

- a. Times New Roman or similar 12 point font;
- b. Consecutively numbered by page throughout including attachments;
- c. For the paper copy, stapled or spiral bound on single sided, letter-size white paper with black print with attachments separated by dividers.

C. **Integrity:** All materials must be factually correct and address the Board rules in a straightforward, concise manner.

D. **Revisions:** If revised materials are submitted, they must be accompanied by a separate summary page describing the changes. Revisions to any materials originally provided to Board staff must clearly indicate all changes by striking-through the old language and underlining, initialing and dating the new language. In no instance will the Board accept altered versions of previously submitted materials without a clear indication of where the alteration occurred including author and date.

Rationale: Provides a standardized format for application submission and clearly indicates to Board staff and Committee members where changes were made, thereby increasing efficiency of review and facilitating approval decisions.

3. **Courtesy review:** May be requested and shall be provided by Board staff, as time permits, for all applications that do not entail a site visit*. Board staff recommends that all new program request a courtesy review of their proposal. Entities requesting a courtesy review, must submit the following items a minimum of 5 weeks before the Education Committee meeting:

- A. A paper or electronic writable copy, with page numbers, 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.

When submitting the final application, please provide a separate “red-line” copy to Board staff indicating changes between the courtesy copy and the final submission by striking-through the old language and underlining the new language (the red-line copy is for staff only and will not be provided to the committee).

Rationale: Assists programs to meet the requirements of the Board rules and revise documents in a collaborative manner and enables Board staff to more efficiently review the final application. (*Program applications that involve a site visit are extensively reviewed by Board staff prior to the visit with subsequent opportunities to revise documents.)

4. **Time Frame for Submission:** For applications to be considered by the Education Committee, a complete application as described above, must be received by Board staff a minimum of 3 weeks before the Committee meeting date. Incomplete applications are subject to the provisions of R4-19-101, the Board’s time-frame rules. The Chair may ONLY accept late materials if the program demonstrates that the delay in submission was due to factors outside the control of the applicant program and parent institution.

Rationale: To provide adequate time for staff preparation and committee review.

5. **Full Board Review:** Materials reviewed at the Committee meeting will be electronically submitted to the Board for consideration at their next meeting and include that Committee recommended motion. Generally the Committee meets on the even months and the Board meets on the odd months.

Rationale: Provides for timely decisions by the Board.

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	Board Meeting Date
July 1, 2016	July 15, 2016	August 5, 2016	September 16, 2016

September 23, 2016	October 7, 2016	October 28, 2016	November 18, 2016
November 4, 2016	November 18, 2016	December 9, 2016	January 27, 2017
January 13, 2017	January 27, 2017	February 17, 2017	March 24, 2017
March 3, 2017	March 17, 2017	April 7, 2017	May 19, 2017
May 5, 2017	May 19, 2017	June 9, 2017	July 21, 2017

Rule	Met	Description of how program meets rule requirement	Evidence (Document/page number)
D. <u>The parent institution shall center the administrative control of the nursing program in the nursing program administrator.</u>	Met	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.	See Appendix C page 51-65: Program Administrator Job description; Sample of Faculty meeting minutes (Appendix F, p. 73); Nursing program Budget (Appendix N); Grievance Procedure (p. 24 Nursing Student Handbook).