READING HOSPITAL SCHOOL OF HEALTH SCIENCES NURSING PROGRAM POLICY NO. 101

SUBJECT: Faculty Organization and Standing Committees - Rules and Regulations

Responsibility of: Faculty Organization
Revised: February, 2013 Reviewed: February, 2013

Purpose
The purpose of the Faculty Organization Committee is to assess, plan, implement, evaluate and revise the entire educational program under the guidelines of the Pa. State Board of Nursing and NLNAC

FUNCTIONS

1. Utilizes the Systematic Program Evaluation (SPE) to assess, plan, implement, evaluate and revise the entire nursing program
2. Establishes, evaluates and revises the philosophy and objectives of the nursing program
3. Implements a curriculum, which fulfills the philosophy and objectives of the nursing program and the successful progress of students
4. Establishes, implements, evaluates and revises policies of the nursing program
5. Enhances faculty growth through continuing education programs
6. Assures that the teaching and learning environment is conducive to academic growth and life-long achievement
7. Assesses, plans, implements and evaluates the support services as it relates to the needs of the students
8. Contributes to the development of the operating and capital budget of the nursing program
9. Facilitates communication and cooperation with the nursing program and community organizations

MEMBERSHIP

- Program Director
- Curriculum Coordinator
- Instructors
- Enrollment Director
- Nursing Education Simulation Laboratory Coordinator
- Two (2) students - one (1) from the Evening/Weekend track and one from the Day track.
- Director of Financial Aid and Budgets (ad hoc member)
- Clinical Systems Analyst (ad hoc member)
- Coordinator, Student Services (ad hoc member)

VOTING PRIVILEGES

1. All members of the Faculty Organization are entitled to voice and vote in Faculty Organization decisions, including student representatives
2. Faculty decisions and actions are based on a majority vote
3. Majority vote is more than ½ the votes actually cast
   A member must be present in order to vote
4. There must be a quorum present during a vote.
   A quorum is 2/3 of the membership
5. In the case of a tie vote, the chairperson will cast the deciding vote

MEETING SCHEDULE

- Meetings shall be held the second Monday of each month September through July
- Special faculty meetings may be held at other than the designated times as determined by the chairperson.

Procedures

PARLIAMENTARY AUTHORITY

- Robert's Rules of Order Newly Revised (10th Edition – 2000) shall be the standard parliamentary text of this organization and shall govern all cases not otherwise covered in the Faculty Rules and Regulations

ORDER OF BUSINESS

- Call to order
- Roll call
- Approval of the minutes of the previous meeting
- Reports of Standing Committees
- Unfinished Business
- New Business
- Announcements
- Adjournment

MINUTES

Minutes shall be:

- taken at all meetings
- written according to the established format within 2 weeks of meeting
- distributed to all members; members shall review the minutes prior to the next meeting
- corrected and/or approved at the beginning of the next meeting
- filed in staff secretary's office and includes original, 1 copy and all attachments

OFFICERS

1. Chairperson – Program Director
   a. Sets agenda and distributes one week prior to meeting
   b. Calls meetings

c. Presides at meetings
d. Serves as ex-officio member of all committees
e. Appoints Ad Hoc committees
f. Reports committee recommendations to appropriate committee, hospital department or administrator
g. Reports administrative changes back to faculty

FACULTY ORGANIZATION – STANDING COMMITTEES

- Admission/Recruitment
- Curriculum
- Faculty Development
- SPE/Program Outcomes
- Student Progress/Development

COMMITTEE RULES AND REGULATIONS

1. Committees investigate and make recommendations on issues as delegated to them by the Faculty Organization
2. Committees review and revise policies and publications on an ongoing basis in accordance with the SPE
3. All policy and procedure changes and any other major change must be approved by the Faculty Organization
4. Each member of the Faculty Organization may serve on two (2) standing committees
5. The Chairperson of the Faculty Organization appoints faculty members to committees for a minimum of a two-year term
   - No more than 50% of the membership of a committee shall be changed at any given time
6. Chairpersons
   - Designated personnel chair
     Admission/Recruitment Committee
     Curriculum Committee
   - Committee members elect the chairpersons of remaining committees
   - Committee members select vice-chairpersons and secretaries
7. Student representation of standing committees
   Two (2) students- one (1) from the Evening/Weekend track and one (1) from the Day track volunteer for representative voting positions on
   Curriculum Committee
   Admission/Recruitment Committee (when meeting concerns recruitment issues)
   The presidents of Student Council and NSNA will be voting members of the Student Progress/Development Committee

8. A standing committee member who is unable to attend a meeting shall find a replacement for the meeting. The committee member shall update the replacement on the information that is going to be covered in the meeting. Replacement member will share meeting discussion with committee member.
9. Committee reports are presented to the Faculty Organization
   - Any issues that require a vote by the Faculty Organization must be distributed two (2) weeks prior to meeting
   - The nursing program Recommendation Form is to be used by all committees when making recommendations to the Faculty Organization
   - A report of the committee's activities for the year are included in the nursing programs annual report
10. Committee chairperson is responsible for maintaining a committee file in the Nursing Program Office (HS2). Each academic year is filed separately. The file must contain:
    1. original signed minutes from all meetings
    2. end of year annual committee report

STANDING COMMITTEES

Admission/Recruitment Committee

Purpose

The Admission/Recruitment Committee is responsible for providing adequate information and direction to prospective students that will assist them throughout a selective admissions process. Selection of students is based on academic ability, personal qualities, and potential to meet the academic standards of the nursing program.

No person shall be discriminated on the basis of age, race, color, national origin, religion, sex, sexual orientation, disability, marital status, or economic means in the administration of the School's admissions and educational policies, financial aid opportunities, or other school sponsored programs.

The Pennsylvania Nursing Law specifies that applicants for licensure to practice nursing may be denied a license or the privilege of sitting for a licensure examination if they have been convicted of a felony, misdemeanor, or other crime. Potential applicants who have been convicted of a crime should contact The State Board of Nursing in Harrisburg, before completing an application.

The Admission/Recruitment Committee reserves the right to waive certain requirements such as: SAT or Rank, when other credentials merit admission. In addition to waiving requirements, the Admission/Recruitment Committee may request that some applicants complete college level coursework to validate academic ability in areas of English, Social Science, Math, and Biology prior to being accepted into the School. The nursing program has the right to deny admission to the program if an applicant does not meet the required guidelines, misrepresents or omits essential facts as it relates to making application.

Functions

1. Participates in the development and revision of recruitment materials
2. Organizes and implements career programs for prospective students
3. Evaluates the effectiveness of recruitment activities and the admission process
4. Develops policies and procedures for the selection of prospective students
5. Selects students according to the policies approved by the Faculty Organization

Membership

- Minimum of five 5) Faculty Organization members
- Chairperson – Enrollment Director
- Vice – chairperson and secretary elected by committee
- Two (2) students- one (1) from the Evening/Weekend track and one (1) from the Day track

  students present only when recruitment issues are to be discussed

Scheduled meetings

- Admission Committee meetings are called by the chairperson

<u>Curriculum Committee</u>

Purpose

Designs an integrated curriculum based on the philosophy and curriculum framework of the School

Function

1. Develops an integrated curriculum framework
2. Approves curriculum changes and clinical learning experiences
3. Analyzes the attainment of course, level and curriculum objectives
4. Recommends evaluation tools to enhance program outcomes
5. Annually reviews course outlines, objectives and clinical evaluation tools for consistency
6. Reviews and revises curriculum evaluation tools
7. Analyzes results of the graduate evaluation survey
8. Analyzes results of NCLEX and standardized testing to determine any needed curriculum modifications
9. Evaluates the resources, usage and services of the library as it relates to the needs of students and faculty; recommends changes to the Faculty Organization
10. Approves the purchase of learning resources: textbooks, audiovisuals, and computer instructional programs
11. Maintains awareness of current trends in education and nursing

Membership

- All teaching faculty
- Curriculum Coordinator
- Vice chairperson, and secretary are elected by committee
- Two (2) student representative – one (1) from the Evening/Weekend track and one (1) from the Day track

Scheduled meetings

- Curriculum Committee meetings are scheduled on the fourth Monday of each month September through July

Faculty Development Committee

Purpose

Provides educational programs to enhance the faculty's scholarship and professional growth

Functions

- Develops faculty directed education programs
- Evaluates the effectiveness of educational programs through faculty surveys
- Coordinates The Reading Hospital and Medical Center hospital-based competencies, to meet the needs of faculty
- Oversees the dissemination of information from workshops or conferences attended by faculty
- Coordinates the preceptor program for new faculty

Membership

- Minimum of five (5) Faculty Organization members
- Chairperson appointed by Program Director

Scheduled Meetings

- Faculty Development Committee meetings occur monthly during the academic year

Student Progress / Development Committee

Purpose

Promotes the ongoing professional development of students

Functions

1. Evaluates the scholastic and clinical progress of students
2. Promotes the development of personal and professional qualities in students by recommending topics for programs
3. Researches factors affecting retention and attrition
4. Provides assistive mechanisms pertaining to student progress/ development through the advisement program and tutorial service

Membership

- Minimum of five (5) members of Faculty Organization
- Chairperson, appointed by Program Director
- Student representative

Scheduled meetings

Student Progress/Development meetings are scheduled monthly and as needed

SPE/ Program Outcomes Committee

Purpose

Oversees the implementation of the systematic program evaluation outcomes according to NLNAC guidelines

Function

1. Develops the tools necessary for the SPE/PO Committee
2. Conducts surveys
3. Compiles and distributes results of surveys
4. Records aggregated and trended results and action plans to correct attained levels
5. Modifies and revises systematic plan of evaluation as needed
6. Monitors hard copy and electronic completion of the Annual Report

Membership

- Minimum of four (4) Faculty Organization members will be appointed as per Program Director
- Chairperson will be assigned by the Program Director
- Recording of the minutes will be on a rotating basis by its members

Scheduled Meetings

SPE/Program Outcomes Committee meetings are scheduled monthly, and as needed