ACADEMIC PROGRAMS COUNCIL "OUHSC APC"

POLICIES AND PROCEDURE MANUAL

TABLE OF CONTENTS

OUHSC ACADEMIC PROGRAMS COUNCIL

I. OUHSC ACADEMIC PROGRAMS COUNCIL (APC) CHARGE AND RESPONSIBILITIES

CHARGE: The OUHSC APC is charged to evaluate proposed new academic programs in respect to feasibility, potential stability, and potential for excellence; to monitor and evaluate existing programs for the purpose of making recommendations for improvement; to evaluate proposed and existing programs for evidence of duplication**;** and make recommendations to the President through the Provost. OUHSC APC shall report annually to the Health Sciences Center (OUHSC) Faculty Senate.

RESPONSIBILITIES: OUHSC APC will:

1. Make recommendations on new programs, modifications to existing programs, or program deletions by departments and programs.

2. Ensure course additions, revisions, and deletions are in compliance with University and Oklahoma State Regents for Higher Education (OSRHE) requirements.

3. OUHSC APC will:
   a. Develop policy guidelines and procedures for reviewing proposals for course additions, revisions, or deletions that have been approved at the department and college level.
   b. Take into account both the desirability of academic programs and the impact they have on the rest of the University programs.
   c. Recommend coordination of University programs to avoid duplication to make the most efficient use of resources.

II. OUHSC APC MEMBER COMPOSITION

Membership	How Nominated	Term
11 Faculty Members One member from the Graduate College	Elected by Faculty Senate	3 years
1 Student	Selected by the OUHSC Provost or Provost's Designee from nominations by OUHSC Student Government Association	1 year
Health Sciences Center Provost or Designee	Ex-officio (Non-voting)	
Director of Admissions and Records	Ex-officio (Non-voting)	
Registrar	Ex-officio (Non-voting)	
Staff Services	Health Sciences Center, Office of Admissions and Records	

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III. OPERATING PROCEDURES

Election and Duties of the Chairperson

A. The election of the Chairperson shall be from among the faculty members of OUHSC APC for a one-year term and take place at the September meeting of the OUHSC APC. The election shall be by secret ballot and by simple majority present and voting.

B. The duties of the Chairperson shall be to:
1. Review the agenda for OUHSC APC meetings.
2. Chair the meetings of OUHSC APC.
3. Serve as ex-officio member of the OUHSC Faculty Senate without vote unless he/she is a regularly elected member of the Senate.
4. Appoint subcommittees of OUHSC APC as needed.
   a. Non-members of OUHSC APC may be co-opted, if appropriate.
5. Report at least once each year to the Faculty Senate and other constituent bodies on the work of OUHSC APC as requested.
6. Perform other duties as necessary to carry out the charge of OUHSC APC.

Election and Duties of the Vice Chairperson

A. The election of the Vice Chairperson shall be from among the faculty members of OUHSC APC for a one-year term and take place at the September meeting of OUHSC APC. The current Chairperson will ask for nominations. The election shall be by a simple majority present and voting.

B. The duties of the Vice Chairperson shall be to:
1. Perform Chairperson's responsibilities when the Chairperson cannot be available (see Chairperson Job Description).
2. Report to OUHSC APC Chairperson.
3. Work closely with the Chairperson and other staff.
4. Appoint subcommittees of OUHSC APC at the direction of the Chairperson.
5. Perform other responsibilities as assigned by the Chairperson.

Staff Services

A. The Director of Admissions and Records will serve as an ex-officio non-voting member. The duty of the Director of Admissions and Records shall be to:
1. Prepare the University of Oklahoma (OU) Regents' Agenda Item packets and forward to the Provost's Office for signature and routing to the OU Regents.
B. The Registrar will serve as an ex-officio non-voting member of OUHSC APC. The duties of the Registrar shall be to:
1. Enter program and course additions, revisions, and deletions in the Student Information System (SIS).
2. Retain APC files.

C.   A staff member in the Office of OUHSC Admissions and Records shall serve as Secretary to OUHSC APC. The duties of the Secretary shall be to:
1. Call members to meetings.
2. Prepare agenda and other materials for meetings.
3. Keep a record of all actions taken by OUHSC APC.
4. Prepare minutes of the meetings.
5. Post online all course form submissions and program proposals for the members of OUHSC APC.
6. Perform other duties as may be necessary to accomplish OUHSC APC business.

Meeting Schedule

A regular monthly meeting time will be set at the beginning of each academic year. The Chairperson will call other meetings as needed to complete the business of OUHSC APC.

Quorum

Quorums of OUHSC APC shall consist of a simple majority of its present members, including proxy votes submitted to the Chairperson prior to the meeting.

Voting

A.   Voting protocol follows Robert's Rules of Order.
B.   Decisions shall be by simple majority vote of members present and/or email vote.
a. Although abstentions are not counted as a vote, the majority of voting members must vote yes for a motion to pass.
C.   Votes shall be by show of hands unless any OUHSC APC member calls for a secret ballot.

Review of Proposed Additions, Revisions, Deletions, and Adoptions of Courses and Programs

A.   OUHSC APC Secretary will notify all academic units annually of deadlines for submission of course and program proposals.
B.   Request for additions, revisions, or deletions of existing courses must be submitted on specified forms located at http://admissions.ouhsc.edu/FacultyAdministration.aspx.
C.   Requests will be acted upon by OUHSC APC if they carry appropriate signatures indicating approval at the department and college levels (including the Graduate CRC for 5000 and 6000 level courses).
D.   Requests will be reviewed by the Secretary and the Chairperson for accuracy and placed on the agenda for the next OUHSC APC meeting.
E.   Proposed course changes that relate to new or modified programs will be considered at the same time the program is reviewed.

Note: Any course change resulting in a change to the required courses or number of hours in the approved curriculum is considered a major modification and must be submitted to the OSRHE.

F.   OUHSC APC will review proposed programs for evidence of duplication of other OUHSC programs and courses. OUHSC APC may request that certain programs or courses be consolidated in areas in which there is duplication.

