

**COMMITTEE BYLAWS
RICHARD AND LUCILLE DEWITT SCHOOL OF NURSING**

In all committee by-laws, the singular shall include the plural and the masculine shall include the feminine, as appropriate.

Committees serve in an advisory capacity to the Director of the School of Nursing.

The Director shall appoint committee members and chairs at the beginning of each academic year and may make changes during the year if necessary.

Ad hoc committees shall be appointed by the Director as needed.

Standing Committees	Page
I. Curriculum Committee	2
II. Evaluation and Program Effectiveness Committee	4
III. Faculty Affairs Committee	6
IV. Policy and Procedures Committee	8
V. Recruitment Committee	10
VI. Standards/Scholarship Committee	12
VII. Student Affairs Committee	14
VIII. Simulation Committee	16
IX. Testing Committee	18

CURRICULUM COMMITTEE

Article I: Objectives/Responsibilities

Section 1. Objectives. The objectives of this committee shall be to make recommendations to the Director on matters related to:

- A. philosophy, purposes, and objectives of the nursing program;
- B. conceptual framework;
- C. organization for nursing, prerequisites, and elective courses;
- D. individual course development;
- E. assurance that the curriculum meets Board of Nursing (BON) Differentiated Educational Competencies (DECs) and National League for Nursing (NLNAC) standards for accreditation;

Section 2. Responsibilities. The responsibilities of the committee include:

- A. development and review of new courses;
- B. revision of existing courses as necessary;
- C. review of curriculum, as per master evaluation plan, for consistency with nursing standards;
- D. assurance of appropriate progression of complexity to meet nursing standards related to terminal objectives;
- E. curriculum mapping related to DECs to BON.

Article II: Membership

Section 1. Faculty Members. The committee shall be composed of at least five (5) faculty members appointed by the Director, at the beginning of each academic year, with the stipulation that each of the four (4) semesters of the nursing program be represented by a faculty member who teaches during that semester.

Section 2. Student Members. One nursing student shall serve as a non-voting committee member to provide input from the students' points of view. It shall be the student's responsibility to contact the committee chair about the time and place of meeting.

Article III: Officers and Duties of Officers

Section 1. Officers. Officers shall include a chair and a secretary. The secretary shall be selected by the committee at the beginning of each academic year.

Section 2. Duties. Duties of the officers shall be as follows:

A. The chair shall:

1. set the time and place of committee meetings and prepare an agenda for each;
2. preside at meetings;
3. vote;
4. represent the Curriculum Committee in communications with other committees, the Director, the Assistant Director, Level Coordinators, and faculty.

B. The secretary shall:

1. preside at meetings in the absence of the chair;
2. maintain records of committee proceedings and publish these proceedings;
3. keep a continuing record of all proceedings.

Article IV: Meetings

The committee shall meet at least twice during each University semester, with additional meetings as necessary.

EVALUATION AND PROGRAM EFFECTIVENESS COMMITTEE

Article I: Objectives/Responsibilities

Section 1. Objectives. The objectives of this committee shall be to make recommendations to the Director which:

- A. ensure that there is a plan in place for the systematic evaluation of students, faculty, clinical agencies, facilities/resources, adequacy of library holdings, and the effectiveness of the program/curriculum that meets SACS and NLNAC criteria;
- B. ensure that there is a system in place for documentation of the evaluation cited in Article 1, A;
- C. ensure that the plan for evaluation cited in Article 1, A is carried out.

Section 2. Responsibilities. The responsibilities of the committee shall be to:

- A. review all existing evaluation methods and procedures for appropriateness and make recommendations for revision as necessary;
- B. develop new evaluation methods and procedures if needed. Requests for new evaluation procedures may be submitted by University administration, the Director, the Assistant Director, Level Coordinators, committees, faculty members, and student groups.
- C. submit all revisions and new evaluation methods and procedures to the Policy and Procedures Committee for consideration;
- D. submit Program Learning Outcomes (PLOs) and educational support unit assessments to the University SACS committee;
- E. report evaluation findings to the Director and faculty as appropriate.

Article II: Membership

Section 1. Faculty Members. This committee shall be composed of five (5) faculty members appointed by Director at the beginning of each academic year.

Section 2. Student Members. One nursing student shall serve as a non-voting committee member to provide input from the students' points of view. It shall be the student's responsibility to contact the committee chair about the time and place of meeting.

Article III: Officers and Duties of Officers

Section 1. Officers. The officers of this committee shall be the chair and secretary. The secretary shall be selected by the committee.

