

Example

BSN IMPLEMENTATION TIMELINE <https://spsd.mdc.edu/cwc/bsn/default.aspx>

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DATE	TASK/ACTIVITY	COMMITTEE	COMMENTS	STATUS	
				Pending info	Complete
<i>February-March, 2007</i>	Develop Memorandum of Agreement (MOA)	Wil Bailey/State	Received from State on May 18, 2007. Reviewed and approved.	May 25, 2007	May 30, 2007
	List criteria for initial release of funds, and for continuing program approval as stipulated by the State				
	Upon approval, the MOA will be signed by the Miami Dade College President and the Commissioner on behalf of the SBE				May 30, 2007
	Funding, as determined by the Commissioner, approved by the SBE, and specified in the MOA, will be released upon receipt of the signed MOA.				
May 14, 2007	Develop Plan of Action in case of program termination	KK Bentil Academic	Termination agreement by 5/25/07 – Lessie Pryor Asked NLNAC for req. for consultant – Has no response. Will keep looking. Linda Lockshin to work with Mollie DeHart. Lessie Pryor met with Mollie DeHart to modify a draft of the Termination Agreement. Additional feedback submitted on 5/31/07. Completed June 11. Feedback from Implementation Committee to Lessie by June 8, 2007. Based on the discussion on June 11 th a decision was made to approve the BSN program termination plan.	This has been posted and needs to be reviewed by IC by June 8 th .	June 11, 2007
<i>April-May, 2007</i>	Upon SBE approval, MDC begins the BSN implementation process including:				
May 25, 2007 (end of year)	<ul style="list-style-type: none"> Budget 	Resources			

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	<ul style="list-style-type: none"> • Budget for 06-07 and 07-08 request to Business Affairs • Ensure that accounts are coded 		<ul style="list-style-type: none"> • Madeline Pumariega provided to MJ 5/15/07 • End of year list to MJ Mitzenmacher • List of equipment needed. • Posting of positions no later than next week. <p>Wil Bailey stated that the BSN budget is available. The funding from the State is \$236,900 and \$37,376 for lab fees. Dr. Sigler is working with EH Levering on budget figures and will take final budget to Dr. Padron. After approval from Dr. Padron, positions will be posted. Budget approved by Dr. Padron. Position postings sent to Human Resources as of July 18, 2007.</p>	As of June 4, EH Levering will discuss with Padron.	Budget finalized July 18, 2007
	<ul style="list-style-type: none"> ○ preliminary Capital Outlay for equipment 		<p>Responsible within sub-committee:</p> <ul style="list-style-type: none"> • Dan Edgington • Ramona Edwards 	Partial. To be continued	
	<ul style="list-style-type: none"> ○ other equipment, including purchase of information technology/teleconferencing equipment 	Academic/ Resources	<p>Responsible with resources sub-committee:</p> <ul style="list-style-type: none"> • Maxine Black-Arias • Rosa De La Torre <p>Identify timeframe to begin ordering equipment, technology, and lab needs.</p>		December 3
	<ul style="list-style-type: none"> ○ facility renovation 	Resources	<p>Responsible within sub-committee:</p> <ul style="list-style-type: none"> • Ramona Edwards 	Scheduled to begin in June	Offices finished –

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			<ul style="list-style-type: none"> Ensure that offices are equipped for new positions (computers/printers/phones, e-mail accounts, etc.) Ordering of equipments, technology, office supplies and classroom supplies. First phase of construction is complete. Other phase of construction will resume October 1.	2007	Furniture in place Completed by Nov. 26
	○ communication technology				N/A

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	<ul style="list-style-type: none"> • Hiring/screening committees and guidelines <ul style="list-style-type: none"> ○ Org charts, descriptions to HR ○ Hire NLN approved Consultant 	Academic	<p>Information to HR Consultant: Pryor will provide info to Bentil/DeHart by May 11 Emails sent to the Deputy Executive Director for the NLNAC on 5/14 and 5/21 requesting recommendations for possible consultants has failed to produce any response. A phone messages to the Executive Director on 5/30 has also failed to produce a response for assistance. A phone call to the NLNAC for additional support for a possible consultant on 5/31 has also resulted in no provision of information. On June 1, I sent an email to the American Association of Colleges of Nursing One Dupont Circle, NW Suite 530 Washington, DC 20036 Phone: (202) 463-6930 Fax: (202) 785-8320 seeking their assistance in identifying a Consultant for the BSN program. Received an email from Dr. Carol Gilbert [cgilbert@nlnac.org] on June 4th with the following suggestions Consultants for implementation of the BSN program:</p> <p><i>Joe Catalano, PhD, RN Professor & Chair Department of Nursing East Central University 1100 E 14th St Ada, OK 74820 Telephone: (580) 559-5343 Email: jcatalan@ecok.edu</i></p> <p><i>Brenda Nichols, DNSc, RN Dean, Arts & Sciences Lamar University P O Box 10058 Beaumont, TX 77710</i></p>	<p>Mary De Laosa indicated that posting may transpire by June 8.</p> <p>Pryor received information from NLN and faculty committee will review names provided.</p> <p>Draft should be developed by sub committee by June 18.</p> <p>Frame work for BSN program should be worked on by sub committee. Committee should return with comments by</p>		