Monitor and Evaluate Existing Programs for the Purpose of Making Recommendations for Improvement

A.   Each spring, OUHSC APC will review and make recommendations on data prepared annually by the Office of Admissions and Records. The data will include a list of all approved courses and programs for the OUHSC campus, as well as other relevant information about degree programs.

B.   OUHSC APC may request additions of programs or courses in existing programs as needed.

C.   OUHSC APC may request that certain programs or courses be consolidated in areas where there is duplication.

Subcommittees

A.   The Chairperson of OUHSC APC shall appoint subcommittees as needed to which non-members of OUHSC APC may be co-opted, if appropriate.

B.   The specific charge to each subcommittee shall be stated at the time it is appointed.

C.   The subcommittee shall be dissolved upon completion of its charge, presentation of a final written report, and acceptance of the report by OUHSC APC.

Liaison with Other OUHSC APCs and Committees

A.   Administrative liaison will occur through the Health Sciences Center Provost or designee, and the Director of the Office of Admissions and Records/Registrar, both of whom shall be ex-officio members of OUHSC APC without vote.

B.   The Chairperson shall report in writing at least once a year to the OUHSC Faculty Senate on the work of OUHSC APC. OUHSC APC shall study and make recommendations to the Senate on questions referred by the Senate. OUHSC APC may also initiate recommendations for action by the Faculty Senate.

Amendment of Operating Procedures

These operating procedures may be amended at any regular meeting of OUHSC APC by a majority of the members present, provided the proposed change was presented in written form at an earlier regular monthly meeting.

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IV. OUHSC APC AND REGENTS MEETING DATES AND SUBMISSION DEADLINES

Meeting Dates

OUHSC APC: Meets once each month.   Meetings are generally scheduled the first Thursday of each month at noon in the LIB 418 (History of Medicine Conference Room). OUHSC APC usually does not meet in July.

To Initiate a New Program or Major Revision to an Existing Degree Program
> Initiation of a new program or a major program modification (change in hours or major curriculum change) should be submitted to APC at least one (1) year prior to the effective semester.

> **To Add, Revise, or Drop Courses to Existing Degree Program**
> Courses should be submitted to the Secretary of OUHSC APC at least 10 business days prior to the scheduled OUHSC APC meeting.

> **To Initiate a Program Modification:** Course drops or revisions that alter the number of approved credit hours or include a major curriculum change (change of core courses) require an OSRHE Program Modification.   See Major Program Modification in this document.   To meet Class Schedule and enrollment deadlines in the Student Information System, requests must be received six (6) months in advance.

EFFECTIVE TERM	APC DEADLINE
Summer	March 1
Fall	March 1
Spring	October 1

OU Regents: Meet monthly with the exception of July. The OU Regents meeting schedule is found at http://www.ou.edu/regents/official_agenda/2016RegentsMeetingDates.pdf.

Oklahoma State Regents for Higher Education (OSRHE): Meet monthly with the exception of July. The OSRHE meeting schedule is found online at http://www.okhighered.org/state-system/agenda.shtml. The program request is evaluated by OSRHE staff based on the criteria articulated in the policy statement on program approval with a recommendation forwarded to the Chancellor. The Chancellor will submit a recommendation to OSRHE. Prior to the formal submission of the recommendation, the institution will be informed of the Chancellor's recommendation.

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APC deadlines are established to allow for the processing of all changes to the Course Catalog and Class Schedule *prior* to Open Enrollment and disbursement of Financial Aid. Course Revisions/Additions submitted after the published deadlines affect the Course Catalog, Class Schedule, Enrollment, Tuition and Fees, Financial Aid, Tuition Waivers, and VA accreditation approvals. The impact on each is noted below:

Course Catalog:
Course Catalog changes require <u>no</u> student enrollment in the course at the time the change is made. If student enrollment has been completed, a course containing any of the below requires student enrollment to be dropped and reprocessed in the course. The course update process must be completed on the same day to avoid billing errors, refund disbursement, collection of additional tuition and fees, reversal of waivers, and recertification of enrollment. This involves separate manual processes completed by staff members in Admissions & Records (A&R), Bursar's Office, and Financial Aid.

- o Course Prefix and Course Number (may require reporting to the OU/OSRHE by December for approval of special fee changes)
- o Credit Hours
- o Prerequisites
- o Class Type (Lecture/Laboratory/Clinical/Practicum)
- o Course Required/Elective/Selective (Change may require program modification)
- o Instruction Mode Grading Scheme Type (Letter/S/U)

Class Schedule:
Some accrediting bodies require submission of the University Class Schedule prior to the certification of enrollment, funding and/or approval. Late course submissions are excluded from the original certification, requiring additional reporting by A&R, Bursar, and Financial Aid staff.

- o Special Class Fees
- o Programs & Other Agencies (Veterans Administration (VA), Higher Learning Commission (HLC))
- o Program Modifications

Enrollment:
If student enrollment has been completed, the course update requires student enrollment be dropped and reprocessed in the course. Details in Course Catalog section above. Student full-time/part-time enrollment is affected by course and credit/clock hour changes.

- o Deferment, National Student Clearinghouse, and the US Department of Education's Integrated Postsecondary Education Data System (IPEDS) enrollment reporting
- o Financial aid eligibility
- o Student discounts
- o Billing & aid disbursement timing
- o Additional financial benefits

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Tuition and Fees/Student Financial Aid:
Adding courses *after* the published deadline *and* during the Open Enrollment period affects the students who have been packaged/awarded/disbursed financial aid, scholarships, and/or other funding for the term causing additional issues with assessment and collection of tuition and fees, a decrease in enrollment hours, and the eligibility to receive aid.

End of semester course revisions/additions cannot be approved in time to add the course to the course catalog and connect the appropriate bursar fees, award tuition waivers, etc. This results in incorrect disbursement of financial aid.
- o Incorrect disbursement results in the student being awarded insufficient financial aid or additional assessment of tuition and fees.
- o The student is required to partially repay the financial aid or tuition and fees.

