

GGSON Undergraduate Program Handbook

SON OP 30.205 - Course Files

PURPOSE Centralized location of organized course file and course file contents constitutes basic information for historical and legal purposes. Further, centralized file location facilitates access for review of file contents.

REVIEW This handbook shall be reviewed by the Associate Dean by September 1st of even numbered years in collaboration with the Curriculum Committee. Final approval of the GGSON Undergraduate Program Handbook is granted by the Dean.

POLICY/PROCEDURE

The complete course files are kept for each degree program course offered in the Gayle Greve Hunt School of Nursing (GGHSON). All official course files are filed in the office of the Dean of the GGHSON.

The file includes the following:

1. Course syllabus and course modules in standard GGHSON format.
2. A copy of each test administered, test blueprint and corresponding item analysis.
3. Course faculty inter-rater reliability documents attached to the End of Course Report, if applicable.
4. End of Course Report completed by Course Facilitator.
5. Schedule of clinical experiences for courses with clinical components, if applicable.
6. One sample item for each course activity to represent a period of three years. Student names are to be removed from each sample, and faculty are encouraged to ask the student for permission to place the item in the course file.
7. A burned CD or USB containing all files related to the course packet.

Two weeks after the end of each semester, the assigned Sr. Business Assistant will burn a CD or USB of all course information received by that office, and will notify each course facilitator which information is missing from the course files. It is the Course Facilitator's responsibility to ensure that all components of the official course file have been filed with the assigned Sr. Business Assistant.

After three years, course files will be archived offsite.

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Revised: UGT/bs 04/21/08
Reviewed by GGHSON: 04-26-2012