WINONA STATE UNIVERSITY
REQUIRED CHECKLIST FOR ALL CURRICULAR PROPOSALS

This checklist enables A2C2 representatives to endorse that their departments have accurately followed the Process for Accomplishing Curricular Change. For each course or program proposal submitted to A2C2, this checklist must be completed, signed by the submitting department's A2C2 representative, and included with the proposal when forwarded for approval. Peer review of proposals is also strongly advised, e.g., departments should discuss and vote on the proposals as submitted to A2C2, rather than on just the ideas proposed or drafts of proposals.

If a proposal fails to follow or complete any aspect of the process, the Course and Program Proposal Subcommittee will postpone consideration of the proposal and return it to the department's A2C2 representative for completion and resubmission. Resubmitted proposals have the same status as newly submitted proposals.

Note: This form need not be completed for notifications.

1. The appropriate forms and the “Approval Form” have been completed in full for this proposal. All necessary or relevant descriptions, rationales, and notifications have been provided.

__________ Completed

2a. The “Financial and Staffing Data Sheet” has been completed and is enclosed in this proposal, if applicable.

__________ Completed ___________ NA

2b. For departments that have claimed that “existing staff” would be teaching the course proposed, an explanation has been enclosed in this proposal as to how existing staff will do this, e.g., what enrollment limits can be accommodated by existing staff. If no such explanation is enclosed, the department's representative is prepared to address A2C2's questions on this matter.

__________ Completed ___________ NA

3. Arrangements have been made so that a department representative knowledgeable of this proposal will be attending both the Course and Program Proposal Subcommittee meeting and the full A2C2 meeting at which this proposal is considered.

__________ Completed

Name and office phone number of proposal's representative:

4. Reasonable attempts have been made to notify and reach agreements with all university units affected by this proposal. Units still opposing a proposal must submit their objections in writing before or during the Course and Program Proposal Subcommittee meeting at which this proposal is considered.

__________ Completed ___________ NA

5. The course name and number is listed for each prerequisite involved in this proposal.

__________ Completed ___________ NA

6. In this proposal for a new or revised program (major, minor, concentration, etc.), the list of prerequisites provided includes all the prerequisites of any proposed prerequisites. All such prerequisites of prerequisites are included in the total credit hour calculations. ________ Completed ________ NA

7. In this proposal for a new or revised program, the following information for each required or elective course is provided:
   a. The course name and number.
   b. A brief course description.
   c. A brief statement explaining why the program should include the course.

__________ Completed ________ NA

8. This course or program revision proposal:
   a. Clearly identifies each proposed change.
   b. Displays the current requirements next to the proposed new requirements, for clear, easy comparison.

__________ Completed ________ NA

9. This course proposal provides publication dates for all works listed as course textbooks or references using a standard form of citation. Accessibility of the cited publications for use in this proposed course has been confirmed.

__________ Completed ________ NA

__________________________________________ Date [Revised 9-05] Department's A2C2 Representative or Alternate
<table>
<thead>
<tr>
<th>Section</th>
<th>Approval</th>
<th>Disapproval</th>
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</thead>
<tbody>
<tr>
<td>Department Recommendation</td>
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<tr>
<td>Department Chair</td>
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<td></td>
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<tr>
<td>Date</td>
<td></td>
<td>e-mail address</td>
</tr>
<tr>
<td>Dean's Recommendation</td>
<td>Yes</td>
<td>No*</td>
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<tr>
<td>Dean of College</td>
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<td>Date</td>
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<tr>
<td>*The dean shall forward their recommendation to the chair of the</td>
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<td>department, the chair of A2C2, and the Vice President for Academic</td>
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<td>Affairs.</td>
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<td>A2C2 Recommendation</td>
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<tr>
<td>Chair of A2C2</td>
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<tr>
<td>Date</td>
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<tr>
<td>Graduate Council Recommendation (if applicable)</td>
<td>Approved</td>
<td>Disapproved</td>
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<tr>
<td>Chair of Graduate Council</td>
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<td>Date</td>
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<tr>
<td>Director of Graduate Studies</td>
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<td>Date</td>
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<tr>
<td>Faculty Senate Recommendation</td>
<td>Approved</td>
<td>Disapproved</td>
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<tr>
<td>President of Faculty Senate</td>
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<td>Date</td>
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<tr>
<td>Academic Vice President Recommendation</td>
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<td>Disapproved</td>
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<tr>
<td>Date</td>
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<tr>
<td>Decision of President</td>
<td>Approved</td>
<td>Disapproved</td>
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<tr>
<td>President</td>
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<tr>
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<tr>
<td>Please forward to Registrar.</td>
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<tr>
<td>Registrar</td>
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<tr>
<td>Date entered</td>
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<tr>
<td>Please notify department chair via e-mail that curricular change has</td>
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<tr>
<td>been recorded.</td>
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[Revised 9-1-10]
**WINONA STATE UNIVERSITY**  
**PROPOSAL FOR NEW COURSES**