Section 2. Duties of Officers. The duties of the officers shall include, but not be limited to, the following:

A. The chair shall:

1. Set the time and place of meetings and prepare an agenda for each;
2. preside at meetings;
3. vote;
4. submit new and revised evaluation methods and procedures to the Policy and Procedures Committee for approval;
5. represent the Evaluation Committee in communications with the Director, Assistant Director, Level Coordinators, other committees, faculty and student groups;
6. receive requests for modification of the existing evaluation plan.

B. The secretary shall:

1. keep a record of proceedings at each meeting;
2. preside at committee meetings in the absence of the chair;
3. publish records of the proceedings;
4. maintain continuous records of committee proceedings.

Article IV: Meetings

The committee shall meet at least twice each University semester and as necessary.

FACULTY AFFAIRS COMMITTEE

Article I: Objectives/Responsibilities

Section 1. Objectives. The objectives of this Committee shall be to maintain a faculty of excellence by making recommendations to the Director on matters related to:

- A. tenure;
- B. promotion;
- C. mentoring tenure track faculty;
- D. implementation of a faculty development program;
- E. other faculty affairs which may arise.

Section 2. Responsibilities. The responsibilities of the committee include:

- A. mentoring of candidates for tenure and/or promotion as they prepare portfolios;
- B. pre-tenure review with appropriate recommendations pursuant to University, College, and SON policies;
- C. securing speakers and scheduling times for faculty development programs.

Article II: Membership

Section 1. Faculty Members. The Director shall appoint all tenured faculty members to serve on this committee.

Section 2. Student Members. There are no student members because of the confidential nature of faculty affairs, tenure, and promotion.

Article III: Officers and Duties of Officers

Section 1. Officers. Officers shall include a chair and a secretary. The secretary shall be selected by the committee.

Section 2. Duties. Duties of officers shall be as follows:

- A. The chair shall:
 - 1. set the time and place of committee meetings and prepare an agenda for each;
 - 2. preside at meetings;
 - 3. vote;
 - 4. report committee proceedings and recommendations to the Director;

5. represent the Faculty Affairs Committee in communications with other committees, the Director and Assistant Director, Level Coordinators, and faculty;
 6. prepare written pre-tenure and promotion recommendations.
- B. The secretary shall:
1. preside at meetings in the absence of the chair;
 2. maintain and publish records of committee meetings;
 3. keep a continuing record of all proceedings.

Article IV: Meetings

The committee will meet as necessary.

POLICY & PROCEDURES COMMITTEE

Article I: Objectives/Responsibilities

Section 1. Objectives. The objectives of this committee shall be to make recommendations to the Director which:

- A. ensure that all of the policies and procedures are current;
- B. ensure that there are policies and procedures documented to explain all of the School's practices.

Section 2. Responsibilities. The responsibilities of this Committee shall be to:

- A. review all existing policies and procedures and revise as necessary;
- B. develop new policies and procedures, if needed. Requests for new or amended policies may be submitted by University administration, the Director, Assistant Director, Level Coordinators, committees, faculty members, and student groups;
- C. submit all revisions and new policies and procedures to the School Director for approval;
- D. publish approved policies and procedures to all faculty; and,
- E. ensure that all current policies are in the Policy and Procedures Manual and are made available to the student. These policies are available online on the SON website (www.nursing.sfasu.edu).

Article II: Membership

Section 1. Faculty Members. This committee shall be composed of at least five (5) faculty members appointed by the Director at the beginning of each academic year.

Section 2. Student Members. One nursing student shall serve as a non-voting committee member to provide input from the students' points of view. It shall be the student's responsibility to contact the committee chair about the time and place of meeting.

Article III: Officers and Duties of Officers

Section 1. Officers. The officers of this committee shall be the chair and secretary. The secretary shall be selected by the committee.

Section 2. Duties of Officers. The duties of the officers shall include, but not be limited to, the following:

A. The chair shall:

1. set the time and place of meetings and prepare an agenda for each;
2. preside at meetings;
3. vote;
4. submit revised policies and new policies to the School Director for approval;
5. represent the Policy & Procedures Committee in communications with the Director, Assistant Director, Level Coordinators, other committees, faculty and student groups;
6. receive requests for new policies and procedures and revisions of existing policies and procedures.

B. The secretary shall:

1. keep a record of proceedings at each meeting;
2. preside at committee meetings in the absence of the chair;
3. publish records of the proceedings to committee;
4. maintain continuous records of committee proceedings.

Article IV: Meetings

The committee shall meet at least twice each University semester and more often if necessary.

