Wittenberg Nursing Faculty Committee Meeting Minutes
June 22, 2015

Participants

Susan Moeller, RN; Wittenberg RN-BSN Student (by phone)
  Manager, Case Management, Springfield Regional Medical Center (SRMC)

William Perry, MS, RN; Adjunct Faculty (by phone)
  Education Manager, Information Systems Training Center, Kettering Health Network

Ryan Roark, Wittenberg Nursing Pathway Student
  Member of first Nursing Pathway cohort and Wittenberg Student Senator

Elizabeth Sorensen, PhD, RN; Committee Chair
  Professor and Director of Nursing, Wittenberg University

Tanya Williams, MSN, RN; Adjunct Faculty (by phone)
  Manager of Regional Education, Community Mercy Health Partners, SRMC
Wittenberg University Nursing Faculty Committee

Present: S. Moeller, RN (RN-BSN student), W. Perry, MS, RN (Adjunct Faculty, by phone), R. Roark (Nursing Pathway student), E. Sorensen, PhD, RN (Chair), T. Williams, MSN, RN; (Adjunct Faculty, by phone)

a) Called to order 2:05pm
b) Minutes of previous meeting(s) – none
c) Committee reports - none
d) Administrative reports – none
e) Unfinished business - none
f) New business - Review & approval of Bylaws (below)
   The Faculty Committee reviewed the proposed Bylaws, below. T. Williams moved to accept the Bylaws as written and R. Roark seconded the motion. Motion passed 5-0.
g) Announcements - none
h) W. Perry moved to adjourn 2:14pm, seconded by T. Williams.

The next meeting will be in October 2015.

Wittenberg University Department of Nursing Faculty Bylaws

Article I: Name

The name of this organization is Wittenberg University Department of Nursing Faculty Association, hereafter described as Faculty Association.

Article II: Purpose

The purposes of the Faculty Association are to:
  a) Provide organizational structures through which the nursing faculty can implement the rights and responsibilities of faculty governance,
  b) Promote Wittenberg University’s mission and goals through the mission and expected outcomes of the nursing program,
  c) Provide a framework for interaction and communication between nursing administration and nursing faculty, and
  d) Determine policies and procedures relating to the Faculty Association functions.

Article III: Membership
Members of the Faculty Association with voting privileges include all full-time and adjunct nursing faculty members. Other university faculty may request to serve with voting privileges. Staff members and the Dean of the School of Community Education will be ex officio, non-voting members.

**Article IV: Officers and Duties**

The officers of the Faculty Association are the Chair, Vice Chair and Secretary. The Vice Chair and Secretary will be elected by the Faculty Association members at the last meeting of each academic year and serve for the following year.

The Chair is the Director of Nursing. The Chair will prepare the agenda and distribute it one week prior to the meeting, preside at the meeting, call special meetings, appoint ad hoc committees and members, and prepare an annual report.

The Vice Chair will serve as parliamentarian using Robert’s Rules of Order and will preside at Faculty Association meetings in the absence of the chairperson (in which case a parliamentarian pro tem will be appointed).

The Secretary may be the clerical support person for the department and will:

a) Review the minutes prior to circulation to faculty
b) Maintain a permanent file of Faculty Association meeting minutes, c) Follow-up Faculty Association decisions, and d) Maintain a list of voting members.

**Article V: Meetings**

Regular meetings shall be held at least two times each academic year with a required annual meeting held each spring. Special meetings may be called by the Chair or at the request of a simple majority of the Faculty Association.

**Article VI: Order of Business**

The order of business at regular meetings will be:

a) Call to order
b) Minutes of previous meeting(s)


c) Committee reports
d) Administrative reports
e) Unfinished business
f) New business
g) Announcements
h) Adjournment
Article VII: Voting

All full-time and adjunct members of the Faculty Association who are present at a meeting have full voice and vote. A simple majority vote with a quorum present carries a motion.

Article VIII: Quorum

A quorum of the Nursing Faculty Association consists of a simple majority of the voting membership.

Article IX: Standing Committees

The two standing committees of the Faculty Association are Curriculum Committee and Program Evaluation Committee. Ad hoc committees may be appointed by the Chairperson for specific and temporary purposes and dissolved following completion of those purposes. All full-time and adjunct nursing faculty members are eligible to serve on committees. Committee members will serve 3 year terms with one-third of the members elected each year. Any committee meeting may be attended by students and faculty unless confidential matters are discussed.

Curriculum Committee. This committee consists of 3 elected faculty members and 2 elected students who have voice and vote. The Dean of the School of Community Education serves as ex officio without vote. Functions include:

a) Reviewing the nursing curricula to ensure compliance with the:
   1) Mission, vision, and goals of Wittenberg University.
   2) Ohio Board of Nursing and Board of Regents requirements.
   3) Higher Learning Commission.
   4) Commission on Collegiate Nursing Education (CCNE) standards for excellence in nursing education.
   5) Other national nursing standards as appropriate.

b) Approving recommendations for curricular change.

c) Recommending revisions in curricula, philosophy and organizing framework.

d) Recommending resource requirements for curricular implementation.

e) Transmitting approved changes to the Faculty Association for information and, where appropriate, for action.

f) Establishing and disseminating to the faculty the committee’s policies and procedures for reviewing and revising curriculum.
Program Evaluation Committee. This committee consists of 3 elected faculty members and 2 elected students with voice and vote. The Dean of the School of Community Education serves as ex officio. Functions include:

a) Coordinating total program evaluation efforts within the program.
b) Recommending policies and procedures regarding assessment, collection, and storage of related materials.
c) Developing, recommending, and evaluating instruments used for course and overall program assessment.
d) Overseeing implementation of the Systematic Evaluation Plan, including data collection, feedback and analysis.
e) Disseminating assessment results and making recommendations as needed to appropriate groups and individuals.
f) Reviewing and updating the Systematic Evaluation Plan.

Article X. Amending Bylaws

Bylaws may be amended by written presentation of the proposed revisions to the nursing faculty at a regular faculty meeting and ratified by a two-thirds majority vote of members attending the next following regular business meeting. Any bylaws change will be effective at the beginning of the next academic year unless otherwise stipulated.

6.22.15 ES

Note: the Nursing Department Bylaws were amended in August 2015.

The next meeting will be in October 2015.

Respectfully submitted,

Elizabeth Sorensen

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