

College of Nursing, Health & Human Services Process Chart

In our review of submitted syllabi and material, CAAC will be assessing material on the basis that it offers clear guidance to students about course /program objectives, the methods by which these will be achieved. The checklist below is intended to offer guidance on the aspects that CAAC will consider in order to offer a favorable opinion. These suggested elements reflect guidance provided within the CAPS Manual and include

- Course Prefix & Number
- Credit Hours. (Clinical & Theory should be differentiated)
- Course Title (Should not exceed 30 characters).
- Pre-requisites or concurrent enrollment in
- Faculty
- Catalog Description. (Should not exceed 50 words).
- Course Outcomes.
- Course Overview.
- Methods of Teaching / Learning
- Required Textbooks (should be in APA or any alternative format appropriate for the discipline).
- Optional Textbooks.
- Outline of Topics to be covered.
- Evaluation Methods
- Student responsibilities
- Grading scale
- Statement of Accommodation.
- Academic Integrity Statement
- Emergency Services for natural or catastrophic Events.
- Integrated content.
- Facilities used for clinical laboratory experience.
- Bibliography
- An Academic Freedom Statement (required only for Foundational Studies).

CAAC accepts that the way in which each of the above components is demonstrated is matter of academic freedom for concerned faculty and understand that different programs /courses may represent each of their criteria in ways that are most adaptable to their student population.

Formal Submissions of Material for review by CAAC to be forwarded to NHHS.CAAC@indstate.edu
(For the attention of the Committee Chairperson).