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	<ul style="list-style-type: none"> • Identify requirements for license – FL or USA • Confirm the requirements for admission 	Academic	<p>Need to have this ready before any marketing information can be developed or advisement can commence.</p> <p>NEEDS TO BE COMPLETED BY 5/25/07 A phone call to the Florida Board of Nursing has resulted in a statement that all nurses working in the State of Florida must be licensed by the Florida Board of Nursing. Therefore, we believe that we should require that all applicants applying to our RN to BSN program must possess a Florida Board of Nursing License.</p> <p>--Admission requirements reviewed by Paola Documet, Lessie Pryor and Madeline Pumariega were submitted to Dr DeHart and nursing faculty for feedback.</p> <p>--Dr. DeHart received the feedback from the State with the course number – NUR 4945C.</p> <p>--Dr. Mackey or Lessie will do the following: Report on the length and format of the BSN qualification course through CT&D.</p> <p>--When this course (and the other Virtual training courses) be offered for the current nursing faculty.</p> <p>--Who will be teaching the four different BSN sections in Jan 2008; and</p> <p>--A tentative development schedule (with Developer identified) for BSN course to be taught in future semesters. Summer scheduled as of Nov. 2007.</p>	<p>M Dehart will confer with Dwight Smith regarding degree level required for Associates level (MSN?)</p> <p>Dr. DeHart still awaiting response from State.</p> <p>Dr. DeHart will clarify course number and class it represents– July 23.</p> <p>Report due Sept. 10.</p>	<p>Confirmed— Master's required for associate level.</p> <p>Course number confirmed.</p>

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			--SACS grid to go to ALC during Fall 2008) Dr. Mackey --Four class sections 2 taught with terminal degrees Online must be certified by Angel All faculty will be required to take 6-hour CT&D course --Dr. Mackey will get online courses up. --Seniority and terminal degree determine course selection criteria. --BSN certification classes will begin October 3 and 4 th . The classes are posted on CT&D. --Dr. DeHart stated that Committee need to work with student services and have ILC completed by October 15. --If course is to be developed, it has to go to Academic Leadership Council by October 18 and then to CASSC by December. --2 finalists for Chair BSN faculty chair in progress 2 regular chairs - open	Concerns re- teaching Dr. Pat Stephenson Has concerns Faculty election of courses to teach by Oct. 8 Upper division elective course for Spring 2008 must go to CASSC in Oct. 2007 --Online	Will use course # CJE 3444

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				orientation Jan. 8 --To be continued in Spring 2008	
	<ul style="list-style-type: none"> MDC posts: <ul style="list-style-type: none"> o 1 Doctoral-prepared departmental chair 	Administrative	<p>Posting of chair position is awaiting approval. Information for hiring positions May 11, 2007 from Pryor . Submitted all positions to Budget on 5/15/07. Waiting funding approval by 5/25/07.</p> <p>Committee is formed and there are two valuable applicants for this position. Committee chair was informed to go ahead with interview process.</p> <p>Discussion is continuing re: elective course and ILC. The process and development of the ILC must be completed by Oct. 8.</p> <p>Update and report on elective courses for upper division courses.</p> <p>Report from Dr. Sigler re: working with BAS – Public Safety Management..</p> <p>Dr. Mackey and Dr. Sigler met with finalists for Director position, this process is still ongoing.</p>	<p>Waiting funding approval by 5/25/07.</p> <p>Positions will be posted.</p> <p>Position sent to HR to be posted 7/19/07.</p> <p>Due Oct. 8. Due Oct. 22. Develop upper div courses Sp 2008</p> <p>Due Oct. 22</p>	<p>Funding approved 7/18/07</p> <p>posting up 7/25/07</p>

