

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.

Rationale:

To ensure that adequate numbers of copies are available for Board members and appropriate staff and decisions are rendered on applications in a timely manner.

6. Courtesy review by the education consultant may be requested and shall only be provided as time permits. Entities requesting a courtesy review of the application, must submit the following items 5 weeks before the meeting:
 - a. A paper copy of the draft that is clearly marked “draft—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
October 30, 2009	November 13, 2009	December 4, 2009
January 15, 2010	January 29, 2010	February 19, 2010
March 4, 2010	March 18, 2010	April 8, 2010 (Thursday)
May 7, 2010	May 21, 2010	June 11, 2010
July 2, 2010	July 16, 2010	August 6, 2010

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>