RECRUITMENT COMMITTEE

Article I: Objectives/Responsibilities

Section 1. Objectives: The objectives of this committee shall be to make recommendations to the Director as follows:

- A. recruitment of faculty;
- B. recruitment of students including development of all print and other informational material about the SON;
- C. assurance that all information for public decimation is consistent and current in regard to the SON.

Section 2. Responsibilities. The responsibilities of the committee include:

- A. plan and implement all recruitment activities for the SON;
- B. develop and proof all PR recruitment information in collaboration with the University Public Relations Department;
- C. ensure currency and accuracy on the SON website;
- D. interview prospective faculty and make recommendations to the Director regarding faculty appointments.

Article II: Membership

Section 1. Faculty Members. This committee shall be composed of faculty members appointed by the Director at the beginning of each academic year.

Section 2. Student Members. One nursing student shall serve as a non-voting committee member to provide input from the students' points of view. It shall be the student's responsibility to contact the committee chair about the time and place of meetings.

Article III: Officers and Duties of Officers

Section 1: Officers. Officers shall include a chair and a secretary. The secretary shall be selected by the committee at the beginning of each academic year.

Section 2. Duties. Duties of the officers shall be as follows:

A. The chair shall:

1. set the time and place of committee meetings and prepare an agenda for each;
2. preside at meetings;
3. vote;
4. report to the director and faculty as appropriate
5. represent the Recruitment Committee in communications with other committees, the Director, Assistant Director, Level Coordinators, and faculty.

B. The secretary shall:

1. maintain records of committee proceedings and publish these;
2. keep a continuing record of all proceedings.

Article IV: Meetings

The committee shall meet as necessary.

STANDARDS/SCHOLARSHIP COMMITTEE

Article I: Objectives/Responsibilities

Section 1. Objectives. The objectives of this committee shall be to make recommendations to the Director on matters related to:

- A. award of student scholarships;
- B. investigation, review, and reporting of suspected conduct, which has exposed, or is likely to expose, a patient or other person unnecessarily to risk of harm because of:
 - 1. unprofessional conduct;
 - 2. failure to care adequately for a patient;
 - 3. failure to conform to the minimum standards of acceptable professional nursing practices;
 - 4. impaired status.

Section 2. Responsibilities. The responsibilities of the committee include:

- A. addressing practice concerns related to nursing faculty and nursing students;
- B. complying with the Texas Nurse Practice Act, the Texas Board of Nursing Rules and Regulations, and the nursing peer review provisions;
- C. providing a mechanism for review of nursing practice concerns;
- D. awarding of student scholarships in coordination with the University Alumni Office and Advancement Office.

Article II: Membership

Section 1. Faculty Members. The committee shall be composed of at least five (5) faculty members appointed by the Director at the beginning of each academic year. If the committee is reviewing the practice of a nurse in a specialty area, the chair shall request a member of the faculty considered an expert in that specialty to serve on the committee for that review if possible.

Section 2. Student Members. There are no student members because of the confidential nature of the subject matter of this committee.

Article III: Officers and Duties of Officers

Section 1. Officers. Officers shall include a chair and a secretary selected by the committee at the beginning of each academic year.

Section 2. Duties. Duties of the officers shall be as follows:

A. The chair shall:

1. set the time and place of committee meetings and prepare an agenda for each;
2. preside at meetings;
3. vote;
4. report committee proceedings to the Director;
5. appoint an expert faculty to serve at a review if indicated.

B. The secretary shall:

1. preside at meetings in the absence of chair;
2. maintain records of committee proceedings;
3. keep a continuing record of all proceedings;
4. keep all records confidential, as provided by Chapter 303 of the Nursing Practice Act.

Article IV: Meetings

The committee shall meet as necessary.

If a committee member is the subject of a review, that member will be excused from the committee meetings regarding that issue.

STUDENT AFFAIRS COMMITTEE

Article I: Objectives/Responsibilities

Section 1. Objectives. The objectives of this committee shall be to make recommendations to the Director regarding:

- A. admission of students to the SON;
- B. monitoring the progression and retention of students;
- C. facilitate collaboration between faculty and the director regarding admission, retention and progression policies; and,
- D. ensure fairness during grievance proceedings.

Section 2. Responsibilities. The responsibilities of the committee shall be to:

- A. perform admission, progression, and retention procedures and forward recommendations to the Director;
- B. evaluate recommendations from faculty regarding student progression and retention;
- C. maintain confidentiality;
- D. ensure withdrawal of a faculty member who has a perceived conflict of interest in a grievance procedure;
- E. render a decision in grievance procedures.

