Distance Education for Didactic Component of Curriculum

Approval of a change in the number of credit hours or the number of clock hours of the nursing curriculum delivered via distance education is required.

The Board must approve a change in distance education for didactic component of a nursing education program before implementation of such change.

Approval requests must be submitted by nursing education programs (programs) in accordance with current Board guidelines a minimum of three months before the planned implementation date for such changes. Board approval is not required for editorial changes, redistribution of content within a course or changes in electives.

# Section A.

### Please complete ALL of the following sections.

## Parent Institution Information

|  |  |
| --- | --- |
| Date:  |  |
| Parent Institution: |  |
| Address: |  |
| City, State, Zip: |  |
| Chief Executive Officer Name and Credentials: |  |
| Email:  |  |

**Parent Institution Accreditation Status**

|  |  |
| --- | --- |
| Agency: |  |
| Last Review: |  |
| Outcome: |  |
| Next Review: |  |

## Nursing Education Program Information

|  |  |
| --- | --- |
| Nursing Education Program: |  |
| Address: |  |
| City, State, Zip: |  |
| Nurse Administrator Name and Credentials: |  |
| Email:  |  |
| Nursing Program Type: | [ ]  Practical[ ]  Associate Degree [ ]  Diploma [ ]  Baccalaureate [ ]  Direct Entry Masters  |

**Nursing Program Accreditation Status**

|  |  |
| --- | --- |
| Nursing Accreditation Agency: |  |
| Last Review (Accreditation Cycle and Year): |  |
| Outcome: | [ ]  Initial Accreditation [ ]  Not Accredited[ ]  Continuing Accreditation  |
| [ ]  Continuing Accreditation with Conditions Follow-Up Report due: \_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  Continuing Accreditation with Warning Follow-Up Report/Follow-Up Visit due: \_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  Continuing Accreditation for Good CauseFollow-Up Report/Follow-Up Visit due: \_\_\_\_\_\_\_\_\_\_\_ |
| Next Review (Accreditation Cycle and Year): |  |

## Nursing Program Options

|  |  |
| --- | --- |
| Program Option Name: |  |
| Location Name: |  |
| Delivery Method: | [ ]  Face-to-Face [ ]  Hybrid [ ]  Distance Education |
| Percentage of Nursing Credits Delivered by Distance Education:  | [ ]  0% [ ]  1–24% [ ]  25–49% [ ]  50–100% |
| Current Student Enrollment  |  |

|  |  |
| --- | --- |
| Program Option Name: |  |
| Location Name: |  |
| Delivery Method: | [ ]  Face-to-Face [ ]  Hybrid [ ]  Distance Education |
| Percentage of Nursing Credits Delivered by Distance Education:  | [ ]  0% [ ]  1–24% [ ]  25–49% [ ]  50–100% |
| Current Student Enrollment  |  |

|  |  |
| --- | --- |
| Program Option Name: |  |
| Location Name: |  |
| Delivery Method: | [ ]  Face-to-Face [ ]  Hybrid [ ]  Distance Education |
| Percentage of Nursing Credits Delivered by Distance Education:  | [ ]  0% [ ]  1–24% [ ]  25–49% [ ]  50–100% |
| Current Student Enrollment  |  |

## Current Total Nursing Program Student Enrollment (all program options/cohorts/locations combined)

|  |  |
| --- | --- |
| Current Student Enrollment: |  |

## Current Total Number of Faculty

|  |  |
| --- | --- |
| Full-time: |  |
| Part-time: |  |

# Section B. Curriculum Change Information

### Provide a brief narrative for each question/prompt. **This section should not exceed 50 pages.**

## Planned Implementation Date

Month/Date/Year:

## Rationale for the Change

### Provide a brief description of why the program faculty decided to implement a new delivery method.

Narrative:

|  |
| --- |
| **Current/Existing Delivery** |
| Delivery Method: | [ ]  Face-to-Face [ ]  Hybrid [ ]  Distance Education |
| Percentage of Nursing Credits Delivered by Distance Education:  | [ ]  0% [ ]  1–24% [ ]  25–49% [ ]  50–100% |
| Number of Nursing Credits Offered Via Distance Education: |  |
| Length of Academic Term (in weeks; *e.g., 15 weeks*): |  |
| Total Credits/Hours: |  |
| Nursing Credits: |  |
| General Education/Prerequisites: |  |
| **Proposed Distance Education Delivery** |
| Delivery Method: | [ ]  Hybrid [ ]  Distance Education |
| Percentage of Nursing Credits Delivered by Distance Education:  | [ ]  0% [ ]  1–24% [ ]  25–49% [ ]  50–100% |
| Number of Nursing Credits Offered Via Distance Education: |  |
| Length of Academic Term (in weeks; *e.g., 15 weeks*): |  |
| Total Credits/Hours: |  |
| Nursing Credits: |  |
| General Education/Prerequisites: |  |

### Describe the delivery method to be implemented for the didactic components (e.g., lecture).

Narrative:

### How does distance education fit within the mission and philosophy of the program and the parent institution? [244 CMR 6.04(1)(d)]

Narrative:

### Describe the faculty’s preparation and/or expertise in distance education pedagogy. [244 CMR 6.04(2)(b)]

Narrative:

### What methods are used for verifying student identification for those students enrolled in distance modalities?

Narrative:

### Describe the faculty involvement in developing the distance education curriculum. [244 CMR 6.04(4)(a)]

Narrative:

### Describe how faculty-to-student and student-to-student interactions are facilitated in each course.

Narrative:

### Identify any changes from the currently approved curriculum in length of time, credit hours, or clock hours for the total program of study, the nursing courses, and/or the general education courses. [244 CMR 6.04(4)].

Narrative:

Are there any changes to the amount of time required to complete the program requirements? [244 CMR 6.04(4)(b)(1)]

Narrative:

Describe the credit-to-contact hour ratios for didactic/lectures, laboratory, and clinical experiences (e.g., 1:1 for didactic, 1:2 for laboratory/simulation, and 1:3 for clinical components) [244 CMR 6.04(4)].

Narrative:

### Has there been a significant change in the total number of didactic or clinical/practice hours? If so, describe and include a rationale.

Narrative:

**For Registered Nursing Programs:** Total number of credit hours [244 CMR 6.04(4)(b)(1)]

Narrative:

**For Practical Nursing Programs:** Total number of hours of theory, laboratory and clinical practice. Number of hours allocated to nursing courses and clinical experiences. [244 CMR 6.04(4)(b)(1)]

Narrative:

### Describe the teach-out plan for the previous curriculum, if applicable.

Narrative:

### Describe any changes, if any, to the learning resources and technology accessible to faculty and students. [244 CMR 6.04(5)(d)]

Narrative:

Will clinical learning experiences been impacted by the change? If so, describe.

Narrative:

### Provide, *if applicable*, any additional commentary of how the change in the nursing program affects the program’s compliance with 244 CMR 6.04.

Narrative:

# Section C. Outcomes

### Please complete ALL of the following sections for the three (3) most recent years. For expected levels of achievement (ELAs), include a timeline (e.g., 70% of students will complete the program in 150% of the program length).

|  |
| --- |
| **First-time Performance on Licensure/Certification Examination** **Aggregated for Entire Program** |
| Expected Level ofAchievement | Year | Licensure Examination Pass Rate |
|  | 20\_\_ | % |
|  | 20\_\_ | % |
| [ ]  Same as above |
|  | 20\_\_ | % |
| [ ]  Same as above |

|  |
| --- |
| **Performance on Program Completion – Aggregated for Entire Program** |
| Expected Level ofAchievement | Year | Program Completion Rate |
|  | 20\_\_ | % |
|  | 20\_\_ | % |
| [ ]  Same as above |
|  | 20\_\_ | % |
| [ ]  Same as above |

|  |
| --- |
| **Performance on Job Placement – Aggregated for Entire Program** |
| Expected Level ofAchievement | Year | Program Completion Rate |
|  | 20\_\_ | % |
|  | 20\_\_ | % |
| [ ]  Same as above |
|  | 20\_\_ | % |
| [ ]  Same as above |

|  |
| --- |
| **Admission Rates Reported on Annual Reports – Aggregated for Entire Program** |
| Expected Level ofAchievement | Year | Number of Admissions |
|  | 20\_\_ | % |
|  | 20\_\_ | % |
| [ ]  Same as above |
|  | 20\_\_ | % |
| [ ]  Same as above |

**Section D. Required Documentation**

(to be included as an Appendix)

[ ]  Distance Education Worksheet (included on next page)

[ ]  Faculty Profile Table

☐ Documentation of final approval from the parent institution

☐ Documentation of final approval, acceptance, or notification of the substantive change from the parent institution accrediting agency (if applicable)

☐ Documentation of final approval, acceptance, or notification of the substantive change from the nursing program accrediting agency (if applicable)

##

|  |  |
| --- | --- |
| Signature: |  |
| Date |  |

\*Add additional rows as necessary

**Distance Education Curriculum Table**

|  |
| --- |
| **Nursing Course Delivery Method** |
| **Previous Curriculum**  | **New/Revised Curriculum** |
| Delivery Method (Face-to-Face, Hybrid, or Distance Education) | Course Prefix, Number, and Title | Number of Credits | Delivery Method (Face-to-Face, Hybrid, or Distance Education) | Course Prefix, Number, and Title | Number of Credits |
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Faculty Profile Table

|  |
| --- |
| **Full-time Faculty Profile Table** |
| **Last Name** | **First Name** | **MA RN License** | **Dates of Employment** | **Academic Degrees, Years****(List all degrees)** | **Assigned Nursing Courses (didactic, lab, or clinical)** |
| Click here to enter text. | Click here to enter text. | RN     Date of Expiration      | Date of Hire      End Date if applicable      | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | RN     Date of Expiration      | Date of Hire      End Date if applicable      | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | RN     Date of Expiration      | Date of Hire      End Date if applicable      | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | RN     Date of Expiration      | Date of Hire      End Date if applicable      | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | RN     Date of Expiration      | Date of Hire      End Date if applicable      | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | RN     Date of Expiration      | Date of Hire      End Date if applicable      | Click here to enter text. | Click here to enter text. |

|  |
| --- |
| **Part-time Faculty Profile Table** |
| **Last Name** | **First Name** | **MA RN License** | **Dates of Employment** | **Academic Degrees, Years****(List all degrees)** | **Assigned Nursing Courses (didactic, lab, or clinical)** |
| Click here to enter text. | Click here to enter text. | RN     Date of Expiration      | Date of Hire      End Date if applicable      | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | RN     Date of Expiration      | Date of Hire      End Date if applicable      | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | RN     Date of Expiration      | Date of Hire      End Date if applicable      | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | RN     Date of Expiration      | Date of Hire      End Date if applicable      | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | RN     Date of Expiration      | Date of Hire      End Date if applicable      | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | RN     Date of Expiration      | Date of Hire      End Date if applicable      | Click here to enter text. | Click here to enter text. |