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			Interview is being conducted with 2 applicants for the BSN chair on 10/8. Committee for Director of Nursing position is being reconvened to review additional applicants. Dr. Mackey stated that hopefully within two weeks he hopes to have the position filled.	Committee has not met. 9/10/07 Chair and Director position should be filled by Oct. 15.	
	<ul style="list-style-type: none"> ○ 1 Full-time (FT) Doctoral-prepared faculty 		Job descriptions submitted to Beverly Moore-Garcia and Mary De Laosa, on Friday, 5/10/07 by Lessie Pryor. Dr. Mackey interviewing candidates on Friday September 14. Candidate was interviewed, hiring process on hold. Director and chair person position will be finalized by Oct. 19. Letters to all CEOs re: program drafted for Fall classes.	Position sent to HR to be posted 7/19/07 Please provide status update of posted positions for 09/10 Clarification will be given week of Oct. 1. Report due Oct. 29 Chair and	Posting Complete 7/25/07 School Director hired on Board Dec. 3, 2007. No longer applicable. Will be re-assessed.

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				faculty position to be addressed.	
	<ul style="list-style-type: none"> o 1 FT MLS Faculty Librarian 				
	<ul style="list-style-type: none"> o 1 Instructional Designer 		Job descriptions submitted to Beverly Moore-Garcia and Mary De Laosa, on Friday, 5/10/07 by Lessie Pryor. Nova Todd offered Instructional Design position and accepted. Starts position effective Oct. 1. Nova Todd resigned from position – Instructional Designer position to be re-posted.	Position sent to HR to be posted as of 7/19/07 Position being reposted. New posting for Jan. 2008	Hiring complete 9/20. New finalist as of 11/2007. Didn't Accept.
	<ul style="list-style-type: none"> o 1 Recruiter/ Advisor 		Job descriptions submitted to Beverly Moore-Garcia and Mary De Laosa, on Friday, 5/10/07 by Lessie Pryor.	On hold due to budget goes to 2008-09	
	<ul style="list-style-type: none"> o 1 Student Services Assistant 		Job descriptions submitted to Beverly Moore-Garcia and Mary De Laosa, on Friday, 5/10/07 by Lessie Pryor.	On hold until 2008-09	
	<ul style="list-style-type: none"> o 1 Secretary 		Job descriptions submitted to Beverly Moore-Garcia and Mary De Laosa, on Friday, 5/10/07 by Lessie Pryor.	On hold until 2008-09	

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	<ul style="list-style-type: none"> ○ 1 Part-time Graphic Designer 		Job descriptions submitted to Beverly Moore-Garcia and Mary De Laosa, on Friday, 5/10/07 by Lessie Pryor.	On hold until 2008-09	
May - Sept. 2007					
	Advisement:	Student Services			
Started May 2007-	<ul style="list-style-type: none"> • MDC advises potential BSN nursing students to complete general education, common prerequisites, and/or elective courses in Fall 2007 → Development of Advisement Sheets 		Responsible within sub-committee – Paola Documet Use RN-BSN curriculum sheets in proposal until degree audit is done. Started recruitment of MDC grads. Advisement of potential BSN students started 5/25/07. All advisors at Medical Center Campus have been provided information about program as have all MDC Advisement Directors. Advisement sheets will be developed upon final approval of marketing material and requirements by the BSN steering committee. Preliminary advisement sheets were developed. UPDATE: Advisement sheets still in progress. Meeting with Nora Cooper, David Michael Kaiser, Julian Chiu, and Dr. DeHart identified additional changes. Will be ready for review by 7/23. Approximately 10-15 students daily are scheduled for appointments for BSN information	on going task Update for 09/10 Advisor sheets should be available on	Using degree audit and sheets. Complete

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			and review of their courses.	<i>July 10. Update for 09/10 Note: look at BSN website – Mark Nestor to be contacted.</i>	
	Marketing:	Student Services		Tuition Reimbursement: Dr. Sigler will talk with CEOs re: paying for student's classes prior to MDC being accredited (by 1 st graduating class)	
	<ul style="list-style-type: none"> • MDC commences marketing campaign in the MDC service area <ul style="list-style-type: none"> ○ Marketing media includes <ul style="list-style-type: none"> ○ publications/posters, ○ newsprint, 		Responsible within sub-committee – Erica Redman and Robert Wilcosky First Open House session will be during June 9 th Open House. Additional Open House session will	5/25/07 <i>Please provide</i>	June 9 Open House