Article II: Membership

Section 1. Faculty Members. This committee will consist of at least three (3) faculty members appointed by the Director, at the beginning of each academic year, with the stipulation that at least one (1) member represent Level I and one (1) member represent Level II.

Section 2. Student Members. There are no student members because of the confidential nature of the subject matter of this committee.

Article III: Officers and Duties of Officers

Section 1. Officers. Officers shall be the chair and a secretary selected by committee members at the beginning of each academic year.

Section 2. Duties of Officers. The duties of the officers shall include, but not be limited to, the following:

A. The chair shall:

1. call meetings;
2. preside at meetings, including grievance proceedings;
3. vote;
4. report recommendations and proceedings from the committee to the Director;
5. receive feedback from the Director and report it to the committee members;
6. represent the Student Affairs Committee in communications with other committees, the Director, Assistant Director, Level Coordinators, and faculty.

B. The secretary shall:

1. preside at meetings in the absence of the chair;
2. keep minutes and maintain records of committee proceedings and publish these;
3. maintain a continuing record of all proceedings.

Article IV: Meetings

The committee shall meet at least once each semester for purposes of admission selections with additional meetings as necessary.

SIMULATION COMMITTEE

Article I: Objectives/Responsibilities

Section 1. Objectives. The objectives of the committee shall be to make recommendations to the Director on matters related to:

- A. purchase and maintenance of simulation equipment;
- B. faculty education about how to use simulation equipment.

Section 2. Responsibilities. The responsibilities of the committee include:

- A. reviewing information about simulation equipment available for purchase;
- B. attending seminars and presentations which highlight simulation equipment;
- C. educating faculty on the use of simulation equipment and best practices in simulation;
- D. caring for the simulation equipment which we have;
- E. maintaining adequate inventory of medical supplies for the simulation lab;
- F. working with faculty to blueprint simulation situations according to best practice standards.

Article II: Membership

Section 1. Faculty Members. The committee shall be composed of at least three (3) faculty members appointed by the Director at the beginning of each academic year.

Section 2. Student Members. One nursing student shall serve as a non-voting committee member to provide input from the students' points of view. It shall be the student's responsibility to contact the committee chair about the time and place of meeting.

Article III: Officers and Duties of Officers

Section 1. Officers. Officers shall include a chair and a secretary selected by the committee at the beginning of each academic year.

Section 2. Duties. Duties of the officers shall be as follows:

- A. The chair shall:
 - 1. set the time and place of committee meetings and prepare an agenda for each;
 - 2. preside at meetings;

3. vote;
 4. report committee proceedings to the Level Coordinators;
 5. receive feedback from the Level Coordinators and report it to the committee;
 6. represent the Simulation/Building Committee in communications with other committees, the Director, Assistant Director, Level Coordinators, and faculty.
- B. The secretary shall:
1. preside at meetings in the absence of the chair;
 2. maintain records of committee proceedings and publish these proceedings to the committee; and,
 3. keep a continuing record of all proceedings.

Article IV: Meetings

The committee shall meet at least once each University semester, with additional meetings called as necessary.

TESTING COMMITTEE

Article I: Objective/Responsibilities

Section 1. Objective. The objectives of this Committee shall be to make recommendations to the Director on matters related to testing.

Section 2. Responsibilities. The responsibilities of the committee include:

- A. working with faculty as necessary to interpret test results;
- B. working with faculty to classify new test items to fulfill test blueprint standards for each nursing course;
- C. suggesting appropriate formats for test blueprinting;
- D. serving as a resource for all matters related to testing including the purchase of testing software.

Article II: Membership

Section 1. Faculty Members. This committee shall be composed of at least three (3) faculty members appointed by the Director at the beginning of each academic year.

Section 2. Student Members. There will be no student members. It would be inappropriate since this committee will be working with tests and specific test questions.

Article III: Officers and Duties of Officers

Section 1. Officers. Officers shall include a chair and a secretary selected by the committee at the beginning of each academic year.

Section 2. Duties. Duties of officers shall be as follows:

- A. The chair shall:
 - 1. set the time and place of committee meetings and prepare an agenda for each;
 - 2. preside at meetings;
 - 3. vote;
 - 4. report committee proceedings to the Level Coordinators;
 - 5. receive feedback from the Level Coordinators and report it to the committee;

6. represent the Testing Committee in communications with other committees, the Director, Assistant Director, Level Coordinators, and faculty.

B. The secretary shall:

1. preside at meetings in the absence of the chair;
2. maintain records of committee proceedings and publish these proceedings to the committee;
3. keep a continuing record of all proceedings.

Article IV: Meetings

The committee shall meet at least once during each University semester, with additional meetings called as necessary.