

3-23-2015

Online Option for RN to BSN Completion Program

The College at Brockport, College Senate

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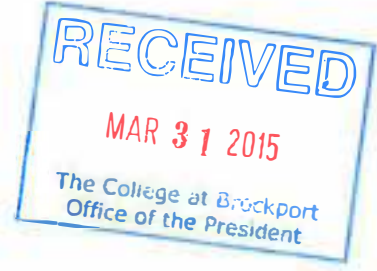


The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

350 New Campus Drive
Brockport, New York 14420
585-395-2586 * 585-395-2246 (fax)
senate@brockport.edu
brockport.edu/collegesenate

Resolution #08 2014-2015
College Senate

Supersedes Res #: _____



TO: Dr. John R. Halstead, College President

FROM: The College Senate: 03/02/2015

RE: → I. Formal Resolution (*Act of Determination*)
II. Recommendation (*Urging the Fitness of*)
III. Other, For Your Information (*Notice, Request, Report, etc.*)

SUBJ: **Online Option for RN to BSN Completion Program** (#16_14-15UC)

Signed:  Date: 3/23/15
(P. Gibson Ralph, 2014-15 College Senate President)

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: P. Ralph Gibson, College Senate President

FROM: John R. Halstead, College President

RE: → I. Decision and Action Taken on Formal Resolution (circle choice)
a. Accepted - Implementation Effective Date**: Fall 2015
**Implementation of resolution requires final approval from SUNY- State Education Department. YES NO
b. Deferred for discussion with the Faculty Senate on ___/___/___
c. Unacceptable for the reasons contained in the attached explanation

II, III. Response to Recommendation or Other/FYI

a. Received and acknowledged ___/___/___

b. Comment:

Signed:  Date: 4/6/15
(Dr. John R. Halstead, President, The College at Brockport)

DISTRIBUTION: Upon approval, the College President will forward copies of resolutions to his staff who will, in turn, forward copies to their staff. The College Senate Office will post resolutions to the College Senate Web at <http://www.brockport.edu/collegesenate/resolutions>.

**COLLEGE SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE
DEADLINE FOR SUBMISSIONS: FEBRUARY 28**

Incomplete proposals will be returned and proposals received after the deadline may not be reviewed until next semester.

Routing Number <i>Routing # assigned by Senate Office 2014-2015</i>	#16_14-15UC <i>Use routing number and title in all reference to this proposal.</i>
This Proposal Replaces Resolution	

INSTRUCTIONS

- Use committee guidelines available at brockport.edu/collegesenate/proposal.html.
- Prepare ONE complete document in **Word format**: include this proposal cover page, proposal, attachments and support letters from your department chair and dean if applicable.
- **Locate the Resolution # and date this proposal will replace at our "Approved Resolutions" page on our Web site.**
- Email completed proposal to senate@brockport.edu. (General Education Proposals and questions go to diamphro@brockport.edu in the Vice Provost's Office first.)
- Make revisions on the paperwork emailed to you from the Senate office that shows the assigned routing number on top. Submit updated document to senate@brockport.edu.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. **PROPOSAL TITLE:** Please be somewhat descriptive, i.e. *Use a course number and/or title, indicate if for GED code, etc.*

On-line Option for RN to BSN Completion Program

2. BRIEF DESCRIPTION OF PROPOSAL:

The Bachelor of Science degree is the preferred degree for registered nurses by most health care institutions when compared to the associate degree nurse preparation, as studies show much better patient outcomes when patients are cared for by BSN nurses. The College at Brockport currently has a Hybrid RN to BSN Completion program for associate degree prepared registered nurses to earn a Bachelor of Science Degree in Nursing. The need for a fully on-line cohort has been identified by students, faculty, and administrators. Other private colleges in the area have fully on-line RN to BSN completion programs. This addition to our program will provide associate degree registered nurses with a more affordable online program to complete their BSN. A fully online RN to BSN completion option will provide Registered Nurses with an Associate's degree another highly sought option with flexible scheduling and accessibility in more remote areas.