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	<ul style="list-style-type: none"> o radio o Recruitment <ul style="list-style-type: none"> o MCC Kick-off Event o Second Open House o Open House o Target Populations include <ul style="list-style-type: none"> o Alumni o Hospitals o Community o Maintain tracking log for reporting purposes 		<p>be scheduled for July/August timeframe solely for the BSN program. BSN Open House July and August. Marketing campaign of Alumni commenced via phone on 5/11/07. Preliminary recruitment information provided by Erica for approval. Was sent to printers 5/23/07. Printers returned draft for final approval by steering committee. BSN website will be posted upon approval of marketing materials by the BSN steering committee. First open house scheduled for 6/9/07.</p> <p>Robert Wilcosky and Erica Redman started recruitment June 2007. Kick-off event in January 2008. Letters mailed out for second information session on July 6th. Second information session scheduled for July 25th at 6pm. Lessie Pryor will identify Nursing faculty to attend this meeting to provide information about course content, etc.</p> <p>Academic and Student Services area must work together on "individualized learning contract". Item should be ready for review by August 1.</p> <p>Committee to develop a procedure for student who does not have AS degree. The committee should also develop an Individual Learning</p>	<p><i>report of Open House at June 11 meeting.</i></p> <p><i>142 applications received 10 are qualified. Reviewing remainder.</i></p> <p>Report for 09/10</p> <p>Committee report due Sept. 24th</p>	<p>Completed. 22 potential applicants w/ all criteria</p> <p>Marketing materials at printers. Completed</p>

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			<p>Contract.</p> <p>Selection and ranking process of applicants.</p> <p>Breakdown of applicant pool was completed, with 85 percent minority, 13 percent non-minority and 2 percent other.</p> <p>Committee still working on finalizing the ILC. Dr. Mackey will take leadership on developing the ILC. He will be working with Lessie, Dixie and Madeline.</p> <p>Individual Learning Contract completed. Critical Thinking Exam and Learning Contract – The divisions of Academics, Student Services and Learning Resources will meet to consolidate and coordinate the Critical Thinking Exam and Learning Contract process by November 5, 2007.</p> <p>Angel orientation scheduled for Jan 8, 2008.</p>	Due by Sept. 21.	<p>Complete</p> <p>Completed Nov. 5, 2007</p> <p>Orientation scheduled for Dec. 5.</p>
	Admission/Student Services Information: Admission Requirements/Acceptance Criteria (e.g., Enrollment Goals/Guidelines, Student Eligibility/Limited Admission requirements, Licensure, applicant status tracking, Testing/Placement, Supplemental Application development, Application letters/inquiry cycles and procedures including acceptance, non-acceptance):	Student Services	<p>Admission letters will be sent in early October. Final decision to accept students will be made in December.</p> <p>Acceptance and provisional letters are being sent to students on Oct 17-19.</p>	On going. Report due Oct. 29.	<p>Complete</p> <p>Completed</p>

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			Letters for those not admitted are being drafted. On Nov. 19 – 11 more letters out – looking at 90 who may be eligible		64 students accepted for Sp 2008. 57 attended Orientation.
	<ul style="list-style-type: none"> Enrollment Goals 		Per proposal, 30 students (full-time) Does not have to be 30 students, must fulfill FTE requirements – 60 part-time students will be admitted for Spring 2008 term.	5/11/07 COMPLETE D	5/11/07 YES
	<ul style="list-style-type: none"> Admissions Materials: <ul style="list-style-type: none"> Supplemental application 		Need to preview BAS application. Responsible within sub-committee: <ul style="list-style-type: none"> Lessie Pryor Paola Documet William Rogers Preliminary draft of application is complete and awaiting final approval by BSN steering committee. Has been approved by Interim Director of Nursing, Nursing Faculty and Student and Administrative Dean.	Plans to be on line July 1, 2007.	Complete
			Additional delays due to degree audit. After meeting on 7/13 with Nora Cooper, Julian Chiu, David Michael Kaiser and Dr. Dehart, application should be online within 1 week. Expected date to post will be 7/23.	On going	Complete
	<ul style="list-style-type: none"> Program Codes: <ul style="list-style-type: none"> Pre-select 		Responsible within subcommittee: <ul style="list-style-type: none"> Lily Lindo 	6/1/07- Pre-select	Program Codes

