

Cover Page

BSN Prep-Reading Days

1. Purpose for submitting: *Submitting for approval*

2. Type of proposal: *A specific program*

3. Specific action being requested: *Change*

4. Proposer: *Richard Charnigo*

5. Affiliation of proposer:

6. Proposal submitted on behalf of another unit or organization

6.a. If "Yes," name of the submitting unit/organization:

7. Rationale for proposal:

"The College of Nursing requests a change in the Prep and Reading Days in the University Senate approved academic calendar for students enrolled in the Bachelor of Science Nursing program. This request is made to allow for clinical experience completion as required by accrediting bodies and healthcare agency agreements. The BSN curriculum is offered in part-of-term sessions in the fall, spring, and summer semesters. Two to three required nursing courses are scheduled during each block. Typically, students are selectively admitted after completion of the pre-nursing curriculum (including UK CORE courses) during year two. Students complete major nursing courses in Traditional, Accelerated BSN, and RN to BSN tracks in three to five semesters."

8. Does the proposal include a change to the Senate Rules?

Not applicable

8.a. If "Yes," what section of the Senate Rules?

8.b. If "Yes," what is the requested effective date?

9. If asking for feedback, how will the feedback be used?

ADDENDUM

A motion approved by the Senate Calendar Committee, 7-0-0, endorses the BSN request concerning prep days to Senate Council, with the modification of having Monday of a finals week be a prep day rather than a reading day.

“So, what is it that’s being suggested ?”

Briefly, there are several half-semester courses for BSN which run in the Fall and in the Spring. Associated with the half-semester courses are two weeks of final exams, one about halfway through the semester and one at the end of the semester. The current arrangement is to have a prep day on the Thursday and a reading day on the Friday of the week preceding each week of final exams. The requested arrangement is to make the Thursday and Friday normal class days but convert the Monday of the week of final exams into a prep day, with final exams taking place on Tuesday through Friday of that week. Again, they want to have two such weeks each semester, because these are half-semester courses.

Like the current arrangement, the requested arrangement entails a waiver of Senate Rule 5.2.5.6.

“Can you show me a diagram ?”

Four times per year – twice in the Fall and twice in the Spring – this pattern occurs upon conclusion of half-semester BSN courses:

Monday	Tuesday	Wednesday	Thursday	Friday
Classes as usual	Classes as usual	Classes as usual	Prep day	Reading day
Finals	Finals	Finals	Finals	Finals

What’s being suggested is to change the pattern to the following:

Monday	Tuesday	Wednesday	Thursday	Friday
Classes as usual	Classes as usual	Classes as usual	Classes as usual	Classes as usual
Prep day	Finals	Finals	Finals	Finals

Calendar Template (Request for Deviation from Approved Calendar)

The Senate Rules 1) describe the University Senate’s oversight of the calendar and 2) charge the Senate Council (executive body of the University Senate) with reviewing deviations from the Senate-approved calendar. The Senate Calendar Committee is charged with conducting a comprehensive review of all calendar-related requests and will provide recommendations to the Senate Council on whether to approve such requests.

The Calendar Committee will generally not recommend approval of outright waivers for University holidays. It will not lightly recommend approval of substitute dates for University holidays or outright waivers for academic holidays, although substitute dates may be proposed if the original dates are not maintained. Finally, changes in perpetuity are unlikely to be approved.

Instructions:

Section 1: Complete fields 1a – 1k.

Section 2: Enter all dates for all applicable terms (fall semester, winter intersession, spring semester, and summer session). Some dates may coincide with those on the general University calendar, while others may differ by virtue of the request being made to authorize a deviation.

Section 3: If the request: 1) applies to more than one calendar year; and 2) the relevant calendar dates for the subsequent years are more than natural shifts (e.g., one day back to keep a Monday a Monday, or two days back if accounting for a leap year), use the space provided to describe.

1. GENERAL INFORMATION (Please complete fields 1a – 1k.)

1a	College:	<i>College of Nursing</i>	1b	Department:	<i>Undergraduate Program</i>
1c	Using the drop-down list to the right, indicate if the request is for a single course, a subset of courses within a program, or an entire program.				Program
	Describe the single course, subset of courses, or entire program, below.				
	<i>Undergraduate Program, BSN degree</i>				
1d	Proposer:	<i>Darlene Welsh</i>			
1e	Proposer’s email:	<i>jdwels00@uky.edu</i>			
1f	Briefly summarize the request and describe its pedagogical necessity.				

Calendar Template (Request for Deviation from Approved Calendar)

<p><i>The College of Nursing requests a change in the Prep and Reading Days in the University Senate approved academic calendar for students enrolled in the Bachelor of Science Nursing program. This request is made to allow for clinical experience completion as required by accrediting bodies and healthcare agency agreements. The BSN curriculum is offered in part-of-term sessions in the fall, spring, and summer semesters. Two to three required nursing courses are scheduled during each block. Typically, students are selectively admitted after completion of the pre-nursing curriculum (including UK CORE courses) during year two. Students complete major nursing courses in Traditional, Accelerated BSN, and RN to BSN tracks in three to five semesters.</i></p>								
1g	<p>Check all that apply. This request involves:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;"><input type="checkbox"/> Waiver of Prep/Reading Days</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Waiver of other academic holidays</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Waiver of University holidays</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Substituting a date for a holiday</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Adding an extra academic holiday</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Altering beginning/end dates</td></tr> <tr><td style="padding: 2px;"><input checked="" type="checkbox"/> Correcting an existing calendar</td></tr> </table>	<input type="checkbox"/> Waiver of Prep/Reading Days	<input type="checkbox"/> Waiver of other academic holidays	<input type="checkbox"/> Waiver of University holidays	<input type="checkbox"/> Substituting a date for a holiday	<input type="checkbox"/> Adding an extra academic holiday	<input type="checkbox"/> Altering beginning/end dates	<input checked="" type="checkbox"/> Correcting an existing calendar
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1h	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;"> <p>Nonstandard calendars are approved for a discrete period of time: one year or part of one year, two years, three years, or for the foreseeable future until Senate Council requires re-approval. What duration of approval are you seeking?</p> </td> <td style="width: 30%; padding: 5px; text-align: center; vertical-align: middle;"> <p><i>Foreseeable future</i></p> </td> </tr> </table>	<p>Nonstandard calendars are approved for a discrete period of time: one year or part of one year, two years, three years, or for the foreseeable future until Senate Council requires re-approval. What duration of approval are you seeking?</p>	<p><i>Foreseeable future</i></p>					
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1i	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 65%; padding: 5px;"> <p>Would the changed calendar affect observance of University holidays?</p> </td> <td style="width: 15%; padding: 5px; text-align: center;"> <p>Yes <input type="checkbox"/></p> </td> <td style="width: 20%; padding: 5px; text-align: center;"> <p>No <input checked="" type="checkbox"/></p> </td> </tr> </table>	<p>Would the changed calendar affect observance of University holidays?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>				
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<p>If “Yes,” check all University holidays that would be affected. (The calendar template in item 2 will allow you to suggest substitute dates. As noted above, the Calendar Committee will not ordinarily recommend approval of outright waivers for University holidays and will not lightly recommend approval of substitute dates for University holidays.)</p>								
	<input type="checkbox"/> Labor Day							
	<input type="checkbox"/> Election Day (U.S. presidential election years, only)							
	<input type="checkbox"/> Thanksgiving Day							
	<input type="checkbox"/> Day following Thanksgiving Day							
	<input type="checkbox"/> Christmas Day							
	<input type="checkbox"/> New Year's Day							
	<input type="checkbox"/> Martin Luther King, Jr. Day							
	<input type="checkbox"/> Memorial Day							
	<input type="checkbox"/> Juneteenth							

Calendar Template (Request for Deviation from Approved Calendar)

	<input type="checkbox"/>	Independence Day (July 4th)	
1j	Would the changed calendar affect observance of academic holidays?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If "Yes," check all academic holidays that would be affected. (The calendar template in item 2 will allow you to suggest substitute dates or waivers. As noted above, the Calendar Committee will not lightly recommend approval of outright waivers for academic holidays.)		
	<input type="checkbox"/>	Fall Break	
	<input type="checkbox"/>	Wednesday before Thanksgiving	
	<input type="checkbox"/>	Saturday after Thanksgiving	
	<input checked="" type="checkbox"/>	Fall Semester Prep Days	
	<input checked="" type="checkbox"/>	Fall Semester Reading Days	
	<input checked="" type="checkbox"/>	Fall Semester Finals Week	
	<input type="checkbox"/>	Winter Intersession Prep Days	
	<input type="checkbox"/>	Spring Break	
	<input checked="" type="checkbox"/>	Spring Semester Prep Days	
	<input checked="" type="checkbox"/>	Spring Semester Reading Days	
	<input checked="" type="checkbox"/>	Spring Semester Finals Week	
	<input checked="" type="checkbox"/>	Summer Session Prep Days	
1k	Could approval of the request create an actual or potential violation of Senate Rules 5.2.2("Student Load"), regarding the number of credit hours taken by a student during a specific period of time?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If "Yes," explain how the program will ensure the rule on credit hour load is not violated.		
2. CALENDAR TEMPLATE (Enter all dates for all applicable terms (fall semester, winter intersession, spring semester, and summer session). Some dates may coincide with those on the general University calendar, while others may differ by virtue of the request being made to authorize a deviation.)			
A.	Fall Semester 2023		
A1	8/21/23	First day of classes	
A2	9/4/23	Labor Day Holiday	
A3	9/22/23 and 11/20/23	Midterm (last date to notify undergraduates about their progress)	
A4	10/23/23-10/24/23	Fall Break	