Tuition Waivers:
- o Adding/dropping courses after the published deadline and during the Open Enrollment period affects the timing and posting of tuition waivers to the student account. A&R, Bursar, and Financial Aid staff work together to process or correct any issues when there is an increase or decrease in enrollment hours, the student account must be manually recalculated, and the College and/or Financial Aid must adjust the tuition waiver amount.

APC Meeting Impact:
Late submission requires APC members to vote by email
- o This often leads to multiple requests for additional documentation, meetings, and/or tabling the forms until the next meeting, which prohibits the course to be added to the Course Catalog in time for OSRHE reporting.

V.   PROCEDURE TO ADD, REVISE, OR DROP A COURSE

NOTE: Any course revision or drop resulting in a <u>change of program hours</u> must be submitted as a major program modification to the Oklahoma State Regents for Higher Education(OSRHE).

Step 1:   Adding, revising, or dropping courses originate in the academic unit. Forms are available on the Office of Admissions and Records web site at http://admissions.ouhsc.edu/FacultyAdministration.aspx.

Step 2:   A syllabus formatted as described in the Required Syllabus Template located at http://admissions.ouhsc.edu/FacultyAdministration.aspx must be submitted with the Add or Revise forms.

Step 3:   The college in which the academic unit is located generally has a curriculum committee. If this is applicable in your college, refer all requests to the curriculum committee within your college.

   a. 3000 and 4000 level courses are undergraduate level and go from the college curriculum review committee to OUHSC APC.
   b. 5000 and 6000 level courses must have Graduate College Curriculum Review Committee approval, regardless if offered in a professional program.
   c. 7000, 8000, and 9000 level courses are professional level and go from the professional college curriculum review committee to OUHSC APC.

Step 4:   The college dean's approval and signature is required before moving to step 5.

Step 5:   Course additions, revisions, and deletions should be received electronically by the Secretary of OUHSC APC at least <u>10 business days</u> prior to the scheduled OUHSC APC meeting.

Step 6:   Once action has been taken by OUHSC APC, class schedule adjustments in the Student Information System will be made by the OUHSC Registrar.

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OUHSC Course Numbering Policy

The four-digit number assigned to each course reflects the following information:

- First digit denotes the course level of the students taking the course.

- The second and third digits identify the course within the total offerings of the department or may be used for other department requirements

- The fourth digit denotes the number of credit hours assigned to the course. A zero as the fourth digit indicates that the course is offered for a variable number of credit hours.

- College of Medicine courses are calculated in clock hours and Dentistry offers half credit (.5) courses. In these two colleges, the fourth digit has no relationship to the number of hours a course is taught for these programs.

When a course is cross-listed with other departments, each department uses the same four-digit course number. The department "owning" the course assigns the number in consultation with the cross-listed departments.

1. Courses numbered 3000 to 3999 are junior level.

2. Courses numbered 4000 to 4999 are primarily senior level. They may be acceptable for graduate degree credit with the approval of the student's advisory committee and/or department.

3. Courses numbered 5000 and 6000 are Graduate College courses. Except when it is contrary to the policy of the college or school, qualified seniors may be admitted with the consent of the department.

4. Courses numbered 7000 to 7999 are professional level, except for the College of Medicine.

5. Courses numbered 8000 to 8999 are for 1st and 2nd year MD, DDS, DNP, and DSc students.

6. Courses numbered 9000 to 9999 are for 3rd and 4th year MD, DDS, AUD, and DSc students.

7. Certain numbers are restricted to specific courses and cannot be used in any other manner. They are:
   - 6980 - Research for doctoral dissertation
   - 5980 - Research for master's thesis
   - X990 - Special or independent studies

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Credit and Clock Hour Standards

The Oklahoma State Regents for Higher Education mandate that semester classes meet for 16 weeks, excluding Finals Week. No institution, academic department, or individual faculty member is authorized to reduce the number of academic weeks in the standard semester without specific approval of OSRHE. Those institutions, which reserve the final week of the semester as a testing period, shall ensure that all classes meet during the testing period.

The semester-credit-hour is the traditional unit of credit used by the OUHSC in evaluating a student's educational attainment and progress for all programs, except the Doctor of Medicine Program which awards credit on clock hour standards. Following is the University of Oklahoma Health Sciences Center Credit and Clock Hour Definition:

A. One semester-hour of credit is awarded for completion of a course meeting for 800 instructional minutes (for example, 50 minutes per week for 16 weeks) exclusive of enrollment, orientation, and scheduled breaks. Organized examination days may be counted as instructional days.

B. Laboratory credit is awarded at a rate not to exceed one-half the instructional rate. One semester-hour of credit is awarded for completion of a laboratory meeting a minimum of 1600 minutes (for example, 100 minutes per week for 16 weeks).

C. Instruction offered through a combination of class and laboratory meetings would observe the standards set forth above on a pro rata basis.

D. Clinical and internship credit is awarded in compliance with the individual program-approved accreditation standards.

E. The College of Medicine clock hour is awarded at the rate of one-clock hour equals 60 minutes of facilitated instruction time (including independent study activities). This approach is consistent with common medical school practices and is compliant with accreditation standards.

F. Block or alternative course schedules may occur within the dates set forth for a semester or summer session. Courses offered during academic terms shorter than a semester will observe the same academic standards involving instructional hours per semester-credit-hour as those courses offered during a standard academic calendar.

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Course Description Policy
(50 word maximum)

The course description must:

1. be no more than 50 words.

2. match the description course on the most recent 'Add a Course' or 'Revise a Course form'.

3. include a clear, accurate, and concise statement of the major focus of the course, and the importance of the course to the curriculum.

4. indicate the type of course unless the title clearly denotes the course type (laboratory course, independent study, etc.). Example: This didactic course…This Special Studies course…This online course…

5. be written to allow flexibility in a Special Studies or Directed Readings (e.g., 'Subject matter selected to meet the needs and interests of the students').

Examples:

1. This didactic course provides the foundational knowledge and skills necessary to integrate nutrition, physical activity, and stress management guidelines into clinical practice for the prevention and management of chronic disease.