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	<ul style="list-style-type: none"> ○ In-program • Award type for BSN • Credit type for BSN • Special Designator to identify students 		<ul style="list-style-type: none"> • Steve Kelly Pre-select BSN In-program BSN Needs to have letter value. NOTE: Per Dr. DeHart: CIP code: 1105116010 Pre-select code: N5100 In-program code: N9100		finalized 05/21/2007
	<ul style="list-style-type: none"> • Admissions: Limited Access (University admissions criteria): <ul style="list-style-type: none"> ○ Admissions requirements ○ Student Eligibility ○ Tracking log 		Responsible within sub-committee: <ul style="list-style-type: none"> • Lessie Pryor • Madeline Pumariega • Paola Documet • Paula Bonawitz • Olga Quintana Will work with Academic sub-committee to develop admissions requirements. Student and Academic subcommittees have identified admissions requirements.	6/1/07	Admissions requirements student eligibility Complete 6/8 Complete
			Tracking log is in development. Will utilize Odyssey screen required for tracking as well as internal tracking system.		Method of maintaining tracking log still in progress. Will have a better means of reviewing process once online
			On line tracking log is still in the development stages.		
			Restrictions by major code have been		

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			established for (N 9100)	application is tested. Student application will be accepted on a manual basis. A spreadsheet is being developed to do manual tracking.	
	<ul style="list-style-type: none"> • Course Dictionary • Curriculum guides <p>Common course pre-requisites and CIP codes must be approved by DOE Articulation Coordinating Committee's Oversight Committee one semester prior to implementation</p>		Responsible within sub-committee: <ul style="list-style-type: none"> • Julian Chiu • Sheri Goldstein • Lessie Pryor • Madeline Pumariega • Needs to be assigned (with assistance from DeHart/JChiu). NOTE: Per Dr. DeHart: CIP code: 1105116010 Pre-select code: N5100 In-program code: N9100 Status of the nursing courses; they were submitted to the State Common Course	6/1/07 Common course pre-reqs must go to State in August 2007	Complete-- Common Course Prerequisite Manual information submitted to the State 09/10

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			<p>Numbering System (SCNS) on May 24, 2007. The courses were reviewed by the SCNS Administrator and forwarded to the State Discipline Coordinator where it is currently.</p> <p>It is probable that the courses will be returned to us tentatively around the second or third week of June (but it may be earlier).</p> <p>Julian Chiu keep Dr. Goldstein informed should any new developments occur.</p> <p>Nursing has developed PT and FT curriculum guides. These are awaiting final approval of BSN steering committee.</p> <p>Upper division elective course decision for Spring 2008 will be made today 10/29. Elective course – needs to be completed by closing of school.</p>	<p>Note: Have re-checked with State as of 06/22—no info.</p> <p>Prior to report on changes or approval by July 9.</p> <p>Will use CJE 3444.</p>	Completed
	<ul style="list-style-type: none"> Update Student Life Handbook 		<p>Responsible within sub-committee:</p> <ul style="list-style-type: none"> Lorraine Hahn Erica Redman 	6/1/07	Completed 6/9/07
	<ul style="list-style-type: none"> Cycle of letters: <ul style="list-style-type: none"> Applicant Letters Acceptance to program letters Letters for unsuccessful applicants 		<p>Responsible within sub-committee:</p> <ul style="list-style-type: none"> Olga Quintana William Rogers Paola Documet 	7/23/07 – SAMPLE letters	Complete

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			<ul style="list-style-type: none"> • Madeline Pumariega <p>Began development of letters. Sample letters will be ready by July 23.</p>	11/19 – Dr. Kathy Thomas is reviewing will be sent out by Wed. Nov. 21	
	<ul style="list-style-type: none"> • Transcript Evaluation (General Education credits) • Process for transfer students 		<p>Responsible within sub-committee:</p> <ul style="list-style-type: none"> • Rulx Jean Bart • Raul Garcia • Paola Documet • Paula Bonawitz <p>NOTE: Follow-up with a company to identify cost and process for evaluations. Consider implication of foreign graduates with US RN license, US RN license without AS degree (from Hospital based diploma programs), etc.</p>	July 2007	Completed July 2007
	<ul style="list-style-type: none"> • Financial Aid 		<p>Responsible within sub-committee: Lily Lindo</p> <p>Look at note on page 9 – Tuition reimbursement. Also could be eligible for Pell (if they meet requirement)</p>	July 2007	Complete
	<ul style="list-style-type: none"> • Testing 		<p>Responsible within sub-committee: Jose Tavarez</p>	July 2007	Complete

