MEETING: Faculty, Staff, and Budget Committee Meeting  
DATE: Sept 23, 2011  
TIME: 0900  
ATTENDING: Carolyn Townsend, Nancy Hall, Vicki Holker, Tara Flint, Jeanine Gangeness, Sarah Tarutis, Tiffany Hommes, Lynn Maltais, Sheila Paul, Jennifer Attebery, Mary Fairbanks, Jessica Vanatta  
CALLED TO ORDER BY: Jeanine Gangeness at 9 am

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<th>Outcome(O)/Rationale(R)</th>
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| Approval of Minutes | Motion by made Lynn M and seconded by Vicki H to approve minutes from 8/19/2011.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | O: Approved.  
R: Review process for faculty & staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Guest Speakers      | President Hanson presented overview of the College of Nursing “marriage.” See handout of timeline of steps to that occurrence. He asked for questions with various items brought forward about planning between the NTC and BSU nursing programs; budget and sharing resources; foreseen difficulties (budget, identity, trust); time for planning. Time for planning will be program decision.  
Post comments: Sheila suggests to consider computer program for clinical coordination.  
Carolyn asks what a name might be. Not known.  
Shirley Heins has commented that the Sanford Foundation and potential nursing foundation discuss opportunities to collaborate, ie scholarships.  
Jeanine asks for comments on plan. Nancy recommends an advisory group to the Dean, which is inclusive of all voices, not just committee chairs. Will have opportunity to impact communication in the planning stage.  
Committee structure (see handout)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | O: Jeanine will discuss with Bob resources for strategic planning.  
R: Information and communication between upper administration and faculty.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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<td>for potential structure idea that Jeanine’s put together based on Accreditation functions – PN, NNLAC, BSN). Recognize the time (ie. Faculty) required for planning. As a innovation for BSU and NTC that the Chancellor has identified as a priority for the state college and university systems, resources to have a successful process will be very helpful and needed. Jeanine New Secretary for FAB</td>
<td>Mary who is the current secretary has become the secretary for the Academic Resource Committee. Request made for change to allow another faculty opportunity to act as secretary.</td>
<td>O: Lynn Maltais volunteered. Mary will send her template. Lynn will begin at the next meeting. R: Secretary documents meeting notes and submits to Task Stream.</td>
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<tr>
<td>Guest Speaker</td>
<td>Bev Hodgson presented on DARS.</td>
<td>O: Faculty are more informed on DARS R: Understand DARS based on new curriculum and improve student advising.</td>
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<tr>
<td>Old Business</td>
<td>Reminder –Ground Rules</td>
<td>O: Follow at meetings. R: Ensure effective meetings that run smoothly and achieve committee goals.</td>
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<td>List suggestions for meetings running effectively and efficiently. ➢ Be present ➢ Respect of other’s views ➢ Allow people to complete what they have to say. Don’t personalize. ➢ Have and follow agenda – have parking lot options. ➢ Allow people to tell own stories. Don’t speak for others ➢ Be open-minded – willing to learn new things.</td>
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<td>Goals</td>
<td>Global goals include the completion of the CCNE mid-term report (not due until summer of 2013 – woo hoo!!!!). ➢ Suggestion for book club goal. Two books recommended - Wellbeing or Juggling Elephants ➢ Writing support to faculty especially those in DNP/PhD</td>
<td>O: Juggling Elephants selected. Writing club meeting today. R: Support nursing department’s mission:</td>
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<td>Meet &amp; Greet with Dean</td>
<td>Check on November 4th at 8:30 a.m. prior to our faculty meeting in Sattgast 248</td>
<td>O: To be held on Nov 4 at 8:30 am. R: Improved relationship with Dean</td>
</tr>
<tr>
<td>Faculty Credentials</td>
<td>o CRP/First Aid&lt;br&gt;o Mantoux&lt;br&gt;o Vaccinations&lt;br&gt;o Background Checks/state &amp; federal&lt;br&gt;o Evaluation</td>
<td>O: Submit documentation to Marlene. R: Meet requirements for accreditation and clinical practice agency needs.</td>
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<tr>
<td>Faculty Credentials documentation.</td>