2. This is a 4-week clinical experience in out-patient and in-patient surgical settings where students work with board-certified surgeons. The student will acquire skills in pre-operative to post-operative management of the surgical patient.

3. This practicum is individualized to provide the student with opportunities to develop skills necessity for the clinical nurse specialist in their role as clinical expert, consultant, researcher, and educator.

4. This laboratory course accompanies enrollment in GENC 5555 where both hands-on and computer simulation experiments demonstrate basic genetics concepts and techniques.

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CROSS-LISTING AND MULTI-LISTING POLICY

Instructions for Cross-Listing a Course

1. The original department "controls" the course and must agree to any proposed changes.

2. Cross-listed courses must have identical names, credit/clock hours, course numbers, description, and requirements.   Only the departmental prefix is different.

3. It is the responsibility of the department initiating a cross-listed course, to obtain and submit, along with its own request, a complete copy of this form for each of the cross-listed departments.

Instructions for Multi-Level Courses

Multi-Level courses are taught to different levels of students (undergraduate, graduate, and professional) in one classroom. While lectures are the same, students in the undergraduate, graduate, and professional courses have differing requirements based upon student level. Professional students must have satisfied the requirements equivalent to a bachelor's degree as determined by their academic program prior to enrollment in a multi-level course.

Separate APC forms carrying appropriately assigned course numbers (4000 for undergraduate, 5000 & 6000 for graduate, and 7000, 8000, & 9000 for professional) and syllabi specific to the student level and must be submitted for *each* course.   A memo explaining how the requirements differ should accompany the submission to APC.

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<div align="center">**Description of Instruction Modes**</div>

Traditional (Face-To-Face) Contact: Instructors interact with students in the same physical space <u>75% or more</u> of the instructional time.

Hybrid - Mixed FTF (Hybrid): Instructors interact with students in the same physical space <u>less than 75%</u> of the instructional time with the remainder of the instructional time provided through distance or correspondence education (including D2L).

Distance: Content is offered 100% online or via interactive video. Distance is defined as using one or more of the following technologies to deliver instruction to students who are separated from the instructor and support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. The technologies may include:

      (i)   the internet
      (ii)   one way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices
      (iii)   audio conferencing; or (iv) videocassettes, DVDs, and CD-ROMs, if the videocassettes, DVDs or CD-ROMs are used in conjunction with any of the technologies listed in clauses (i) through (iii).

Independent/Directed Study: Instructors interact with students individually through a flexible format.

Correspondence: Instructors interact with students through mail or electronic interface according to a typically self-paced schedule.

Internship/Practicum: Internships or practica experiences for which credits are awarded. Submission should provide brief summative information about the internship or practicum.

<div align="center">**Class Component Descriptions**</div>

Lecture/Discussion formal discourse is the primary means of instruction. This includes face-to-face and/or synchronous or asynchronous delivery.

Laboratory: testing, experimentation, or practice occurs.

Clinical: involving observation or treatment of patients.

Internship/Practicum: provides practical experiences for advanced students or graduates in a professional field.

Seminar: a group of students gather with an instructor for a course of study.

Independent/Directed Study the instructor works with the student as an individual.

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Required Syllabus Inclusions

The Academic Programs Council *requires* that the items below be included in each course syllabus. Syllabus pages should be numbered.

- **Course Name**
- **Term or Semester(s) Offered**
- **Credit Hours (or Clock Hours if Medicine)**
- **Location** [indicate specific physical location where students are to attend the course; or first day of course if variable]
- **Time** [indicate time and days course session will meet (For example: Mon. & Wed., 9:00AM to 9:50AM]
- **Faculty** Name(s)
- **Office Location**
- **Office Hours**
- **Telephone** Number
- **Email** Address
- **Course Description**
  - The description should match the one listed on the form submitted to Academic Program Council (APC) (50 word max)
- **Prerequisite(s)**
  - The prerequisites listed should match those listed on the course request form submitted to APC
- **Course Objectives**
  - Please list expected overall course objectives
- **Conduct of the Course**
  - State the instruction mode (Following is the Oklahoma State Regents for Higher Education terminology for "instruction mode" and the associated definitions: 1-Traditional, 2- Web based [50% < 100%], 3-Web enhanced [< 50%], 4-Online [100% Asynchronous])
  - List required textbooks, articles, or learning resources for which students are responsible
  - Assignments: List homework assignments, due dates, policy on late submissions, and expectations
  - Examinations: List the type(s) of examinations, the frequency they will be administered, and the policy for missed examinations; list other testing procedural requirements or conditions
- **Method of Evaluation and Grading**
  - List the grading scale
  - Subjectively graded components should include a grading rubric.
  - List the graded components and how they will be weighted as a component of the course grade.
    - If included:
      - Quantify how attendance contributes to the grade
      - Quantify how participation contributes to the grade
      - Explain how professionalism contributes to the grade

14

- Describe how late assignments will affect the grade
- **Course Materials**
  - List required materials (including equipment if required)
  - List recommended readings or materials (if any)
- **Course Outline/Agenda**

Weekly outline of topics to be covered. This list should enable the student and faculty to ascertain which topics are scheduled to be covered and what has already been covered during a particular week. The outline should be brief and should reference items scheduled for specific dates such as quizzes, tests, papers or reportsCollege specific accrediting body documentation

Sample Grading Rubric

A rubric provides information about what the learner did or did not do to achieve success and the assigned score. Details within a rubric provide more robust information for the faculty to discern between levels of learner performance. A rubric can also convey the distinction between gradients of performance for the learner and for other faculty. In addition, a rubric can provide a tool for the learner's use in self-assessment about how to improve, sustain, or make corrections to performance.

The difference between a grading scale" and a "rubric is illustrated in this simple example for assessing "class participation." In the rubric example, the noted categories can be further split/defined if more granular assessment is needed.

EXAMPLE A: Class Participation Scale

Criterion	Exceeds Expectation	Meets Expectation	Below Expectation
Class Participation		X	

In the **scale** example it is not apparent what the learner should or should not do to be assessed as "exceeds, meets, or below" expectation. It is also not apparent to any other reader, such as a faculty peer who might be involved as a student advisor or in an academic appeal related review, what actions or behavior would account for the assigned rating or what actions or behavior could raise or lower the learner's rating.