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	<ul style="list-style-type: none"> • Degree Audit <ul style="list-style-type: none"> ○ Escrow credits for NUR3997 ○ Degree Audit for pre-select ○ Degree audit for in-program • ACC Oversight Committee information due (see 06/01/2007): <ul style="list-style-type: none"> ○ Common prerequisites ○ CIP codes <p>NOTE: Per Dr. DeHart: CIP code: 1105116010 Pre-select code: N5100 In-program code: N9100</p>		<p>Responsible within sub-committee:</p> <ul style="list-style-type: none"> • Paola Documet • Lily Lindo • Rulx Jean Bart • Sheri Goldstein • Nora Cooper • Gabe Gianni • Sheri Goldstein • Rulx Jean Bart • Gabe Gianni • Olga Quintana • Jackie Power 	<p>8/1/07</p> <p><i>Degree audit In acceptance mode for testing as of 06/22</i></p> <p><i>Working on it – by mid July</i></p> <p>Still working on degree audit for N5100 and N9100.</p> <p>11/19/2007 <i>Paola will work with Julian Chiu re: final course numbers.</i></p> <p><i>Information must match page 139. Due June 8. Electronic</i></p>	<p>6/8 Admission criteria identified along with courses.</p>	<p>Completed 12/3</p>

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			steering committee. Common prerequisites have been identified as: BSC 2085/L BSC 2086/L CHM 1033/L MCB 2010/L HUN 1201 STA 2023 PSY 2012 SYG 2000 DEP 2000 Degree audit has been started with Chiu and Hodges (in acceptance mode for testing as of 06/22). Nora Cooper, Julian Chiu, David Michael Kaiser, Paola Documet and Dr. DeHart met on 7/13 to discuss changes to degree audit. Multiple changes need to occur which involves different departments of IT throughout district office. Julian Chiu, Nora Cooper, and David M. Kaiser will take the lead. Lily Lindo and Nursing are working on technical manual of procedure for escrow credits. Report on final cost due July 23. Lilly Lindo stated crosswalk to go to Dulce the week of September 24.	<i>application and admission criteria language due June 8.</i> <i>Ongoing. – Report on technical manual and cost for crosswalk course by July 16.</i> In program audit due from Julian Chiu by Sept 17.	Complete Completed 12/3

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			<p>Technical Manual of Procedures still being reviewed. Updated copy will be posted on Sharepoint. Input is needed, feedback to committee members no later than 9/28</p> <p>Technical manual being reviewed and revised.</p> <p>Dr. DeHart will meet with Ms Lindo regarding updates. Dr. DeHart working with Ms Lindo and Lessie regarding the Technical Manual. Ms. Lindo will change the BSN courses from 3081 to 3085. Ms. Lindo will send out the manual with correct information.</p>	<p>Report due Oct. 22. Update – due Nov. 21.</p>	<p style="text-align: right; color: green;">Complete 12/03</p>
	<ul style="list-style-type: none"> Handbook of Classes 		<p>Responsible within sub-committee:</p> <ul style="list-style-type: none"> Lily Lindo Lessie Pryor Nelly Kairuz Mollie DeHart <p>VA rep is coming to look at course catalog week of October 27.</p>	<p>Need informational page for publication of Fall Handbook by _____ ASTRA assignments of courses</p>	<p style="text-align: right; color: green;">Completed Oct. 2007</p> <p style="text-align: right; color: green;">Complete</p>

Example

BSN IMPLEMENTATION TIMELINE <https://spsd.mdc.edu/cwc/bsn/default.aspx>

= Complete
 = Pending

DATE	TASK/ACTIVITY	COMMITTEE	COMMENTS	STATUS	
				Pending info	Complete
				need to be done by _____. Dr. Kathy Thomas is looking at handbook – awaiting suggestions. To be finalized by 7/30. Final review of Orientation Policy Manual – feedback needed by Aug. 3.	Complete
	<ul style="list-style-type: none"> Orientation Handbook 		Responsible within sub-committee: <ul style="list-style-type: none"> Sheri Goldstein Sheri Goldstein will also developed one page for the Orientation handbook with information on all 3 bachelor programs. Committee need to revisit the orientation	<i>Due October</i>	

Example

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- = Complete
- = Pending

DATE	TASK/ACTIVITY	COMMITTEE	COMMENTS	STATUS	
				Pending info	Complete
			handbook for clarification re: requirements for acceptance to the program.	<i>8. Update due Nov. 21</i>	Complete
	<ul style="list-style-type: none"> International Students 		Responsible within sub-committee: <ul style="list-style-type: none"> Jeannette Francis Paula Epstein 	<i>On-going</i>	
	<ul style="list-style-type: none"> Campus Liaisons 		New Student Center Directors	Ongoing	
	<ul style="list-style-type: none"> Update Catalog 		Resource: <ul style="list-style-type: none"> Mollie DeHart Lilly Lindo will work with Karen to get the courses listed in the catalog.	Aug. 2007 Note: Action Plan out to ALC 06/22— on-going project.	
	<ul style="list-style-type: none"> Collection of Enrollment Data including admissions and completions 	Student Services/IR	Responsible within sub-committee: <ul style="list-style-type: none"> Cathy Morris/Elizabeth Maytin Lily Lindo JBashford: Data Elements posted on SharePoint May 10, 2007. JBashford: Surveys and Master plan needs to be completed by Jan, 2008	Ongoing Due by Jan. 2008.	