3. **WILL ADDITIONAL RESOURCES AFFECTING BUDGET BE NEEDED? X NO ___ YES** **EXPLAIN**

4. **DESCRIBE ANY DATA RELATED TO STUDENT LEARNING OUTCOMES ASSESSMENT USED AS PART OF THE RATIONALE FOR THE REQUESTED SENATE ACTION.**

5. **HOW WILL THIS AFFECT TRANSFER STUDENTS:**

This will increase the number of transfer students the college will be able to accept. This will allow students who graduate from Associate degree programs throughout the state of New York to transfer into our RN to BSN completion program.

6. **ANTICIPATED EFFECTIVE DATE:**

Fall semester, 2015

7. **SUBMISSION & REVISION DATES:** PLEASE DATE ALL REVISED DOCUMENTS TO AVOID CONFUSION.

<i>First Submission</i>	<i>Updated on</i>	<i>Updated on</i>	<i>Updated on</i>
11/16/14			

8. **SUBMITTED BY: (contact person)**

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
<i>Elizabeth Heavey</i>	<i>Nursing</i>	<i>395-5308</i>	<i>eheavey@brockport.edu</i>

9. **COMMITTEES: (Senate office use only)**

Standing Committee	Forwarded To	Dates Forwarded
<input type="checkbox"/> Executive Committee	Standing Committee	11/17/2014
<input type="checkbox"/> Enrollment Planning & Policies	Executive Committee	02/09/15
<input type="checkbox"/> Faculty & Professional Staff Policies	Senate	02/16/15, 03/02/15
<input type="checkbox"/> General Education & Curriculum Policies	Passed GED's go to Vice Provost	
<input type="checkbox"/> Graduate Curriculum & Policies	College President	04/06/15
<input type="checkbox"/> Student Policies	OTHER	
<input checked="" type="checkbox"/> Undergraduate Curriculum & Policies	REJECTED -WITHDRAWN	

NOTES: **RES # 08**



**Distance Education Format Proposal
For A Proposed or Registered Program
Form 4**

**Application for Addition of the Distance Education Format
to a Registered Program**

When a new or existing program is designed for a [distance education format](#), which enables students to complete 50% or more of the course requirements at a distance, a campus Chief Executive Officer or Chief Academic Officer should submit a signed cover letter and this completed form to the SUNY Provost at program.review@suny.edu. According to MSCHE, the 50% standard includes only courses offered in their entirety via distance education, not courses utilizing mixed delivery methods. Also, MSCHE requires that the first two programs for which 50% or more is offered through distance education be submitted for Commission review and prior approval of a substantive change.

- All campuses must complete the following sections: Contact and Program Information, Section 1: Enrollment, Section 2: Program Information, and Part B: Program Specific Issues.
- Part A must be completed if the proposing campus has not previously submitted this form with a completed Part A: Institution-wide Issues, or has made significant changes to its institution-wide distance education operations since last completing Part A. This applies even if the institution has programs registered to be delivered at a distance.

Contact and Program Information Institution's 6-digit SED Code : 002841	
Institution Name: The College at Brockport	
Institution Address: 350 New Campus Drive, Brockport, NY 14420	
NYS Department of Labor/ Regents Region : Finger Lakes	
CEO or Designee: Maryellen Zuckerman, Provost and VP for Academic Affairs	
CEO/Designee Signature:	Date:

Chief Executive Officer or Designee Approval: Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation, and the institution's commitment to support the proposed program.