EXAMPLE B: Class Participation Rubric

Class Participation	Possible Points	Points Earned/Comments
1. Contributes unique or insightful comments ≥ 2 times each class session	5	Pts Earned _____ / 5
Contributes unique or insightful comments 1 time during every class session	4	
Contributes unique or insightful comments at least 1 time every 2 class sessions or once a week, if class meets more than 1 time/week	3	
Contributes unique or insightful comments at least 1 time at least once a month	2	
Contributes unique or insightful comments at least 1 time during the semester	1	
Comments regularly limited to "I agree" or repeats other student comments	0.5	
Comments regularly worded poorly > 1 semester	0.5	
Makes irrelevant, off topic, or disruptive comments > 1	0	

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Class Participation	Possible Points	Points Earned/Comments
semester		
Does not make any comments during the semester	0	
2. Comments advance group discussion & allow other students to build on	1	Pts Earned _____ / 1
Comments do not advance group discussion or allow for students to add comments	0	
3. Appears engaged in class lecture/discussion/activity (e.g., listens) for majority of class time by taking notes & offering appropriate nonverbal messages (e.g., nodding in agreement, expressing confusion, etc.)	2	Pts Earned _____ / 2
Appears engaged in class lecture/discussion/activity for some of class time, spends some time talking to neighbor or misusing technology, etc.	1	
Majority of time spent unengaged (e.g., misusing technology, studying for other class, talking, sleeping.)	0	
4. Is regularly respectful to class instructors & peers during class discussion, lectures, activities	2	Pts Earned ____ / 2
Is disrespectful 1 time (infrequently) to class instructors & peers during class discussion, lectures, activities (e.g., talks while others are talking, interrupts)	1	
Is regularly disrespectful to class instructors & peers during class discussion, lectures, activities (e.g., interrupts, makes inappropriate comments)	0	

Total score = _____/10

In the **rubric** example it is clear what specific behaviors and actions by the learner will lead to acquiring points which will then be counted toward the grade as specified in the syllabus for the class participation component. The format included is an opportunity for the faculty member to comment. However, additional comments are not required when there is a clear explanation of the action or behavior included within the rubric.

If you have questions about writing rubrics, please check out the resources listed. Feel free to contact the authors or the OUHSC Office of Faculty Development at facdev@ouhsc.edu for more information.

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Rubric Resources

1. Carnegie Mellon-rubrics: http://www.cmu.edu/teaching/designteach/teach/rubrics.html

2. Rubrics on WikiPODia, by members of the Professional and Organizational Development Network in Higher Education offer an introduction to rubrics and guide to creating, using, and assessing with rubrics. Includes links to other rubric resources.
https://sites.google.com/site/podnetwork/Home/topics-for-discussion/Rubrics

3. Guide to Scoring Rubrics (InformEd). Covers all aspects of rubric creation from types of rubrics through the creation of scoring rubrics, including student-created and weighted rubrics. Descriptions are provided with examples, advantages and disadvantages, and links to other resources.
http://www.opencolleges.edu.au/informed/teacher-resources/guide-to-scoring-rubrics/

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Syllabus Required Policy Statements

This syllabus is intended as a guide for this course. Dates, assignments, and evaluation are subject to revision by the instructor. Any such revisions will be announced in advance.

- **Copyright**. This syllabus and all related course material are protected under US Copyright Law and may not be further disseminated in any form or format without the prior explicit written consent of the faculty member. Failure to comply with this provision may subject the student to disciplinary action and/or state or federal action.

- **Student Professional Behavior in an Academic Program**. Ethical and professional behaviors are considered a core competency in an academic program and, thus are key factors in good academic standing. Upon acceptance of an offer of admission, the student commits to comply with all professional conduct regulations established by the University, respective college, and program. The complete University policy is at www.ouhsc.edu/provost/documents/FacultyHandbookouhsc.pdf

- **Academic Misconduct Code**. The code describes academic misconduct as acts intended to improperly affect the evaluation of a student's academic performance or achievement and includes but is not limited to acts such as cheating, plagiarism, fabrication, fraud, destruction, bribery or intimidation, assisting others in any act proscribed by this Code, or attempting to engage in such acts. The policy and procedures related to academic misconduct are detailed in the Academic Misconduct Code found in Appendix C of the Faculty Handbook at www.ouhsc.edu/provost/documents/FacultyHandbookouhsc.pdf .

- **Academic Appeals.** This policy outlines the procedure to request a hearing for appeals related to evaluation in a course, thesis or dissertation defense, general or comprehensive exam. It also outlines the appeal process for a suspension or dismissal or under the Student Professional Behavior in an Academic Program Policy, and the appeal of decisions resulting in dismissal, expulsion, or suspension from a program. The sole basis for an academic appeal is an alleged prejudiced or capricious evaluation or decision. Policy and procedure details are in Appendix C of the Faculty Handbook at www.ouhsc.edu/provost/documents/FacultyHandbookouhsc.pdf .

- **Accommodation on the Basis of Disability**. The University of Oklahoma is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Accommodations on the basis of disability are available by contacting the Disability Resource Center (DRC) by email at drc@ou.edu. or by calling (405) 325-3852 or Voice or (405) 325-4173/TDD. Information on policies and registration with the Disability Resource Center may be found on the DRC website at: www.ou.edu/drc. Students requesting accommodations related to work in a course must contact the DRC as soon as possible; accommodations are not made retroactively.

- **Sexual Misconduct.** For concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including Advocates-On-Call 24/7, counseling services, mutual "No Contact orders," scheduling adjustments, and disciplinary sanctions against the perpetrator.

APC Approved 4-30-2018:

Please contact the Sexual Misconduct Office at (405) 325-2215 (8AM-5PM) or the Sexual Assault Response Team at (405) 605-0013 (24/7).
http://students.ouhsc.edu/StudentServices/SexualMisconduct/Resources.aspx

- **Adjustment for Pregnancy/Childbirth Related Issues**. Students needing modifications or adjustments to course requirements because of documented pregnancy-related or childbirth-related issues should contact the college's Assistant/Associate Dean for Student Affairs (or academic advisor) as soon as possible to discuss.   Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. See http://www.ou.edu/eoo/faqs/pregnancy-faqs for commonly asked questions.