Department __________ NURSING ____________  
Date _______11/7/11_________

Refer to Regulation 3-4, *Policy for Changing the Curriculum*, for complete information on submitting proposals for curricular changes.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>608/409</td>
<td>Organizational &amp; Systems Leadership</td>
<td>3</td>
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</tbody>
</table>

This proposal is for a(n)  
___x___ Undergraduate Course  
___x___ Graduate Course  

Applies to:  
___x___ Major  
___x___ Minor  
___x___ General Education  
___x___ University Studies Program*  
___x___ Required  
___x___ Required  
___ Elective  
___ Elective

Prerequisites  
__Admission to Graduate Program__

Grading method  
___x___ Grade only  
___x___ P/NC only  
___x___ Grade and P/NC Option

Frequency of offering  
_____Fall and Spring_________

*For General Education Program course approval, the form *Proposal for General Education Program Courses* must also be completed and submitted separately according to the instructions on that form. For University Studies Program course approval, the form *Proposal for University Studies Courses* must also be completed and submitted separately according to the instructions on that form.

Provide the following information:

A. **Course Description**
   
1. **Catalog description.**
   
   Culturally sensitive organizational and systems leadership skills necessary for improving healthcare outcomes, practice and safety are addressed. Focus is on leadership theories, principles of ethical leadership and professional communication strategies.

2. **Course outline of the major topics and subtopics (minimum of two-level outline).**

   I. Leadership Foundations  
      a. Leadership theory  
      b. Leadership styles
   
   II. Leadership Characteristics/Competencies  
      a. Communication  
      b. Emotional intelligence  
      c. Planning, decision making, improving, training  
      d. Conflict utilization
   
   III. Leading Interdisciplinary Teams  
      a. Group process  
      b. Collaboration  
      c. Coordination  
      d. Efficient/Effective meetings
   
   IV. Facilitating Change in Complex Environments  
      a. Strategic planning  
      b. Environmental assessments  
      c. Vision  
      d. Creativity
   
   V. Leadership Ethics
a. Credibility, integrity, morality

VI. Leadership Models in Practice

VII. Leadership Outcomes
a. Benchmarking
b. Efficiency
c. Effectiveness
d. Efficacy
e. Quality
f. Safety
g. Redefining error and failure

VIII. Leadership Challenges
a. Cultural, generational, gender diversity

IX. Power, Influence, and Accountability

X. Followership

XI. Developing Others
a. Coaching
b. Mentoring
c. Modeling
d. Succession planning

XII. Maintaining Effective Leadership
a. Balance and margin
b. Time management

3.a Instructional delivery methods utilized: (Please check all that apply).

<table>
<thead>
<tr>
<th>Lecture: Auditorium</th>
<th>ITV X</th>
<th>Online X</th>
<th>Web Enhanced X</th>
<th>Web Supplemented</th>
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</thead>
<tbody>
<tr>
<td>Lecture: Classroom X</td>
<td>Service Learning</td>
<td>Travel Study</td>
<td>Laboratory</td>
<td>Internship/Practicum</td>
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<tr>
<td>Other: (Please indicate)</td>
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</tbody>
</table>

3.b. MnSCU Course media codes: (Please check all that apply).

<table>
<thead>
<tr>
<th>None:</th>
<th>Internet</th>
<th>Independent Study</th>
<th>Web Enhanced X</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. CD Rom</td>
<td>5. Broadcast TV</td>
<td>8. ITV Receiving X</td>
<td></td>
</tr>
</tbody>
</table>

4. Course requirements (papers, lab work, projects, etc.) and means of evaluation.

1. Leadership Competence Development
40% of grade

2. Analysis of a Global Leader
25% of grade

3. Application of Knowledge Assignments
30% of grade

4. Scholarly Contribution to Class
5% of grade

5. Course materials (textbook(s), articles, etc.).


6. Assessment of Outcomes

Course outcomes will be evaluated by means of distributing semester course evaluations to the class list of students and requesting their completion. Results will be aggregated and provided to the faculty member so that the faculty member can use these data for course revisions and recommendations.