Distance Education Contact Person Name and Title: Eileen Daniel	
Telephone: 585-395-5505	Email: edaniel@brockport.edu
Program Title: RN to BSN	SED Program Code (for existing programs): 31685
Degree or Certificate Award: BSN	HEGIS Code : 1203.10

Section 1: Enrollment

Anticipated enrollment in distance program:

Section 2: Program Information

- a) *Term length* (in weeks) for the distance program: **15 weeks**
- b) Is this the same as term length for classroom program? [] No [**X**] Yes
- c) How much "*instructional time*" is required per week per credit for a distance course in this program? **3-4 hours per week per credit** (Do not include time spent on activities that would be done outside "class time," such as research, writing assignments, or chat rooms.) **NOTE:** See [SUNY policy on credit/contact hours](#) and [SED guidance](#).
- d) What proportion or percentage of the program will be offered in Distance Education format? Will students be able to complete 100 percent of the program online? If not, what proportion will be able to be completed online? **Up to 100% will be able to be completed online**
- e) What is the maximum number of students who would be enrolled in an online course section? **25**

Part A: Institution-wide Issues: Submit Part A only for the **first** Distance Education program proposed by your institution using this form. SUNY and the State Education Department will keep this in a master file so that your institution will not need to resubmit it for each new proposed online program, **unless there are significant changes, such as a new platform.**

I. ORGANIZATIONAL COMMITMENT

- a) Describe your institution's planning process for Distance Education, including how the need for distance access was identified, the nature and size of the intended audiences, and the provisions for serving those audiences, including how each student's identity will be verified.
- b) Describe your institution's resources for distance learning programs and its student and technical support services to ensure their effectiveness. What course management system does your institution use?
- c) Describe how the institution trains faculty and supports them in developing and teaching online courses, including the pedagogical and communication strategies to function effectively. Describe the qualifications of those who train and/or assist faculty, or are otherwise responsible for online education.
- d) If your institution uses courses or academic support services from **another provider**, describe the process used (with faculty participation) to evaluate their quality, academic rigor, and suitability for the award of college credit and a degree or certificate.
- e) Does your institution have a clear **policy on ownership of course materials** developed for its distance education courses? How is this policy shared with faculty and staff? **NOTE:** You may refer to [SUNY's statement on copyright and faculty ownership of instructional content](#), and/or faculty contract provisions.

II. LEARNER SUPPORT

- a) Describe how your institution provides distance students with *clear information* on:
 - Program completion requirements
 - The nature of the learning experience
 - Any specific student background, knowledge, or technical skills needed
 - Expectations of student participation and learning
 - The nature of interactions among faculty and students in the courses.
 - Any technical equipment or software required or recommended.
- b) Describe how your institution provides distance learners with adequate *academic and administrative support*, including academic advisement, technical support, library and information services, and other student support services normally available on campus. Do program materials clearly define how students can access these support services?
- c) Describe how *administrative processes* such as admissions and registration are made available to distance students, and how program materials inform students how to access these services.
- d) What *orientation* opportunities and resources are available for students of distance learning?

Part B: Program-Specific Issues: Submit Part B for each new request to add Distance Education Format to a proposed or registered program.

III. LEARNING DESIGN

- a) How does your institution ensure that the *same academic standards and requirements* are applied to the program on campus and through distance learning? If the curriculum in the Distance Education program differs from that of the on-ground program, please identify the differences.

The College at Brockport currently has a Hybrid RN to BSN Completion program for associate degree prepared registered nurses to earn a Bachelor of Science Degree in Nursing. To allow the option for a fully online RN to BSN completion program at The College at Brockport, the current courses that are exclusively offered in hybrid format will need to be offered in a 100% asynchronous format. The courses offered in the proposed distance program are existing courses. Carefully constructed assignments meet the same rigorous academic standards and requirements of the in-class versions of these courses. The same academic standards and requirements will be in effect for the online section of the courses that are currently taught in hybrid format. There will be no difference in courses required in the fully online cohort.

RN to BSN students have completed many of their general education courses with their Associate's Degree. These students generally need only a couple of the SUNY general education courses to insure completion of the BSN in a timely manner. The Directors of the RN to BSN program have worked with other college departments on campus to encourage online delivery of general education courses. There are currently asynchronous offerings for General Education Courses that may be needed for RN to BSN students to complete their BSN.