- **Course Drop/University Withdrawal.** The student is responsible to submit required University paperwork before the deadlines shown in the Academic Calendar online at http://admissions.ouhsc.edu/AcademicCalendar.aspx . Missed homework and examination grades will be entered as a grade of zero if a student fails to formally drop the course or withdraw from the University.

- **Laptop Encryption Policy.** Students and trainees must have laptops and external storage devices, such as flash drives and hard drives, that are used for University business, encrypted by Campus IT through a Device Security Clinic (http://ouhsc.edu/registerdevice) or similar, prior to using the device for University Business. University Business does include checking OUHSC email.   Removal of encryption by Campus IT is required upon departure from the University unless you have been notified by college or departmental personnel that you are specifically, individually exempt.

Required Statements Specific to Course Type
- **HIPAA Compliance.** The University of Oklahoma complies with all federal and state laws related to the confidentiality of patient medical information, including the Privacy and Security Regulations issued pursuant to the Health Insurance Portability and Accountability Act (HIPAA). Students are required to comply with these laws and related University policies and procedures, including the HIPAA Privacy and Security policies (http://ouhsc.edu/hipaa/policies.asp. Students are required to complete the University's mandatory annual HIPAA training (http://ouhsc.edu/hipaa/) and must also comply with the related policies and procedures of their departments and any facilities in which they rotate.

- **Responsible Conduct of Research.** Students, as members of the University community, have the responsibility to ensure that integrity and ethical standards in any activity with which they are associated directly or any activity of which there is sufficient knowledge to determine its appropriateness. Students are governed by the Policy on Ethics in Research (Faculty Handbook Section 3.25) at www.ouhsc.edu/provost/documents/FacultyHandbookouhsc.pdf .

- **Distance Learning Notification:** In a Distance Learning Classroom (DLC), a student's voice, physical presence, materials, and participation in classroom activities may be transmitted to distance learning sites and videotaped or digitally captured. DLC video/digital archives are used internally by the University for educational and informational purposes.

APC Approved 4-30-2018:

Temporary Change of a Course From S/U to Graded Policy

A temporary grading change of a course from S/U to letter graded for *one semester* may be granted by the college and Graduate College dean (if applicable). Usually this process applies to a Special Studies course and occurs while the request for a permanent letter graded course is in the curriculum review process.

Procedure

The course director should send a request to the college dean (and Graduate College dean, if applicable) describing the reason(s) for the request and include the proposed syllabus that follows APC guidelines found on the Admissions and Records website at http://admissions.ouhsc.edu/Portals/1047/assets/documents/Syllabus%20Req_APC_NewInstrMode12_14FINAL.pdf.

If the faculty member wishes to permanently change the course to letter graded, an "Add a Course Form" or "Revise a Course Form" must be completed and routed to the college CRC, Graduate College CRC (if applicable), and the OUHSC APC.

APC Approved 4-30-2018:

Dropping Courses Not Taught in Five (5) Years

Prior to dropping a course, the Academic unit should evaluate if the course is listed in the Student Information System as a pre-requisite for any elective course.

1. Academic Units are encouraged to initiate at the earliest possible time the dropping of a course which the unit has no intention to teach within five (5) years.

2. If a course has been on the list of approved courses for four (4) years or longer and has not been taught for the past four (4) years, the academic units will be notified by the Office of Admissions and Records and asked to review the need to retain the course on the list of approved courses.

3. If the course is not taught during the fifth (5) year, the academic unit will be notified that unless the course is taught in the sixth (6) year, it will be automatically dropped from the list of approved courses at the end of the academic year.

4. The academic unit will be notified if the course is dropped. If reinstatement of the course is desired in the future, the unit should submit a new course request.

APC Approved 4-30-2018:

VI.   PROCEDURE TO REQUEST A NEW DEGREE PROGRAM

Required Dean's Council Memo Inclusions

Step 1:   New program requests originate in the academic unit. Submit the request memo per requirements below to the Vice Provost for Academic Affairs who will seek preliminary approval from the Dean's Council. It is recommended that the Vice Provost for Academic Affairs be notified at the earliest possible date to reserve agenda item placement on the Dean's Council Agenda.

Request memo should include:
> Proposed Program Name and Sponsoring College/Department
> Hours in Program
> Degree or Certificate to Be Granted
> Does this proposed program duplicate any similar offering in Oklahoma?
> (If so, please provide additional justification for implementing at OUHSC)
> Describe the Impact on Current Faculty Course Loads
> Will Additional Infrastructure Be Needed, i.e., New or modified
> classroom or clinical space? (If so, explain)
> Will Additional Support Staff Be Needed? (If so, explain)
> Will Additional Financial Support Be Needed from OUHSC? (If so,
> explain briefly and attach separate budget proposal)

Step 2:   If approved by Dean's Council, the college dean submits a Letter of Intent (LOI) to the college Curriculum Review Committee (CRC) or equivalent. LOI required inclusions are described at http://www.okhighered.org/state-system/policy-Procedures/2015/AA%20Procedures%20Handbook%20June%202015.pdf.

Step 3:   Once approved by the College CRC or equivalent (and Graduate Council, if indicated), submit the LOI to the OUHSC APC secretary, LIB 121, no later than 10 business days prior to the next OUHSC APC meeting. After approval, the LOI will route to the OU Regents and OSRHE to be posted for 45 days for comment from other state institutions.

Step 4:   The academic unit submits the OSRHE New Program Request Form found online at http://www.okhighered.org/admin-fac/academic-forms/ to the College CRC or equivalent. All appropriate signatures must be in place.

Step 5:   After approval, the New Program Request form and required documentation is sent to OUHSC APC for review no later than 10 business days before the meeting.

Step 6:   Once the OUHSC APC has taken action, the New Program Request form and supporting documents are submitted to the Vice Provost for Academic Affairs who is responsible for submitting APC approved recommendations to the Provost.

APC Approved 4-30-2018:

Step 7:   The Provost will take action and, if approved, will forward to the President's Office.

Step 8:   The President will take action and, if approved, will forward to the OU Regents.

Step 9:   The OU Regents will take action and, if approved, will notify the OUHSC Provost's Office.

Step 10:   The Office of Academic Affairs delivers materials to the OSRHE for placement on the agenda.

Step 11:   The OU President's Office will be notified of the action taken by the OSRHE. A copy of the recommendation is forwarded from the President's Office to the OUHSC Provost.

Step 12:   Admissions/Records submits information to OU Norman who processes notification to and/or Approval of the Higher Learning Commission (HLC Policy: Institutional Change; Number INST.F.20.040)

Step 13:   Academic Affairs will notify the college dean and Admissions and Records when all approvals have been received and student enrollment is approved.

APC Approved 4-30-2018:

VII.   PROCEDURE TO REQUEST A NEW CERTIFICATE

Definition:
"Certificate is a recognition awarded for an organized program of study that does not lead to an academic degree. Certificates may be awarded by institutions only as authorized by the State Regents.   Institutions should submit requests to award certificates only when the certificate is identified on the transcript, diploma, or degree."   Oklahoma State Regents for Higher Education (OSRHE Policy Manual, 3.13.2; 3.13.8)   www.okhighered.org/state-system/policy-procedures/2015/Chapter%203-2015.pdf)

Transcripted Certificate Types

Stand Alone Certificate - The certificate must be at least 12 credit hours representing a coherent body of study and approved by the OUHSC Graduate College or professional college, Academic Programs Council, Senior Vice President and Provost, University President, University of Oklahoma Board of Regents, and the Oklahoma State Regents for Higher Education.   Approval is also required by the Higher Learning Commission if Federal Financial Aid is available.   The Internal Revenue Service prohibits fees being paid by the department if the individual is faculty or staff.

OSRHE Forms:
New Program Request Form for Traditional and Online Programs:
https://www.okhighered.org/admin-fac/academic-forms/

Certificate Types:
1.   Undergraduate
    a.   Coursework is 3000 or 4000 level.
    b.   Student must enter with and maintain a 2.0 GPA or higher in all undergraduate level courses.

2.   Graduate
    a.   Coursework is 5000 or 6000 level or higher
    b.   Student must enter with and maintain a 3.0 GPA or higher in all graduate courses.

3.   Professional
    a.   May be issued for forms of professional proficiency only with approval from the Board of Regents and/or the Oklahoma State Regents for Higher Education and are incorporated in the official publications of the University describing its curricular requirements.

Embedded Certificate (Notification to the Higher Learning Commission is required if Federal Financial Aid is available)

        OSRHE forms:

                New Program Request Form for Embedded Certificates:
                http://www.okhighered.org/admin-fac/academic-forms/

        Criteria:

1. Embedded in an approved degree program at the institution.

2. Student must be enrolled in undergraduate or graduate degree seeking program.

3. The curriculum must contain components of the main approved degree program, and comply with any accreditation or certification standards.

APC Approved 4-30-2018:

OSRHE
NEW PROGRAM REQUEST FORM FOR TRADITIONAL AND ONLINE PROGRAMS

University of Oklahoma Health Sciences Center
Institution Submitting Proposal

Example: MHS Formal Degree (Level I)
(E.g. Bachelor of Science, Bachelor of (Specialty), Master of Arts, Doctor of Philosophy)

_____

Example: Master of Health Sciences Degree Designation as on Diploma (Level II)

_____ in _____

Example: Physician Assistant
Studies MHS Title of Proposed

_____
_____
_____
_____

Delivery   Traditional   ____Electroni _____ Bot _____

CIP   510912 (Found on A/R
http://admissions.ouhsc.edu/Portals/1047/assets/documents/Major%20Codes%20Deadlines/Inventory%20Report.

Suggested Instructional Program   086 (Assigned by

Academic Unit (e.g. Department, Division,   College

Name of Academic   College of

Name of Program   <Name

Intended Date of   Summer

Anticipated Date for Granting First Degrees or   Fall

Specialty Accrediting   ARC-

Name, Title and Information of Contact Person   **<Name, Title>**

Date of Letter of Intent   **<Completed by President's Office>**

Date of Governing Board Approval   **<Completed by President's Office>**

Signature of President: _____Date:_____

APC Approved 4-30-2018:

VIII. PROCEDURE TO REQUEST A MAJOR MODIFICATION (SUBSTANTIVE CHANGE) TO A DEGREE PROGRAM

A substantive change to a degree program requires OSRHE approval and consists of the below items:

- Deletion of program
- Suspension of program
- Change of degree designation (Level II)
- Change of degree program name (Level III)
- Addition of option (Level IV)
- Deletion of option
- Option Name Change
- Change in total program hours

- Addition or deletion of required courses regardless of whether it changes number of credit hours
- Changes in the number credit hours of electives allowed
- Changes in admission or graduation criteria for a particular program (i.e. removal of an entrance or exit exam or GPA requirement)

Implementation Time Frame: Allow one year from time of submission to OUHSC APC

Step 1:   Major revisions and/or changes to existing degree programs originate in the academic unit. The Oklahoma State Regents for Higher Education (OSRHE) Program Modification Form is found online at http://www.okhighered.org/admin-fac/academic-forms/. Contact the OUHSC Registrar if form questions arise at (405) 271-2359.

Complete:
1. Request for Program Modification Form
2. Any form specific to the modification (i.e. option addition, deletion, etc.).

Step 2:   The college in which the academic unit is located generally has a curriculum committee or equivalent. If this is applicable in your college, refer all major revision/change requests to the curriculum committee within your college.

Step 3:   The college dean's approval signature is required before moving to Step 4.

Step 4:   Submit documents to OUHSC APC via hard copy to LIB 121 or electronically at least 10 business days prior to OUHSC APC meeting.

Note: It is recommended that a representative from the academic unit attend OUHSC APC meeting to answer questions.