Example

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= Complete
 = Pending

DATE	TASK/ACTIVITY	COMMITTEE	COMMENTS	STATUS	
				Pending info	Complete
			<p>Dr. Bashford to give report on measurable outcome Aug. 13. Assessment Employability – key indicators re-effectiveness</p> <p>Dr. Goldstein will take the lead on developing the Employability survey to be given to Dr. Bashford. Dr. Goldstein will create a committee that will include nursing faculty and the testing director.</p> <p>Dr. DeHart had questions regarding the intake/survey forms. Dr. DeHart will contact Dr. Goldstein and Dr. Bashford for clarification. Will be brought to committee on Nov. 19</p> <p>Assessment Surveys and Supplemental intake is emailed to members of Committee. Feedback is due to Dr. Goldstein by noon Friday, Oct. 5.</p> <p>Dr. DeHart and Ms. Lindo working on finalization of the crosswalk.</p>	<p>Due to Dr. Bashford 3rd week of October and to Committee by Nov. 1.</p> <p>I</p> <p>n progress due to Dr. Bashford by October 19th.</p> <p>Due Nov. 26</p>	<p>Complete 10/8/07</p>
	Hiring of positions for June 2007:	Academic		On hold	
	<ul style="list-style-type: none"> 1 part-time Graphic Designer 			On hold	

Example

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= Complete
 = Pending

DATE	TASK/ACTIVITY	COMMITTEE	COMMENTS	STATUS	
				Pending info	Complete
<i>July, 2007</i>					
	Interviewing/Hiring of positions for July 2007:	Academic		On hold	
	<ul style="list-style-type: none"> 1 Doctoral-prepared departmental chair 		Interview process – on-going To be addressed	On hold	
	<ul style="list-style-type: none"> 1 Doctoral-prepared FT faculty 		Interview process – ongoing To be addressed	On hold	
	<ul style="list-style-type: none"> 1 FT MLS Faculty Librarian 			On hold	
	<ul style="list-style-type: none"> 1 Instructional Designer 		Hired – Position to be re-posted		Complete 9/20 - Reposting for Jan. 2008
	<ul style="list-style-type: none"> 1 Recruiter/Advisor 			On hold	
	<ul style="list-style-type: none"> 1 Student Services Assistant 			On hold	
	<ul style="list-style-type: none"> 1 Secretary 			On hold	
<i>August, 2007</i>					
	Library	Resources			

Example

BSN IMPLEMENTATION TIMELINE <https://spsd.mdc.edu/cwc/bsn/default.aspx>

- = Complete
- = Pending

DATE	TASK/ACTIVITY	COMMITTEE	COMMENTS	STATUS	
				Pending info	Complete
	<ul style="list-style-type: none"> • MDC library submits library resource recommendations. • Abella will develop online library module 		<p>Responsible within sub-committee:</p> <ul style="list-style-type: none"> • Elisa Abella • Maxine Black-Arias <p>Provided information on materials to Dean Pumariega. Gathering information on Online journals. Would like to have library materials by October 2007.</p> <p>Elisa ready to place orders for library resource materials. Will be working with Luis Cedeno in Nursing.</p> <p>Book orders have been placed, and the books will be in by January. Cataloguing processing is starting at the present time.</p>	<p>Faculty input deadline today 9/10/07.</p> <p>Outreach</p>	<p>Budget approved for book cataloging. 9/10/07</p>
September-December, 2007					
	<p>Academic Issues</p> <ul style="list-style-type: none"> o Course scheduling/sequencing o Textbook selection o Instructional materials (syllabi) o On-line course development o Accreditation 	Academic	<p>Sub-committee will meet to provide details and timelines Started identifying information. List of suggested textbooks submitted to Lessie Pryor on May 24th were forwarded to Violeta Aguilar-Figuly, Annette Tomlinson, Prapapis Pitayapisut, Lenora Yates, and Sophia Reeves for review. Sophia Reeves has been asked by L. Pryor to contact the book representatives who</p>		

