

portions of documents supporting compliance should be included. Examples of compliance with rules may be submitted in lieu of an entire document if the example is representative of the practices throughout the program. For example, objectives and outlines for each class session (R4-19-206 (B)) may be submitted for only one course, with documentation by the program administrator that this is the prototype used for all courses.

Rationale: This format enables both the program and the committee to determine whether the applying program meets rule requirements.

4. Materials must be received 3 weeks before the committee meeting date.

Rationale: To provide adequate time for compiling, mailing, and committee review of documents.

5. Materials reviewed at the committee meeting will be electronically submitted to the Board at the next meeting with the committee recommendation unless the program requests or agrees to hold or withdraw the application or the committee did not make a recommendation because more information is needed.
6. Courtesy review by the education consultant may be requested and shall only be provided as time permits and if a site visit is not part of the approval process. Site visits are only scheduled after reviewing the materials for completeness. Entities requesting a courtesy review of the application, must submit the following items 5 weeks before the Education Committee meeting:
 - a. A bound paper copy of the complete application that is clearly marked “courtesy review only,”
 - b. A written request for the review,
 - c. Contact information to include: the person’s name, e-mail, fax, phone numbers, and hours of availability.

Rationale: To assist programs to address issues related to rules in an adequate manner and prepare programs for questions they might receive at the committee meeting.

7. The Chair of the committee may accept late materials if the program demonstrates that the delay in submission was due to factors outside the control of the entity offering the program.

Rationale: Allows for flexibility in the event of an emergency

Schedule (Updated as Committee Meetings are known or change)

Date Due at Board Office for Courtesy Review	Date Due at Board Office for Distribution to Committee	Date of Education Committee Meeting
September 17, 2010	October 1, 2010	October 22, 2010
October 29, 2010	November 12, 2010	December 3, 2010
January 14, 2011	January 28, 2011	February 18, 2011
March 4, 2011	March 18, 2011	April 8, 2011
April 29, 2011	May 13, 2011	June 3, 2011
July 8, 2011	July 22, 2011	August 12, 2011

Rule	Met	Description of how program meets rule requirement	Evidence (Document/page number)
<p>D. <u>The parent institution shall center the administrative control of the nursing program in the nursing program administrator.</u></p>	Met	<p>Administrative control is centered in the nursing administrator. Dr. Susan Smith, the administrator of the program, provides leadership for the faculty and facilitates decision-making. Dr. Smith represents the faculty and program at College Council meetings. Additionally Dr. Smith prepares and submits the program budget, is a part of the grievance process, and evaluates all faculty members according to institutional policy and Arizona State Board of Nursing rules. Dr. Smith and the faculty jointly determine admission, graduation, and progression requirements for the program. Dr. Smith enforces faculty decisions.</p>	<p>See Appendix C page 51-65: Program Administrator Job description; Sample of Faculty meeting minutes; Nursing program Budget; Grievance Procedure (p. 24 Nursing Student Handbook).</p>