Step 6:   Once action has been taken, the major program modification is submitted to the Vice Provost for Academic Affairs who will route the documents for the Provost's approval.

Step 7:   The Provost will take action, and if approved, will forward to the President's Office.

APC Approved 4-30-2018:

Step 8:   The President will take action, and if approved, will forward to the OU Regents for placement on the OU Regents Agenda.

Step 9:   The OU Regents take action, and if approved, will forward to OSRHE.

Step 10:   Once action has been taken by the Oklahoma State Regents, their decision will be forwarded to the President. A copy of the decision will be forwarded from the President's office to the Health Sciences Center Provost.

Meeting Dates

OUHSC APC: Meetings are scheduled on the first Thursday of each month. OUHSC APC usually does not meet during the month of July.

OU Regents: Meet monthly with the exception of July. The OU Regents meeting schedule is found at http://www.ou.edu/regents/official_agenda/2016RegentsMeetingDates.pdf.

OSRHE: Meet monthly with the exception of July. The meeting schedule is found online at http://www.okhighered.org/state-system/agenda.shtml.

OSRHE
Request for Program Modification

Institution submitting request: University of Oklahoma Health Sciences Center
Contact person: <Name>
Title: Ex: Dean, College of Nursing
 Phone number: 405-271-XXXX

Current title of degree program (Level II): Master of Science in Nursing
Current title of degree program (Level III): Nursing-Professional MS
State Regent's three-digit program code: 026 (Regents' Program Codes found on A/R website at
http://admissions.ouhsc.edu/Portals/1047/assets/documents/Major%20Codes%20Deadlines/Inven tory%20Report.pdf
Degree Granting Academic Unit: College of Nursing
With approved options in: A. Nursing Education
                                B. Nurse Practitioner
                                C. Administration/Management
                                D.
                                E.

TYPE OF REQUEST: Check all appropriate types of changes and complete ***ONLY*** the appropriate page(s). www.okhighered.org/admin-fac/academic-forms/ Complete the specific type form at as shown in the example.

☐ (1) Program Deletion
☐ (2) Program Suspension
☐ (3) Change of Program Name
      and/or Degree Designation
☐ (4) Option Addition
☐ (5) Option Deletion
☐ (6) Option Name Change
☐ (7) Program Requirement Change
☐ (8) Other Degree Program Modification

> *Complete and return ONLY this cover sheet **AND** the appropriate page(s) specifying the requested modification!*
>
> *NOTE: Information not included in the requested modification may cause a delay in processing.*

Signature of President:_____Date: _____

Date of Governing Board Approval:_____

APC Approved 4-30-2018:

IX. PROCEDURE TO REQUEST A MINOR MODIFICATION (NON-SUBSTANTIVE CHANGE) TO A DEGREE PROGRAM

This type of request consists of a non-substantive change to the curriculum that does not change the required hours in the curriculum or involve a major change to core courses.

Implementation Time Frame: Allow three months from time of submission to OUHSC APC for approval.

Step 1:   Minor program modifications originate in the academic unit. The college in which the academic unit is located generally has a curriculum committee. If this is applicable in your college, refer all minor revision requests to the curriculum committee within your college.

Step 2:   A memo from the Chairperson of the academic unit to OUHSC APC outlining the change(s) and justification should accompany any proposed course additions, revisions, and deletions as well as the current and proposed curriculum.

Step 3:   The College dean's approval signature is required before moving to Step 4.

Step 4:   Submit documents to OUHSC APC Secretary via hard copy to LIB 121 or electronically one week prior to OUHSC APC meeting. Electronic submission is preferred.

Step 5:   OUHSC APC action concludes this process.

APC Approved 4-30-2018:

X. PROCEDURE TO REQUEST A TRANSCRIPT SPECIALIZATION

(9 credit hours required)

Step 1:   Submit a request to the college dean to create a specialization in <specialization name> on a student's transcript.   Graduate College Programs: Request is sent to the Graduate College
dean.

Step 2:   Attach the curriculum and include a list of courses and credit hours required to grant the specialization.

Step 3:   The dean signs the request and routes to the college CRC.

   A. Graduate College Programs: Graduate College Dean's Office routes to Graduate Curriculum Review and Graduate OUHSC APC for approval

Step 4:   Notification of the transcript specialization approval should be sent to OUHSC APC as notification.

Step 5:   After OUHSC APC notification, Admissions and Records will assign a sub-plan code to the specialization notation.

Step 6:   Final Notation on Transcript:

   A. Professional Programs:

      1. At the time the student's degree is certified, the professional program should notify Admissions and Records to note the specialization on the student's transcript.

   B. Graduate College Programs:

      1. Once the date of the student's defense semester is determined, the department should send a memo to the Graduate College asking that an audit be performed to assess completion of the specialization requirements.
      2. The Graduate College will notify Admissions and Records to place a specialization notation on the student's transcript at the time the degree is certified.

XI. IMPORTANT LINKS

Academic Calendar: http://admissions.ouhsc.edu/AcademicCalendar.aspx

OUHSC Add, Revise, and Drop Course Forms:
http://admissions.ouhsc.edu/FacultyAdministration.aspx

OSRHE Academic Forms: http://www.okhighered.org/admin-fac/academic-forms/

OSRHE Policies and Procedure Manual: http://www.okhighered.org/state-system/policy-procedures/

 OU Regents: http://www.ou.edu/regents/

XII.   CONTACT INFORMATION

Questions should be directed to:

Jane Pippin, PhD
Assistant Vice Provost for Academic Affairs
University of Oklahoma Health Sciences Center
1105 N. Stonewall Avenue
Oklahoma City, Oklahoma 73117
Phone: 405.271.2359 Campus: 48916
Email: jane-pippin@ouhsc.edu

Lori Klimkowski
Registrar
University of Oklahoma Health Sciences Center
1105 N. Stonewall
Robert M. Bird Health Sciences Library, 121
Oklahoma City, OK 73104
(405) 271-2359 Ext. 48900
Lori-klimkowski@ouhsc.edu

APC Approved 4-30-2018: