATION | Please fill out the appropriate Curriculum Proposal Form as outlined above. The LON is attached to this form. |
| LON 4 | ESTABLISHMENT OF NEW ADMINISTRATIVE UNIT  (Instruction, Research or Service Institute/Center fully supported by non-state funds) | Contact AAR prior to completing this paperwork. |
| LON 5 | DELETION  (Certificate, Degree, Option/Emphasis/Concentration, Organizational Unit) | Please fill out the appropriate Curriculum Proposal Form as outlined above. The LON is attached to this form. |
| LON 6 | Inactive/Reactivate Program | Contact AAR prior to completing this paperwork. |
| LON 7 | REORGANIZATION OF EXISTING ORGANIZATIONAL UNITS | Contact AAR prior to completing this paperwork. |
| LON 8 | UNDERGRADUATE CERTIFICATE PROGRAM  (6-21 semester credit hours) |  |
| LON 9 | UNDERGRADUATE CERTIFICATE PROGRAM  (21-45 semester credit hours)  (75 percent of the coursework currently offered in existing associate or bachelor’s degree program) |  |
| LON 10 | GRADUATE CERTIFICATE PROGRAM  (12-21 semester credit hours) |  |
| LON 11 | RECONFIGURATION OF EXISTING DEGREE PROGRAMS  (Consolidation or Separation of Degrees to Create New Degree) | Please fill out the appropriate Curriculum Proposal Form as outlined above. The LON is attached to this form. |
| LON 11A | RECONFIGURATION OF EXISTING ASSOCIATE DEGREE PROGRAM  (Associate of Arts/Associate of Science changed to Associate of Applied Science)  [separate form required for each degree reconfiguration] | Contact AAR prior to completing this paperwork. |
| LON 11C | CURRICULUM REVISION OF EXISTING CERTIFICATE OR DEGREE PROGRAM |  |
| LON 11D | PROGRAM RECONFIGURATION  Existing Certificate/Degree Reconfigured To Create New Certificate/Degree Offered on Campus and/or by Distance Technology |  |
| LON 11M | RECONFIGURATION OF EXISTING DEGREE PROGRAMS  Modification to Create New Degree  (75% of coursework from existing degree) |  |
| LON 11R | REVISION OF EXISTING CERTIFICATE OR DEGREE PROGRAM  (Act 747) |  |
| LON 11T | RECONFIGURATION OF EXISTING DEGREE PROGRAMS  FOR TRANSFER PURPOSES  Associate of Arts (AA) or Associate of Applied Science (AAS)  Reconfigured to create Associate of Science (AS) in designated field of study  [A separate form is required for each degree reconfiguration] | Contact AAR prior to completing this paperwork. |
| LON 12 | EXISTING CERTIFICATE or DEGREE PROGRAM OFFERED AT OFF-CAMPUS LOCATION |  |
| LON 13 | EXISTING CERTIFICATE or DEGREE OFFERED via DISTANCE TECHNOLOGY |  |

**Bulletin Changes**

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| **Instructions** |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Follow the following guidelines for indicating necessary changes.**  **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.**  - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)  - New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font).  - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)  *You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon 🡪 , and selecting the text you would like to apply the change to.*  *Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

Graduate Certificate in Nurse Administration

Students seeking a certificate as a Nurse Administrator may complete the required 15-18 credit hours without being admitted to the Master of Science in Nursing program or may complete as a Post Graduate Certificate with completion of the MSN degree in another option. This Nurse Administrator Certificate will prepare nurses for Nursing Administration and eligibility for Certification by American Nurses Credentialing Center (ANCC) and /or American Organization of Nurse Executives (AONE).

University Requirements:

See Graduate Degree Policies for additional information (p. 35)

Program Requirements:

NURS 6303, Health Care Issues and Policy

HP 5113 Leadership in Health Professions

HP 6323, Healthcare Law and Quality Improvement

NURS 6353, Budgeting and financial management

NURS 687V, Healthcare Management Seminar 3-6

Total Required Hours: 15-18

**LETTER OF NOTIFICATION - 10**

**GRADUATE CERTIFICATE PROGRAM**

(12-21 SEMESTER CREDIT HOURS)

1. Institution submitting request: **Arkansas State University, College of Nursing and Health Professions, School of Nursing**
2. Contact person/title: **Dr. Angela Smith, AGCNS Program Coordinator**
3. Phone number/e-mail address: **870-972-2403, asmith@astate.edu**
4. Proposed effective date: **Fall 2018**
5. Name of proposed Graduate Certificate Program (Program must consist of 12-21 semester credit hours from existing graduate courses). **Graduate Certificate in Nursing Administration**
6. Proposed CIP Code:
7. Reason for proposed program implementation: **In the MSN program, the Nurse Administrator option has existed but has not had a formalized certificate awarded. The option prepares students for certification through the American Organization of Nurse Executives (AONE) and American Nurses Credentialing Center (ANCC). In addition, this proposal will formalize the Graduate Certificate for Nurse Administration as required by the Accreditation Commission for Education in Nursing (ACEN), the current accreditation for the School of Nursing.**
8. Provide the following:
   1. Curriculum outline - List of courses in new program – Underline required courses

