

Goals of the Department of Nursing

In support of the institutional mission, the goals of the Bemidji State University baccalaureate nursing program are to:

1. Prepare nursing students to enter professional nursing practice.
2. Maintain academic excellence, which includes national accreditation and the recognition of standards/directions within the discipline, Minnesota Board of Nursing, and communities of interest.
3. Maintain a contemporary curriculum that promotes the development of a professional nurse who embodies a humane, holistic view of people. Implement educational strategies and practices conducive to the personal and professional development of students.
4. Students will demonstrate responsible use of knowledge and critical inquiry to address professional nursing practice in a changing society and in a variety of settings.
5. Utilize an effective shared governance model that is congruent with the institution, the program and the needs of the learners.
6. Acquire and allocate resources to provide a positive learning environment.
7. Recruit and retain qualified and diverse students committed to academic excellence and professional development.
8. Recruit and retain qualified faculty who contribute to the university, the profession, and service and scholarly endeavors.

Est. 1/5/89

Revised: 5/90; 7/01; 2/07, 5/18

Reviewed: 5/94; 4/17/97; 4/21/05; 4/30/09; 4/11, 4/13, 4/14, 3/16, 4/17

Bemidji Department of Nursing Guidelines

The Bemidji Department of Nursing, which includes the prelicensure 4-year track and RN-BS completion nursing programs, have developed and shall abide by the following Guidelines, 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 nurses.
- 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. 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 faculty and as described in the faculty contracts.
- B. Recognizing the value of student input, the Guidelines 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 meetings may include:

- A. Approval of previous minutes
- B. Review of agenda
- C. Announcements
- D. Reports
- E. Unfinished business

- F. New business
- G. Adjournment

- Section 5. 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 6. 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 7. Minutes of Department of Nursing faculty meetings will be recorded by a designee.
- Section 8. Minutes of the Department of Nursing faculty meetings shall be distributed to the nursing faculty and maintained within an archiving method 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; Academic Resources Committee; Student Input Forum; Faculty and Budget Committee (FAB); and the Department of Nursing Chairs Committee.
- Section 4. With the exception of the FAB, each standing committee shall select a faculty chairperson. The chair of the FAB will be the Department Chair. 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 established archival method 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, revision 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 database related to student files/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, notify all faculty, chair, and 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 archival method.
- Attend Chairs Committee meetings. Report/discuss pertinent issues from Curriculum Committee to nursing leadership.
- Report Curriculum Committee information at monthly FAB meetings.

Established: 12/87

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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 are 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 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, 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 archival method.
- 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-BS 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 with collaboration of the entire Department of Nursing.
- Deal with students not in compliance with clinical eligibility for the nursing program.
- Lead scholarship process and review of information to identify awards to students.
- Attend Chairs Committee meetings. Report/discuss pertinent issues from SAP-C to nursing leadership.
- Report SAP-C information at monthly FAB meetings.
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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, 5/7/18

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 on-line needs.
- F. Create and maintain a 5-year purchasing and replacement plan.
- G. Review and revise the resources sections of the Resource Manual annually.

Definition:

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, 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 (i.e. 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 archival system.
- 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 the annual Faculty Resource Survey results 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.

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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 dean.
- D. Determine faculty course assignments and other work based on the IFO 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, 5/7/18

Section 6. **Nursing Department 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. Meetings are open.

The Committee shall:

- A. Provide communication and leadership links within 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 Standing Committee.
- E. Provide and promote open and honest communication.

Established: 8/2016

Revised: 5/7/18

Section 7. **Student Input Forums** function to provide a communication and evaluation link between students and faculty.

- A. Student Input Forums will be scheduled annually. 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

Guidelines 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. Guidelines 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, 5/7/18

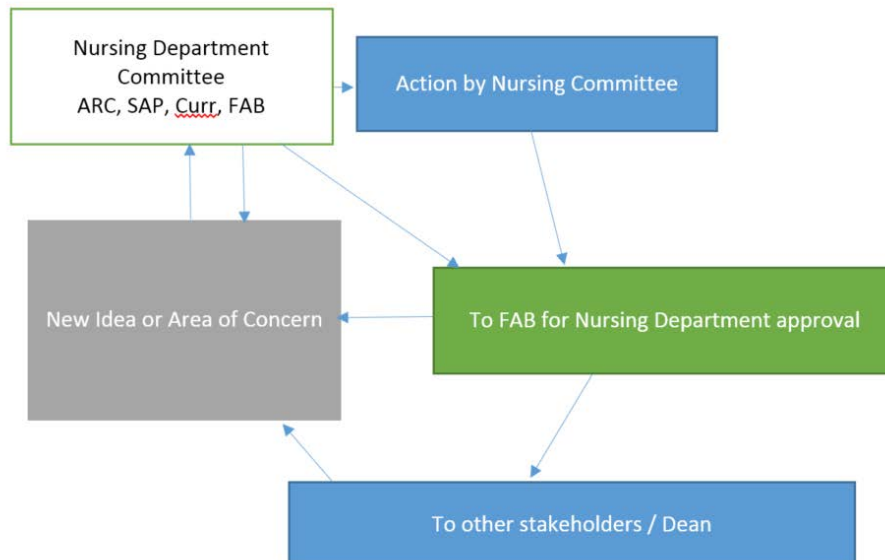
BSU Department of Nursing Committee Membership

BSU faculty recognize the value in understanding the roles and functions of all standing committees. The following recommendations will guide the practice for rotation of committee membership and leadership in the 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.
- Chair terms will be three years, with a recommendation of one year of membership before and after the term.
- It is highly recommended that faculty serve as 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 for presentation and final department vote.
- Recommendation is distributed to all area of interest and the dean.



Established: 5/16

Revised: 5/18

Reviewed: 5/17