- Fine Arts
 - ARH 202 World Art II
- Humanities:
 - CMC 219 Advertising and Consumers
 - PHL 202 Logic

College at Brockport has three local general education requirements for all students (Contemporary Issues, Perspectives on Women, and Oral Communication). These requirements are fulfilled by classes within the nursing program curricula for the RN to BSN.

At the request of the RN to BSN students, nursing faculty have developed both 1- and 3-credit electives for these students to take during winter and summer session to assist in meeting the 30-credit residency requirement for the BSN at The College at Brockport. The elective options are as follows:

- PRO 206 Public Health and Social Justice (3 Credits)
- PRO 371 Disasters and Public Health (1 Credit)
- PRO 404 Pathophysiology (3 Credits)
- PRO 455 Informatics for Healthcare Professionals (3 Credits)
- PRO 490 Oral Health (1 Credit)

- b) Are the courses that make up the distance learning program offered in a sequence or configuration that allows *timely completion of requirements*?

Yes. These courses have been carefully constructed and are offered 1-3 times per years allowing students to complete the Bachelor of Science in Nursing Degree in 1-2 years.

- c) How do faculty and others ensure that *the technological tools* used in the program are appropriate for the content and intended learning outcomes?

The full-time instructional designer (who has an MS in Media Ecology) meets with all faculty teaching online. Faculty attend ongoing workshops throughout each semester in preparation for the development of the course. Faculty develop the course and have courses approved through an online and hybrid course approval process. The Instructional Designer works through the Center for Excellence in Teaching (CELT), another resource for all faculty on campus.

The faculty who teach in the current RN to BSN completion program are well versed in on-line and hybrid education.

The College at Brockport has added many resources for on-line instruction for students.

- 24-hour Help Desk availability
- Local, well –qualified IT personnel
- Adoption of Blackboard in January of 2015 with greater resources to support interactive discussion and assignments between students

- d) How does the program provide for appropriate and flexible interaction between faculty and students, and among students?

All courses provide for significant interaction between students and encourage students to interact with faculty. Students have access to faculty members instructing the course through ANGEL/Blackboard, E-mail, virtual office hours, and telephone. The faculty will also offer online and telephone advisement for the non-traditional students who enroll in this online option of the nursing program. All approved online courses include regular daily to weekly interaction with the instructing faculty member.

- e) How do faculty teaching online courses verify that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit?

Students are held an academic honesty policy. Faculty utilize tools such as Turn-it-in in an effort to be certain the work is unique to the student submitting the work. In addition, carefully constructed assignments ensure that the work is the student's. Furthermore, there is an existing authentication policy that the student are made aware of and the university has an authentication “pop-up” program that requires an electronic signature prior to completion of assignments.

IV. OUTCOMES AND ASSESSMENT

- a) Distance learning programs are expected to produce the *same learning outcomes* as comparable classroom-based programs. How are these learning outcomes identified – in terms of knowledge, skills, or credentials – in course and program materials?

The learning outcomes of the online program will be the identical learning outcomes to the current hybrid learning outcomes. *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) serves as the conceptual basis and primary guide for curricular decisions and SLOs for all courses in the BSN program.

The Nursing Program at The College at Brockport is accredited by the Commission on Collegiate Nursing Education (CCNE), which requires assessment, evaluation and continuous improvement in the outcomes of the program.

- b) Describe how the *means chosen for assessing student learning* in this program are appropriate to the content, learning design, technologies, and characteristics of the learners.

The means chosen for assessing student outcomes will be the same or similar to those required in the hybrid or current online format of each course. Student learning outcomes in each individual course derived from expected program outcomes. Assessment of student learning will be based on quizzes/exams, online discussions, reflection papers, research papers, online presentations, and evidence based individual and group projects.

V. PROGRAM EVALUATION

- a) What process is in place to monitor and *evaluate the effectiveness* of this particular distance education program on a regular basis?

Students will complete the Instructional Assessment Surveys (IAS) forms to evaluate teaching effectiveness. (This form is used consistently by all faculty.)

Faculty provide a venue for anonymous feedback regarding the course at midterm and at the end of the course.

Pre-graduation survey will be distributed upon completion of the program.

Follow-up survey is sent to graduates one year after graduation to assess satisfaction with the program and program effectiveness.

The Assessment Plan for the Department of Nursing includes data from the RN to BSN courses which is examined by the department evaluation committee and the department of nursing as a whole.

- b) How will the evaluation results will be used for *continuous program improvement*?

Nursing faculty have selected specific assessment measures to evaluate knowledge, skills, and behaviors associated with the Student Learning Outcomes within the course and the program. All learning outcomes have been approved by department curriculum committees, and college senate as appropriate. Faculty as a whole review assessment data and complete a "Close the Loop form" which identifies strategies for improvement based on evaluation of assessment data.

Individually nursing faculty examine their IAS results and evaluate and plan for improvement. CELT is available to review IAS scores with faculty and offer strategies for improvement. IAS scores are also evaluated by the Appointment, Promotion, and Evaluation department committees as well as by the Chair of the Department of Nursing and the Dean of the School of Health and Human Performance.

Faculty as a whole examine feedback from the pre-graduation and post-graduation surveys and strategize to make improvements as suggested by graduates.

- c) How will the evaluation process assure that the *program results in learning outcomes appropriate to the rigor and breadth* of the college degree or certificate awarded?

Annual assessment reports will be compiled and analyzed both at the department, school dean, and college division level to ensure both rigor and breadth. Furthermore Middle States requires complete periodic reviews of the program. In addition, the Nursing Program is accredited by the Commission on Collegiate Nursing Education (CCNE), which requires assessment, evaluation and continuous improvement in the outcomes of the program.

VI. STUDENTS RESIDING OUTSIDE NEW YORK STATE

SUNY programs must comply with all "[authorization to operate](#)" regulations that are in place in other U.S. states where the institution has enrolled students or is otherwise active, based on each state's definitions.

- a) What processes are in place to monitor the U.S. state of residency of students enrolled in any distance education course in this program while residing in their home state?

The Admissions office and Registrar's office at The College monitors the US residency of all of the students enrolled at The College at Brockport.

- b) Federal regulations require institutions delivering courses by distance education to provide students or prospective students with contact information for filing complaints with the state approval or licensing entity in the student's state of residency and any other relevant state official or agency that would appropriately handle a student's complaint. What is the URL on your institution's website where contact information for filing complaints for students in this program is posted? **NOTE:** *Links to information for other states can be found at http://www.suny.edu/provost/dlo/dl_outofstate.cfm.*

<http://www.brockport.edu/policies/index.php>

Version 2013-10-15



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

Department of Nursing

November 10, 2014

To Whom It May Concern:

As Chairperson of the Department of Nursing, I am most strongly support the addition of an asynchronous RN to BSN option for those associate degree prepared Registered Nurses who seek to complete a Bachelor of Science in Nursing degree at The College at Brockport.

The Bachelor of Science degree is the preferred degree for registered nurses by most health care institutions when compared to the associate degree nurse preparation, as research demonstrate much better patient outcomes when patients are cared for by BSN nurses. As a result of this research, the Institute of Medicine has established a guideline that 80% of Nurses have their BSN by the year 2020.

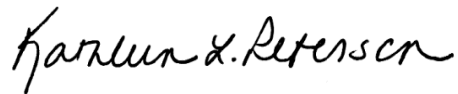
Regionally, only 14% of registered nurses in Western New York are baccalaureate prepared. Locally, in our more urban center, registered nurses prepared at a baccalaureate level still only comprise 32% of the nursing workforce which is still lower than state and national goals. Western NY has a much lower concentration of baccalaureate prepared nurses than other parts of the state which directly impacts patient safety and outcomes in the region. According to the Center for Health Workforce Studies, having few online or on-site nursing baccalaureate completion programs has significantly contributed to the lower level of baccalaureate prepared nurses in our area.

The College at Brockport currently has a Hybrid RN to BSN Completion program for associate degree prepared registered nurses to earn a Bachelor of Science Degree in Nursing. The need for a fully on-line cohort has been identified by students, faculty, and administrators. The addition of this option will require that faculty prepare current hybrid courses in on-line format. The faculty that teach in the RN to BSN completion program are well versed in on-line and hybrid course construction, and are poised to make such changes.

Other private colleges in the area have fully on-line RN to BSN completion programs. This addition to the Nursing program at The College at Brockport will provide associate degree registered nurses with a more another, more affordable online program to complete their BSN. An asynchronous option will also meet the needs for those significantly outside the Brockport area and those with schedules which prevent them from attending in person classes on campus.

Thank you for considering this proposal. I am in full support of having an asynchronous option available for associate degree prepared RNs to complete their BSN degree. I believe this will continue to increase the number of transfer students who come to The College at Brockport. We are able to retain those students in the RN to BSN program with very high retention rates.

Sincerely,

A handwritten signature in black ink that reads "Kathleen Peterson". The signature is written in a cursive style with a large initial 'K' and a distinct 'P'.

Kathleen Peterson, PhD, RN, PNP-BC
Chair and Professor



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

School of Health and Human Performance

To: Undergraduate Curriculum Committee
College Senate

From: Francis X. Short, Dean
School of Health & Human Performance

Subj.: Curricular Change
Department of Nursing

Date: November 12, 2014

Please accept this brief memo in support of proposed changes in the RN-to-BSN program in the Department of Nursing. As I understand the proposal, it seeks to add a fully online cohort for those who would prefer a distance education option for this degree program. The Department has been offering a hybrid option (so many of the faculty are conversant with online instruction), but sees the need to go fully online to accommodate those RN-prepared nurses who currently work or who live some distance from either campus or MetroCenter where face-to-face options for this curriculum exist. A fully online option also would improve our competitiveness in the marketplace as some of the local private colleges offer their curriculum in that format. (Note: the RN-to-BSN program does not have the same “bottleneck” challenges as our traditional BSN program, so there is room for growth in RN enrollment and the potential enrollment is significant. Currently there are about 160 students in the RN program.)

Inasmuch as a fully online RN-to-BSN program 1) would address a need in the field for those who have an interest in that curriculum, 2) would likely attract additional students to Brockport, 3) does not require curricular modification (other than format), and 4) does not require additional resources, I support this proposal without reservation. Thank you for the consideration.



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

Office of Information Technology

TO: Dr. Kathleen Peterson, Chair and Professor, Department of Nursing

CC: Mr. Jeffrey S. Smith, Interim Associate Provost and CIO

FROM: Brendan Post, Manager of Online Learning Systems

DATE: November 5, 2014

RE: IT Support for the online delivery of the RN-BSN Program

On behalf of the Learning Systems Team within Library, Information and Technology Services (LITS), we would like to express our support and technology readiness for the expansion of the RN-BSN Program and the delivery of a fully online cohort. We've been actively working with similar programs such as the MALS program since fall 2010 and are experienced with providing support to the faculty and students participating in these types of programs.

With the combination of a robust Learning Systems Team that supports Blackboard and the expansion of our Help Desk services to providing a phone center that is available 24/7, we believe we are well positioned to support this expansion to the RN-BSN Program and any growth in enrollments. We also believe this positions our department to strategically support both College and SUNY initiatives related to online learning.

Please accept this letter as an indication of our support and readiness to meet the technological needs of the faculty and students of the online RN-BSN Program.