**NURS 6303, Health Care Issues and Policy**

**HP 5113 Leadership in Health Professions**

**HP 6323, Healthcare Law and Quality Improvement**

**NURS 6353, Budgeting and financial management**

**NURS 687V, Healthcare Management Seminar (hours vary based on amount of experience in management or administration at admission)**

**Total Required Hours: 15-18**

* 1. Total semester credit hours required -Program range: **15-18 graduate semester credit hours. Credit hours for NURS 687V vary based on experience in management or administration to be consistent with eligibility requirements for Certification by AACN and AONE.**
  2. New courses and course descriptions- NA (**all are existing courses)**
  3. Program goals and objectives-

**Graduate nursing education builds on a foundation of undergraduate nursing education and provides an opportunity for professional nurses to develop a specialty practice that is congruent with an expanding theoretical and empirical knowledge base. The graduate program in nursing is designed to assist professional nurses to prepare for advanced clinical and functional roles that demand increased accountability, expertise, and leadership. The program facilitates the use of the research process through the course of study and prepares the graduate to be a critical thinker and a self-directed professional who collaborates with consumers and other health care providers. The Nurse Administrator option prepares graduates as Nurse Executives, Administrators and Managers as outlined in the American Organization of Nurse Executives (AONE) competencies. The courses include leadership and management, healthcare law and quality assurance, and budgeting/financial management in the health care setting. Experience in management or administration is required.**

* 1. Expected student learning outcomes-

**Students will integrate theories and concepts from nursing and related disciplines in the implementation of the nurse administrator role. The Student Learner/Graduate will:**

1. **Propose culturally appropriate solutions for complex health care situations presented by individuals, families and populations using processes and knowledge from nursing and related disciplines to foster quality improvement. (AONE Competency 2: Knowledge of the Health Care Environment)**
2. **Demonstrate evidence based clinical practice and decision‐making in providing governance to healthcare organizations. (AONE Competency 2; Knowledge of the Health Care Environment)**
3. **Analyze resource utilization, cost containment, and quality care in nursing care delivery systems. (AONE Competency 5: Business Skills)**
4. **Critique research in nursing and related disciplines as a basis for application to leadership and policy. (AONE Competency**
5. **Initiate cooperative and collaborative relationships to implement personal and professional accountability to foster ethical and effective relationships with stakeholders. (AONE Competency 4: Professionalism; AONE Competency 1: Communication and Relationship Building.)**
6. **Synthesis knowledge of policy issues in managing and delivering health care to individuals, families and populations as applied to research, education, and administration. (AONE Competency 2: Knowledge of the Health Care Environment)**
7. **Assume leadership and consultation roles in the planning, providing, and managing of services and in influencing policy for the health care of individuals, families, and populations. (AONE Competency 3: Leadership; AONE Competency 4 Professionalism)**
8. **Integrate concepts and principles from organizational behavior, resource management, informatics, regulatory, political and quality management fields of study (AONE Competency 5; Business Skills)**
   1. Documentation that program meets employer needs- **Program certificate has existed and is meeting employer needs as the demand for Nurse Administrators continues to grow. Certificate is being formalized to meet accreditation requirements of American Association of Education of Nursing (ACEN), and is compliant with the American Organization of Nurse Executives (AONE) Nurse Executive Competencies and certification requirements.** **The request for this Certificate option was requested by CEOs in the area recently as received by the Dean, College of Nursing and Health Professions, Arkansas State University.**
   2. Student demand (projected enrollment) for program- **Projected enrollment is based on “as needed” requests for Nurse Administrator. Data from Nursing Advisory Board indicates need with 2-3 or more per year requesting. Courses are shared with other disciplines.**
   3. Name of institutions offering similar program and the institution(s) used as a model to develop the proposed program- **In Arkansas, the University of Arkansas at Fayetteville and University of Arkansas for Medical Sciences, have options for Nurse Administrator or Nurse Executive. Other similar online Graduate Nursing programs include: University of Texas at Arlington, Indiana Wesleyan University, Capella and Chamberlan.**
   4. Scheduled program review date (within 10 years of program implementation)- **2020 accreditation review for continued accreditation by Accreditation Commission of Education of Nursing (ACEN)**
9. Provide documentation that proposed program has received full approval by licensure/certification entity, if required. (A graduate certificate offered for teacher/educator administrator licensure must be reviewed/approved by the Arkansas Department of Education prior to consideration by the Coordinating Board; therefore, the Education Protocol Form must be submitted to ADHE along with the Letter of Notification.)- **NA (current accreditation for the School of Nursing by ACEN until 2020)**
10. Institutional curriculum committee review/approval date: **Graduate Council**
11. Will this program be offered on-campus, off-campus or via distance delivery? If yes, indicate mode of distance delivery. **Courses will be offered in the same manner as current MSN Program courses: blended with course offerings on-campus, blended on-line, and appropriate clinical practicum sites (faculty supervised clinical contact hours) under contract with the College of Nursing and Health Professions (CNHP), Arkansas State University.**
12. Identify off-campus location. Provide a copy of e-mail notification to other institutions in the area of the proposed off-campus program offering.- **NA (off campus locations are only for clinical practicum sites at healthcare facilities currently contracted with Arkansas State University, CNHP).**
13. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date: