The Bemidji Department of Nursing, which includes the prelicensure 4-year track, RN-BS completion and Camp Nursing programs, have developed and shall abide by the following bylaws, and the mission and policies established by these institutions.

**Article I - Purpose & Function**

Section 1. PURPOSE

A. Facilitate communications between faculty members, schools, students, University/College administration, the nursing profession, and the public.
B. Provide a mechanism for development, implementation, and evaluation of the nursing programs.
C. Provide format for Baccalaureate program of study for nursing majors to collaborate, network, support each other, and develop excellent nursing and healthcare providers for northwest Minnesota.
D. With the administration the Nursing Department Committees shall serve as the Department’s decision-making body through which the educational program is determined, implemented, and evaluated within the framework and structure established by the institution.

Section 2. FUNCTIONS

A. Promote and maintain standards for the program and educational practices that are consistent with the University and the discipline.
B. The Department of Nursing will determine criteria for student admission, progression, promotion, and graduation consistent with University policies.
C. Make recommendations concerning courses, curricula, student dismissal and degree requirements to appropriate bodies within the University.
D. Make recommendations or requests concerning budgets, faculty and other educational needs to the chair, dean, or other appropriate units within the University.

**Article II - Membership and Voting**

Section 1. MEMBERSHIP

A. Membership shall consist of all full-time and part-time nursing faculty and as described in the faculty contracts.
B. Recognizing the value of student input, the bylaws provide for a method of communication to ensure maximum opportunity for student input and participation.

Section 2. VOTING

A. All full-time and part-time faculty members (as defined in faculty contracts) shall have voting privileges on agenda items before the faculty at Department faculty meetings.
B. Full-time and part-time faculty (as defined in faculty contracts) who serve on committees shall have voting privileges as defined in the contracts on all agenda items before those committees.
C. Faculty attendance at all faculty and designated committee meetings is expected. Faculty will notify the Chief Nursing Administrator (CNA) or respective committee chair in case of anticipated absence.
D. Students may attend and participate in scheduled meetings.
E. Voting shall be by voice unless the chair or CNA designates otherwise. Any member may request voting by secret ballot.
F. To facilitate student communication and representation, a “no protest vote” process 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 III - Conduct of Business

Section 1. Meetings of the total Department of Nursing faculty shall be scheduled at least monthly during the academic year. Additional or special meetings may be held on the request of the University administration, nursing faculty, and/or the CNA.

Section 2. The regular time for scheduled Department of Nursing 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 of Nursing faculty.

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

Section 4. The Department of Nursing faculty meeting will be convened by the CNA or a designated 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 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 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 CNA. 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 Department of Nursing faculty meetings will be recorded by a designee.

Section 9. Minutes of the Department of Nursing faculty meetings shall be distributed to the nursing faculty and maintained within Taskstream by the designee.

Article IV - Department of Nursing Committees

Section 1. Full-time nursing faculty are expected to serve as a member on the Faculty and Budget Committee and on one of the standing committees.

Section 2. Part-time faculty shall serve on standing committees, following the provisions outlined in the IFO and MSCF Agreements.
Section 3. The Department of Nursing standing committees are the Curriculum Committee; Student Admission, Progression, and Concerns Committee; Student Appeals & Grievance Committee; Academic Resources Committee; Student Input Forum; Faculty and Budget Committee; and the Department of Nursing Chairs 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.

Section 6. Each standing committee shall record minutes of committee meetings. The minutes shall be maintained in Taskstream and distributed to faculty and the dean.

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

Section 8. Committees work within the parameters of institutional policies.

Section 9. Ad hoc committees may be established by the faculty to address specific needs of the Department of Nursing. 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 V - Standing Committees

Section 1. Curriculum Committee functions, in conjunction with faculty and within the parameters of institutional policies, 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 prerequisite 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, and discontinuation).
F. Determine and propose other curricular matters.
G. Develop and process proposals to the Curriculum Committee and reports for catalog entries.
H. Review and revise the curriculum sections of the Resource Manual annually.

Role of the committee chair includes:

- Related to accreditation – Faculty responsibility for the creation, re-vision and evaluation of course content to ensure we are meeting national and state nursing care standards in our curricula.
  - Facilitate nursing course evaluations and data related to program outcomes
  - Manage the data base related to student files and evidence of achieving program outcomes
  - Oversee faculty completion of course evaluation reports and policies related to curricula
- Provide program-level student assessment information, data collection and evaluation, including: end of program survey, post-program employee survey, clinical learning experience evaluation.
- Oversee curricula issues related to course quality and consistency
  - Provide advising to faculty members related to curriculum issues
  - Arrange meeting schedule and notify faculty, chair, dean, and post for students
  - Create agenda and send to faculty committee members prior to the meeting
  - Maintain order and timeline for meeting
  - Be contact for committee: to filter information from all sources to committee delegate and schedule tasks to achieve full committee charge. Serve as a committee spokesperson to meet with chair/dean. Review minutes with secretary to make sure all areas including rationale are included.
  - Delegate the updating of findings for key elements in Taskstream AMS

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, 5/2013, 5/16 curriculum committee description 4/2017

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 department policies.
C. Review and determine action (which could include but is not limited to: recommendation to University committees, remediation, dismissal from program or course, or frequent meetings with faculty advisor) on petitions from students for exception to department policy. Such actions should be communicated to the CNA and dean in a timely manner so they are aware of decisions being made.
D. Review, determine action, and respond to student appeals/grievances and student progression in the major.
E. Recommend students for honors and awards.
F. Review and revise the student sections of the Department of Nursing Resource Manual annually.
H. With the Faculty and Budget committee, provide an orientation for new students.

Role of the committee chair includes:

- Arrange meeting schedule and notify all faculty, chair, dean, and post for students
- Create agenda and send to faculty committee members prior to the meeting
- Maintain order and timeline for meeting
- Be contact for committee: to filter information from all sources to committee delegate and schedule tasks to achieve full committee charge. Serve as a committee spokesperson to meet with chair/dean. Review minutes with secretary to make sure all areas including rationale are included.
- Delegate the updating of findings for key elements in Taskstream AMS
- Update the Student Resource Manual to reflect current policies
- Maintain alignment with University policy and standards
- Admissions assessment, implementation, and evaluation for incoming 4-year track nursing students.
- Coordinator for the advising sessions for fall/spring/summer sessions for the 4-year and RN-BSN nursing students
- End of program evaluation for senior nursing students
- Data collection of HESI or TEAS; enrollment and retention of students processes
- Orientation for new nursing students in the 4 year-track program once student admission process is complete
- Deal with students not in compliance for the nursing program
- Review background checks and meet with students regarding results
- Lead scholarship information and review of information to identify awards to students

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, 5/2013, 5/16

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

The Committee shall:

A. Collaborate with information technology (IT) staff to facilitate support of faculty and students in use of IT resource materials to 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 classroom and laboratory space and make recommendations.
E. Review learning resource needs including laboratory supplies, simulation supplies and online needs.
F. Create and maintain a 5-year purchasing and replacement plan.
G. Review and revise the resources sections of the Student Resource Manual annually

Definitions:
Resources: A source or supply, support or aid, assets, capability in dealing with a situation or meeting difficulties.

Role of the committee chair includes:
- Arrange meeting schedule and notify all faculty, chair, dean, and post for students.
- Create agenda and send to faculty committee members prior to the meeting.
- Develop background information, invite BSU staff (e.g. BSU librarian), gather pertinent data, and disseminate supporting documents to ARC members related to agenda items prior to ARC meetings.
- Maintain order and timeline for meeting.
- Be contact for committee: to filter information from all sources to committee delegate and schedule tasks to achieve full committee charge. Serve as a committee spokesperson.
to meet with chair/dean. Review minutes with secretary to make sure all areas including rationale are included.

- Delegate the updating of findings for key elements in Taskstream AMS.
- Establish/update committee annual goals and work calendar to assure program mission/goals and CCNE accreditation standards are supported and upheld.
- Review/summarize/interpret and report to FAB annual Faculty Resource Survey for accuracy and relevance related to teaching/learning/professional development needs to assure program mission/goals and CCNE accreditation standards are supported and upheld.
- Attend Chairs Committee meetings. Report/discuss pertinent issues from ARC to nursing leadership.
- Report ARC information at monthly FAB meetings.
- In collaboration with the department chair as well as with the ARC committee members, analyze current budget as it relates to teaching/learning resource needs.

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, 5/2013, 5/16

Section 4. **Student Appeals & Grievance Committee** shall convene to respond to student appeals and grievances.

Proposal: To develop a faculty-led committee that will only review and respond to student grievances and appeals. This process is outlined in the Student Resource Manual. All faculty involved with the committee should be experts on the Resource Manual and BSU policies and procedures.

A. A faculty chair will be established. The chair will receive student appeals and/or grievances (SAG). Per the process all SAG will be processed and responded to within six weeks of receiving the complete documents.

B. The faculty chair will determine the need for the three-member core faculty team to meet and call a meeting.

C. The chair and/or any committee member will excuse themselves from any and all discussion or decisions if they are involved in the SAG.

D. Faculty reserve committee members will be determined and used as needed to provide insight into specific areas, or to add an additional faculty vote.
The Committee shall:

A. Review and determine action (which could include but is not limited to recommendation to University committees, remediation, dismissals from program or course, and frequent meetings with faculty advisor) on petitions from students for exception to Department of Nursing policy. Such actions should be communicated to the CNA and dean in a timely manner so they are aware of decisions being made.
B. Review, determine action, and respond to student appeals/grievances and student progression in the major.

The role of the committee chair includes:
- Receive all nursing students’ grievances and appeals.
- Ensure due process is provided for all people involved in this process.
- Call committee meetings as necessary to review and respond to students’ grievance and appeals in a timely manner.
- Provide written responses to students, Nursing Department and dean as necessary.

Established: 5/2017

Section 5. **Faculty and Budget 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 and rotation of courses.
C. With the ARC committee, review faculty resources and make recommendations for new or additional faculty and staff to the CNA.
D. Determine faculty course assignments and other work based on the Contract.
E. Develop department committee meeting schedules for the year.
F. With the CNA determine departmental annual goals.
G. Review professional development plans and make recommendations.
H. Review faculty accomplishments and archive on the FAB committee minutes.
I. Report on meetings attended by chair/dean (i.e., MACN, INEC, etc.) or faculty.
J. Discuss overall program budget and make recommendations.

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, 5/2013, 5/16

Section 6. **Department Nursing Chairs Committee** will be made up of all the Standing Committee chairs and the CNA. Meetings will be scheduled one time per semester and as needed.

The committee shall:

A. Provide leadership for the Department of Nursing
B. With the CNA/University administration, determine goals and directions for the Department of Nursing.
C. Provide input for individual programs’ directions and goals.
D. Represent the work of each Nursing Department committee.
E. Provide and promote open and honest communication.

Established: 8/2016
Section 7. **Student Input Forums** function to provide a communication and evaluation link between students and faculty.

A. Student Input Forums will be scheduled for each semester. They will be open forums to allow students to provide input into all areas of the nursing programs. The CNA will schedule and facilitate the forums.

B. These forums serve in an advisory capacity.

C. Matters relating to the students will be brought before the students for their input and recommendations.

**Article VI - Amendments**

Bylaws 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. Bylaws must be reviewed on an annual basis.

**Article VII – Committee Establishment and Dissolution**

Faculty standing 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, 5/2013, 5/16, 5/17

**BSU Department of Nursing Committee Membership**

BSU faculty recognize the value in understanding the roles and functions of all standing faculty committees. The following recommendations will guide the practice for rotation of committee membership and leadership at BSU Department of Nursing:

- Committee chairs will annually assess membership needs.
- Faculty will rotate through committees. A minimum of two years of service on each committee is recommended.
- New faculty will be assigned by the Committee Chairs group, and will generally start with SAPC or Curriculum committees.
- Co-chair terms will be three years, with a recommendation of one year membership before and after the term.
- It is highly recommended that faculty serve as co-chair or secretary once every 5-7 years.

New Idea or Area of Concern Directed to specific Nursing Committee

- Nursing Committee reviews, proposes change, makes a recommendation or determines the need for a new policy.
- Nursing Committee brings to FAB meeting for presentation and final department vote.
- Recommendation is distributed to all area of interest and the dean.