<td>Clinical faculty need to be up to date on CPR, First Aid, Mantoux, and vaccinations. Federal background checks will start next year. Evaluation course needs to be completed by each faculty. Free evaluation course is available through University of Minnesota: <a href="http://www.nursing.umn.edu/Precceptors/evaluation/home.html">http://www.nursing.umn.edu/Precceptors/evaluation/home.html</a></td>
<td>O: Submit documentation to Marlene. Jeanine needs to check on one adjunct faculty background check. R: Meet requirements for accreditation and clinical practice agency needs.</td>
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<tr>
<td>Strategic Planning Process</td>
<td>Discussed with administration on planning when marrying the two nursing programs.</td>
<td>O: Will begin later this or next semester. R: Ensure quality programming for the new program.</td>
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<td>New Business</td>
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<td>Approve PDPs</td>
<td>Sheila Paul, Vickie Holker, Jessica Vanatta, Jeanine Gangeness, Lynn Maltais, Tiffany Hommes, Mary Fairbanks, Tara Flint, Nancy Hall, Carolyn Townsend, Jennifer Atteberry, Sarah Tarutis,</td>
<td>O: Tara made a motion to approve the faculty PDPs. Mary will send a note to Dean and Darla that PDPs were approved. R: Review process for faculty &amp; staff.</td>
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<tr>
<td>Spring Semester Schedule</td>
<td>See handout for Spring semester 2012 course schedule.</td>
<td>O: Motion made by Nancy and seconded by Lynn to approve schedule. Motion passed.</td>
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<td>By Laws</td>
<td>Bylaws were developed many years ago and need review. Task stream can be used to review information.</td>
<td>O: Need to be reviewed by committees for suggested revisions and bring back to Faculty committee. Faculty who do not have</td>
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<td>Student Admissions Progressions and Concerns Committee Written Report</td>
<td>See written report. Advising days will be 10/19 and 10/20. To be held in S228.</td>
<td>O: Jen will email out the report. R: Provide review of policies regarding admission, progression, graduation, student advisement, and concerns.</td>
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<td>Curriculum Committee Written Report</td>
<td>See written report</td>
<td>O: Chair need to email report to secretary for inclusion to minutes.</td>
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<tr>
<td>Academic Resource Committee</td>
<td>See Appendix B for written report</td>
<td>O: Chair needs to email report to secretary for inclusion to minutes.</td>
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<td>IFO Senate Report</td>
<td>Sheila and Carolyn report on enrollment numbers – down for campus and up for online. Recommendation for Senate committee structure did not pass. Union negotiations discussed. 19B funds for faculty will carry over, there is no new money. Workgroups for President’s plan are forming. Proposed summer schedule is out. Senate opposes NTC becoming a community college.</td>
<td>O: Those interested in President’s work group should request to participate. R:</td>
</tr>
<tr>
<td>Clinical Coordination</td>
<td>Discussion of occurrences and issues of coordinating student clinical and practicum experiences. Brainstorming and solutions. CHN 4120 and 4003 - two four</td>
<td>O: Immediate solution for 4120 and 4003: Tiffany, Carolyn and Sarah who are working with those counties from both programs contact the</td>
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<td>year students contacted two counties for their practicum experience after the faculty had contacted the county and the county had requested that they be contacted by the students directly. RN to BSN faculty contacted the counties for their students, having two different processes was reported to have confused staff at 1-2 counties (Clearwater and Itasca). Sanford IT Access – more than one class. Alternative Experience – purpose bi-rotation, simulation, No dialysis Multiple areas BSU AG, family health. Sub-acute unit is an option Capstone – follow a mentor not a day of the week. - Junior clinicals - Soph LTC - AD/PN clinicals</td>
<td>county and discuss steps for student needs. Solutions: 4120 sections by campus. Scheduling software - LTC - Acute care - Community Centralizing to a committee ARC – model for scheduling R: Achieve quality clinical experiences for students and maintain professional relationships with clinical partners.</td>
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**Other**

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<th>Topic</th>
<th>Budget</th>
<th>Other</th>
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<tr>
<td></td>
<td>210250 (regular account)</td>
<td>$16,661 O: Differential tuition will have some allocated to students. Tiffany will get equipment amount from Marlene. R: Effective and efficient spending management</td>
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<td>210248 (differential tuition) – ~$59,000, allocating students funds</td>
<td>210823 Equipment Do not have total.</td>
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<td>212161 (unclassified substitute salary)</td>
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Meeting adjourned at 12:20 PM

**Faculty Accomplishments**

Jeanine: Carolyn: Attended Gerontological Advanced Practice Nurses Association 30th Annual Conference: Improving the Lives of Older Adults: Practice and Policy September 14-17, 2011, Washington DC | O: Faculty please e-mail committee Secretary to make additions to list. R: Supports the Master Academic Plan to help and
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<td>Tiffany:</td>
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<td>enhance faculty roles as a teacher and keep current in obtaining new knowledge and continued education.</td>
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<td>Jennifer:</td>
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<td>Marci:</td>
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<td>Mary:</td>
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<td>Sarah:</td>
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<td>Sheila:</td>
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<td>Tara:</td>
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<td>Nancy:</td>
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<td>Lynn:</td>
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<tr>
<td>Vicki:</td>
<td></td>
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<tr>
<td>Jessica:</td>
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Strengths Finder

Tiffany: Achiever, Learner, Input, Developer, Belief
Marlene: Empathy, Connectedness, Arranger, Intellection, Developer
Nancy: Ideation, Learner, Input, Analytical, Responsibility
Mary: Learner, Input, Achiever, Harmony, Consistency
Jeanine: Strategic, Command, Arranger, Activator, Futuristic
Riki: Empathy, Connectedness, Input, Developer, Restorative
Carolyn: Input, Empathy, Maximizer, Ideation, Adaptability
Jen: Learner, Context, Empathy, Strategic, Input
Tara: Developer, Strategic, Relator, Futuristic, Ideation
Sarah: Achiever, Responsibility, Relator, Individualization, Input
Marci: Relator, Learner, Strategic, Adaptability, Connectedness
Sheila: Intellection, Learner, Input, Empathy, Context
Lynn: Input, Learner, Relator, Connectedness, Empathy
Vicki: Input, Relator, Arranger, Intellection, Learner
Jessica: Empathy, Developer, Achiever, Consistency, Woo

Submitted by Mary Fairbanks

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**Department of Nursing Bylaws**

The faculty of the Department of Nursing at Bemidji State University abide by the mission, and policies established by Bemidji State University.

**Article I - Title**

The name of the program at Bemidji State University shall be the Department of Nursing.

**Article II - Purpose & Function**

Section 1. PURPOSE

A. Provide a Baccalaureate program of study for nursing majors.
B. Provide for development, implementation, and evaluation of the baccalaureate nursing program.
C. Facilitate communications between faculty members, departments, students, University administration, the nursing profession, and the public.
D. Serve as the departmental decision-making body through which the educational program is determined, implemented, and evaluated within the framework and structure established by Bemidji State University.

Section 2. FUNCTIONS
A. Establish the academic policies of the Nursing Department consistent with University policies.
B. Promote and maintain standards for the program and educational practices which are consistent with the University and the discipline.
C. Determine criteria for student admission, progression, promotion, and graduation consistent with University policies.
D. Make recommendations concerning courses, curricula, and degree requirements to appropriate bodies within the University.
E. Make recommendations or requests to the chairperson, Dean, or other appropriate units within the University.

Article III - Membership and Voting

Section 1. MEMBERSHIP
A. Membership shall consist of all full-time and part-time departmental faculty holding academic rank of instructor through professor and as described in the IFO Agreement.
B. Recognizing the value of student input, the bylaws provide for a variety of communication methods to ensure maximum opportunity for student input and participation.

Section 2. VOTING
A. All full-time and part-time faculty members (as defined in Article III, Section 1 A above and as defined in the IFO Agreement) shall have voting privileges on agenda items brought before the faculty at Departmental Faculty Meetings.
B. Full-time and part-time faculty (as defined in Article III, Section 1 A and as defined in the IFO Agreement) who serve on committees shall have voting privileges as defined in the Agreement on all agenda items before those committees.
C. Matters relating to the students will be brought before the students for their input and recommendations.
D. Faculty attendance at all faculty and designated committee meetings is expected. Faculty will notify the Department Chair or respective committee chair in case of anticipated absence.
E. Students may attend and participate in scheduled meetings.
F. Voting shall be by voice unless the chair designates otherwise. Any member may request voting by secret ballot.
G. To facilitate communication and student representation, a “no protest vote” may be used. Recommendations may be posted and/or presented to students. Lack of protest by the majority of students will be considered endorsement. Otherwise items will be further reviewed.

Article IV - Conduct of Business

Section 1. Meetings of the total faculty (Faculty/Budget Committee) shall be scheduled monthly during the academic year. Additional or special meetings may be held on the request of the University Administration, department faculty, and/or the department chair.

Section 2. The regular time for scheduled department faculty meetings shall be determined prior to the beginning of each semester. Exceptions to this schedule may be made by a quorum consensus of the department faculty.

Section 3. A quorum is a majority of the voting members of the faculty.

Section 4. The departmental faculty meeting will be convened by the department chair or a designated department faculty representative.

Section 5. The meetings may include:
   A. Approval of previous minutes
   B. Review of agenda
   C. Announcements
   D. Reports
   E. Old Business
   F. New Business
   G. Adjournment

Section 6. All regular departmental faculty meetings are open, except those at which personnel or students are discussed. Students are welcome to attend, present at, or participate in discussions at all regular departmental faculty meetings and standing committee meetings.

Section 7. Students anticipating enrollment or currently enrolled in the nursing major may communicate concerns and requests in writing to the appropriate committee chairperson, or to the department chairperson. Special requests or presentations shall be communicated in advance in writing to the committee chairperson for placement on the agenda. The schedule of regular meetings will be posted in advance of each semester.

Section 8. Minutes of the departmental faculty meeting will be recorded by a designated faculty secretary assigned for a period of one year.

Section 9. Minutes of the departmental faculty meetings shall be distributed to the nursing faculty, the Dean of CSNS, and maintained within the department office files.

Article V - Departmental Committees

Section 1. The full time nursing faculty functions as a committee of the whole for each of the standing committees.
Section 2. Part-time faculty may serve on standing committees, following the provisions outlined in the Agreement.

Section 3. The departmental standing committees are: The Curriculum Committee; The Student Admission, Progression, and Concerns Committee; Academic Resources Committee; and the Faculty Committee.

Section 4. Each standing committee shall select a faculty chairperson. An individual faculty member will not chair more than one standing committee annually. The standing committee chairperson is a voting member of the committee.

Section 5. Each standing committee shall select a faculty secretary. An individual faculty member will not be secretary on more than one standing committee annually. The meetings of standing committees shall be scheduled in advance of each semester and posted for students. The schedule of meetings shall be coordinated by the Chair of the Department in consultation with the faculty.

Section 6. Each standing committee shall record minutes of committee meetings. The minutes shall be maintained in the departmental files and distributed to faculty and the CSNS Dean.

Section 7. Decisions made by standing committees represent decision-making by the faculty as a whole.

Section 8. Agenda items considered by standing committees, which are deemed relevant to students, will be brought to a scheduled meeting of the junior and senior students. Recommendations of the students present will be forwarded to the respective committee or to the Departmental Faculty.

Section 9. Ad hoc committees may be established by the faculty to address specific needs of the department. Such committees are dissolved upon completion of the task. Ad hoc committees shall report to the full faculty for recommendations and decisions. Students may attend and participate in the scheduled meetings.

**Article VI - Standing Committees**

Section 1. Curriculum Committee functions to:

A. Determine the major components of the curriculum and recommend curriculum changes.
B. Evaluate the implementation of the curriculum and conduct appropriate action.
C. Determine pre-requisite course requirements.
D. Determine course requirements for the major.
E. Receive requests and make determinations regarding changes in the curriculum (i.e. content, course numbers, new courses, discontinuation).
F. Determine and propose other curricular matters.
G. Develop and process proposals to the BSU Curriculum Committee and reports for catalog entries.
H. Review and revise the curriculum sections of the Departmental Resource Manual on an annual basis.
Section 2. Student Admission, Progression, and Concerns Committee shall determine policies regarding admission, progression, graduation, student advisement, and concerns.

The Committee shall:

A. Determine admission requirements for the major.
B. Select and accept for admission to the major the students who meet the requirements for admission as determined by university and departmental policies.
C. Review and determine action for petitions from students for exception to departmental policy.
D. Respond to student grievances.
E. Recommend students for honors and awards.
F. Review and revise the student sections of the Departmental Resource Manual on an annual basis.
G. Review and determine action regarding students’ progression in the major.
H. Provide an orientation for new students.

Section 3. Academic Resources Committee shall determine student resource needs, faculty and support staff resource needs, program administration needs as well as resource and space utilization, i.e. space, equipment, library, software, laboratory, and clinical facilities.

The Committee shall:

A. Guide and assist both students and faculty in the development and use of educational resource materials which will support the objectives of the curriculum.
B. Periodically review library and educational materials and make recommendations for changes, priorities, and improvements.
C. Review resources policies and procedures and make recommendations.
D. Review space and make recommendations.
E. Review practicum needs and resources and make recommendations.
F. Review and revise the resources sections of the Departmental Resource Manual on an annual basis.

Section 4. Faculty Committee shall determine policies regarding department function, faculty and staff needs, and general program operations.

The Committee shall:

A. Determine department needs and functions and make recommendations for discussion and action.
B. Develop course schedules
C. Review faculty resources and make recommendations for discussion and action.
D. Determine faculty workloads
E. Develop departmental committee meeting schedules for the year
F. Determine Departmental Goals
G. Review Professional Development plans and make recommendations
H. Plan Advisory Board meetings
I. Review faculty accomplishments
J. Report on meetings attended by Chair (i.e. MACN, INEC, etc.) or faculty
K. Plan Endowed Chair strategies
L. Discuss overall program budget and make recommendations

Article VII - Amendments

By-laws may be amended by a 2/3 majority of the eligible voting faculty when intention to amend has been sent to the faculty at least two weeks prior to the meeting.

Article VIII

Faculty standing and ad hoc committees may be established or dissolved by 2/3 vote of the eligible voting faculty.

Established: 12/87
Revised: 5/19/88, 6/15/90, 2/23/95, 3/30/95, 5/95, 11/8/01, 8/20/02, 2/9/06, 8/07, 2/12/10

Appendix B

SAPA
September 2011
1. The date of Fall Advising hours in room 228 Sattgast.
   a. Wednesday, October 19 from 9-12
      Thursday, October 20 from 12:30-4
   b. A sign-up list will be sent out for everyone to fill in times of availability
      The Juniors and Seniors will receive their schedules in their classes via SAPA members

2. American Heart CPR will be required by everyone the start of January 1, 2012.
   This affects anyone needing renewal after this date.

The Distance Minnesota recommendation was passed to help with streamlining the RN-BSN admission process.