7. List of references.

To be determined each semester by faculty member and communicated to students in a semester reading list.

B. Rationale

1. Statement of the major focus and objectives of the course.

   Upon completion of this course, the student will demonstrate the ability to:
   • Integrate leadership theories and culturally sensitive approaches necessary to lead a diverse workforce to improve patient outcomes.
   • Integrate consultative and leadership skills with intra-professional and inter-professional teams to create change in health care.
   • Evaluate formal and informal communication processes in nursing care systems that promote quality nursing care.
   • Analyze internal and external factors that influence organizational behaviors, policies, practices, and nursing care systems.
   • Analyze quality improvement methodologies for the promotion of safe, timely, effective, efficient, and equitable patient-centered care.

2. Specify how this new course contributes to the departmental curriculum.

   This course contributes to the enhancement of leadership content within all graduate programs in nursing programs.

3. Indicate any course(s) which may be dropped if this course is approved.

   This is a new course in the curriculum; therefore no course will be dropped. Previously, the NURS 408/508 course was Advanced Role Seminar, a 2 credit course. NURS 408/508 is currently a banked course and is not required for the major. It could be said to

C. Impact of this Course on other Departments, Programs, Majors, or Minors

1. Does this course increase or decrease the total credits required by a major or minor of any other department?

   No, this course does not increase credits required by a major or minor of any other department

2. Attach letter(s) of understanding from impacted department(s).

   Not applicable.

Definitions:

01-Satellite:

02-CD Rom:

03-Internet: Predominately = where all, or nearly all, course activity occurs in an online environment. One to two activities may occur face-to-face in a classroom, with the maximum being two activities.
04 – ITV Sending: a course in which students are in the classroom with the instructor, other students join via interactive television technology from other geographically separate locations

05 – Broadcast TV:

06 – Independent Study: a course in which the teacher develops specialized curriculum for the student(s) based on department guidelines in the University course catalog

07 – Taped: a course in which the teacher records the lessons for playback at a later date

08 – ITV Receiving: a course in which students are not in the classroom with the teacher, other students join via interactive television technology from other geographically separate locations

09 – Web Enhanced- Limited Seat Time: For a course in which students are geographically separate from the teacher and other students for a majority of required activities. However, some on-site attendance is required. The course includes synchronous and/or asynchronous instruction.

10 – Web Supplemented- No Reduced Seat Time: For a course utilizing the web for instructional activities. Use of this code may assist your college/university in tracking courses for “smart classrooms” and/or facility usage.

Attach a Financial and Staffing Data Sheet.

Attach an Approval Form with appropriate signatures.

Department Contact Person for this Proposal:

___ Sonja J. Meiers ___________ 507-536-5671 ___________ smeiers@winona.edu 

Name (please print) 

Phone 

e-mail address 

[Revised 9-7-11]
Include a Financial and Staffing Data Sheet with any proposal for a new course, new program, or revised program.

Please answer the following questions completely. Provide supporting data.

1. Would this course or program be taught with existing staff or with new or additional staff? If this course would be taught by adjunct faculty, include a rationale.
   This course will be taught by existing graduate faculty who have taught NURS 651 Organizational Concepts for Nursing Administration which was previously taught as part of the Nursing Administration program. It is now required of all graduate nursing students for their program of study.

2. What impact would approval of this course/program have on current course offerings? Please discuss number of sections of current offerings, dropping of courses, etc.
   This course replaces the NURS 606 Advanced Nursing Roles course (2 S.H.) and 1 credit of the NURS 506 Psychosocial Interventions for Family Care (2 S.H.). This was a desired change in the new graduate nursing curriculum so there will be no negative impact on the program.

3. What effect would approval of this course/program have on the department supplies? Include data to support expenditures for staffing, equipment, supplies, instructional resources, etc.
   There will be no impact of approval of this course on department supplies, again, because this replaces other courses in the old graduate curriculum and not additional supplies are necessary.

[Revised 9-05]