Example

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■ = Complete
■ = Pending

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				Pending info	Complete
			<p>publish these textbooks for preview copies, textbook critiques information, and a list of BSN Schools of Nursing currently using these textbooks. Violeta has also obtained a textbook critique guide to assist in reviewing these textbooks.</p> <p>Alter L. Pryor conducted a survey of nursing faculty in the School of Nursing for suggestions as to which 3000 level BSN course would be appropriate for an online course. The majority of the nursing faculty surveyed votes supported NUR 3041 – Culture in Nursing Practice to become the first BSN online course. The NUR 3041 course competencies and syllabus submitted by Dr. Kathy Thomas were emailed by L. Pryor to Dr. Mark Nestor, the Medical Center Campus CIO, who has identified a nurse consultant and other staff with technical expertise to facilitate the development of the NUR 3041- Culture in Nursing Practice Course.</p> <p>Dr. Kathy Thomas, with the assistance of BSN School of Nursing BSN proposal committee members, will submit the BSN course syllabi for review on Monday, June 4th.</p> <p>A draft of the Spring, Summer and Fall Course offering has been developed as of today, June 1st. These schedules will be shared at the June</p>	<p>Post FT and PT. Review due June 8.</p> <p>The syllabi will be posted on SharePoint and should be reviewed by June 8.</p>	<p>Complete</p> <p>Complete</p>

Example

BSN IMPLEMENTATION TIMELINE <https://spsd.mdc.edu/cwc/bsn/default.aspx>

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DATE	TASK/ACTIVITY	COMMITTEE	COMMENTS	STATUS	
				Pending info	Complete
			<p>4th meeting.</p> <p>Student Services and Academic affairs to discuss elective course. Consultant to be a part of the discussion. Item should be brought back to the committee on August 6.</p> <p>Dr. Petrozella working with faculty and CT&D in developing orientation course.</p> <p>Dr. Petrozella is working with other nursing faculty members to develop an elective course for the BSN program. The elective course information should be made available no later than Feb 1, 2008.</p> <p>Textbook selection is underway, and the books should be in by December 5th.</p> <p>Online courses are posted and quals have been established.</p>	<p>Per Consultant, upper division elective should be outside Nursing. Need to identify/develop 3000 level Elective(s)</p> <p>Development of 3000 level electives needs to be completed ASAP for Jan. 2008.— Note: Use Crim Justice for Jan. Develop other courses at later time.</p>	<p>Complete for Spring 2008, but additional courses need to be developed.</p> <p>Complete</p>

Example

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- = Complete
- = Pending

DATE	TASK/ACTIVITY	COMMITTEE	COMMENTS	STATUS	
				Pending info	Complete
	Student Services Issues <ul style="list-style-type: none"> ○ Rolling application review ○ Admission and advisement of new RN-BSN students ○ Orientation and Advisement for new students beginning January 2008 	Student Services	School of Nursing is responsible for application review, admissions, advisement of in-program students and Orientation. Academic Advisement at Medical will be an available resource to provide assistance. Ms. Lindo needs to put online courses on the schedule for Spring 2008 registration. Ms. Lindo will verify application requirement by October 8. 64 applications have been received; of those 21 applicants are qualified for admission and 43 need to complete course or courses. Orientation is scheduled for December 5 th . Online students will be advised on Dec. 5 and an additional online orientation (TBA)	October 8.	Complete 64 students accepted. 57 students went through Orientation
<i>January, 2008</i>					
	MDC offers the first RN-BSN core nursing courses.	Academic			
	MCC begins on-line didactic courses.	Resources/Academic	Resources committee will help to identify the resources needed for Online Course Development. Mark Nestor is contact person for this task item.		

Example

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= Complete
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DATE	TASK/ACTIVITY	COMMITTEE	COMMENTS	STATUS	
				Pending info	Complete
			Provide MOU to Virtual College regarding increase of enrollment cap (28 to 30) for Nursing courses. This approval will need Dr. Sigler's signature.	October 2007.	Complete October 2007
	MDC posts:	Resources			
	<ul style="list-style-type: none"> 1 Doctoral-prepared FT faculty 		Responsible within sub-committee: Maxine Black-Arias Positions will be posted as approved by District.		To be continued...

TO DO's

- Collection of Enrollment data (IR)
 - Collection of Applicant/Admission data (SS/IR)
 - Development of Program Review measures and processes (surveys, student progression and completion rates, NCLEX pass rates, employment tracking, etc.) (Academic/SS/IR)
- Completions

Accreditation