Calendar Template (Request for Deviation from Approved Calendar)

A5		Election Day in U.S. presidential election years
A6	11/22/23	Thanksgiving Wednesday
A7	11/23/23	Thanksgiving Day
A8	11/24/23	Thanksgiving Friday
A9	<i>11/25/23</i>	Thanksgiving Saturday
A10	10/9/23 & 12/11/23	Prep Week (Prep Days)
A11	10/8/23 and 12/10/23	Last day of classes
A12	10/9/23 & 12/11/23	Reading Days
A13	10/10/23- 10/12/23, 10/13/23 make- up and 12/12/23- 12/14/23, 12/15/23 make- up	Finals Week
A14	10/13/23 and 12/15/23	End of Semester
B. Winter Intersession 20		
B1		First day of classes
B2		Prep Days (last three days of instruction)
B3		Christmas Day (SR 2.1.3 "late December holiday period")
B4		New Year's Day (SR 2.1.3 "late December holiday period")
B5		Last day of classes
B6		End of session
C. Spring Semester 2024		
C1	<i>1/8/24</i>	First day of classes
C2	<i>1/15/24</i>	Martin Luther King, Jr. Holiday
C3	<i>3/11/24 and 4/7/24</i>	Midterm (last date to notify undergraduates about their progress)
C4	<i>3/11/24-3/16/24</i>	Spring Break
C5	<i>2/26/24 and 4/29/24</i>	Prep Week (Prep Days)
C6	<i>2/25/24 and 4/28/24</i>	Last day of classes
C7	<i>2/26/24 and 4/29/24</i>	Reading Days

Calendar Template (Request for Deviation from Approved Calendar)

C8	<i>4/27/24-4/29/24, 3/1/24 make-up and 4/30/24- 5/2/24, 5/3/24 make-up</i>	Finals Week
C9	<i>3/1/24 and 5/3/24</i>	End of semester
D.	Summer Session 2024	
D1	<i>5/13/24</i>	First day of classes
D2	<i>5/27/24</i>	Memorial Day Holiday
D3	<i>6/19/24</i>	Juneteenth Holiday
D4	<i>7/4/24</i>	Independence Day Holiday (July 4 th)
D5	<i>8/7/24</i>	Prep Days (last three days of instruction)
D6	<i>8/8/24</i>	Last day of classes
D7	<i>8/8/24</i>	End of session

Calendar Template (Request for Deviation from Approved Calendar)

3. MISCELLANEOUS (If the request: applies to more than one calendar year and the relevant calendar dates for the subsequent years are more than natural shifts (e.g., one day back to keep a Monday a Monday, or two days back if accounting for a leap year), use the space provided to describe.)

3.	Is there anything else to explain about this proposal?
	<p><i>In spring 2021, the University Senate approved an altered Prep and Reading Day schedule for the BSN program. The days were changed to Prep Days the Thursdays and Fridays before finals week and the Reading Day was scheduled on Fridays before finals week in each part-of-term session. We are requesting to change to a combined Prep/Reading Day on the Monday of finals week for each session.</i></p> <p><i>Current University Senate approved Prep and Reading Day Schedule:</i></p> <ul style="list-style-type: none"><i>• Thursday & Friday preceding finals week in each session – Prep Days</i><i>• Friday preceding finals week – Reading Day</i> <p><i>Proposed Prep and Reading Day Schedule:</i></p> <ul style="list-style-type: none"><i>• Monday of finals week in each session with final exams Tuesday - Friday.</i> <p><i>An increase in student enrollments and the need for additional clinical site access is the impetus for scheduling clinical rotations on Fridays, Saturdays, and Sundays. A change in the Prep and Reading Days will allow clinical rotations to be completed before a Prep/Reading Day on the Monday preceding final exams for each part-of-term session.</i></p>



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To: Senate Council

Contact: Dr. Kristin Ashford, Associate Dean, BSN Program (Kristin.ashford@uky.edu)
Dr. Darlene Welsh, Assistant Dean, BSN Program Chair (jdwels00@uky.edu)

Submitted: 9/28/23

RE: Request for modification of Academic Calendar for the BS in Nursing (BSN)

Request: The College of Nursing requests a change in the Prep and Reading Days in the University Senate approved academic calendar for students enrolled in the Bachelor of Science Nursing program. This request is made to allow for clinical experience completion as required by accrediting bodies and healthcare agency agreements.

The BSN curriculum is offered in part-of-term sessions in the fall, spring, and summer semesters. Two to three required nursing courses are scheduled during each session. Typically, students are selectively admitted after completion of the pre-nursing curriculum (including UK CORE courses) during year two. Students complete major nursing courses in Traditional, Accelerated BSN, and RN to BSN tracks in three to five semesters.

Number of Major Nursing Courses During Curricular Progression

Track	Semester I Blocks I & II	Semester II Blocks I & II	Semester III Blocks I & II	Semester IV Blocks I & II	Semester V Blocks I & II
Traditional ^{a,b}	3/2 courses	2/2 courses	2/2 courses	2/3 courses	3/2 courses
Accelerated BSN ^{a,b}	3/3 courses	2/3 courses	1/2 courses	2/2 courses	
RN to BSN ^c	2/2 courses	2/2 courses	2/1 courses		

a = pre-licensure, b = one clinical course per block, c = one clinical course final block

In spring 2021, the University Senate approved an altered Prep and Reading Day schedule for the BSN program. The days were changed to Prep Days the Thursdays and Fridays before finals week, and the Reading Day was changed to Fridays before finals week in each part-of-term session. We are requesting to change to a combined Prep/Reading Day on the Monday of finals week in place of the current Thursday/Friday arrangement.

Current University Senate approved Prep and Reading Day Schedule:

- Thursday & Friday preceding finals week in each session – Prep Days
- Friday preceding finals week – Reading Day

Proposed Prep and Reading Day Schedule:

- Monday of finals week in each session with final exams on Tuesday - Friday

Rationale: The Kentucky Board of Nursing (KBN), National Council of State Boards of Nursing (NCSBN), and the American Association of Colleges of Nursing (AACN) by way of the Commission on Collegiate Nursing Education (CCNE) established standards for program accreditation and student instruction that guide didactic and clinical nursing education. Completion of clinical contact hours is required before permission to engage in NCLEX testing, the licensure exam for registered nurses, is granted by the KBN and NCSBN (for out of state licensure). A minimum of 40 contact hours for each clinical credit hour are required in medical-surgical, obstetric, pediatric, public health, and psychiatric courses in our BSN program with at least 120 contact hours completed in a last semester senior practicum for pre-licensure students (KBN mandate). All non-practicum clinical courses are one credit hour except for two courses in the traditional track that are two credits. Each group of clinical students is limited to a maximum of 10 students by KBN mandate and group size may be further reduced to 6-8 students by some clinical agencies. Permission to use a clinical agency for student rotations is obtained through a Bluegrass Planning Consortium. The consortium is comprised of 12 schools of nursing and 10 hospital systems who negotiate the use of clinical areas for student experiences.

Many schools of nursing throughout the state are expanding student enrollments to honor a request by the governor to increase the nursing workforce. The dean of our college agreed to expand undergraduate student enrollment from 300 to 600 new unlicensed student admissions each year over the next five years. The process of expanding student admissions and acquiring quality clinical sites for instruction is governed by accrediting body and clinical agency mandates and agreements. We can only place students in clinical environments that have been approved by the university legal team, the Bluegrass Planning Consortium, and other stakeholders. We anticipate the need for 75 clinical groups (8 students per group) at the time of full expansion.

An increase in student enrollments in the UK BSN program and in other schools of nursing is the impetus for scheduling clinical rotations on Fridays, Saturdays, and Sundays. Clinical sites are offering evening and weekend rotations to accommodate increased growth in student enrollments. A change in our Prep and Reading Days will allow clinical rotations to be completed on the Friday, Saturday, and Sunday before finals week while honoring a Prep/Reading Day commitment on the subsequent Monday. With two to three courses per part-of-term session, the number of final exams requiring preparation will be below the typical number of finals scheduled for full semester courses.