

**Eastern Illinois University
RN to BS in Nursing Program
Nursing Council Bylaws**

Article 1 Name

The name of this governing body shall be the EIU Nursing Program Council, herein referred to as the Nursing Council.

Article 2 Purpose

The purpose of the Nursing Council shall be to provide governance for the EIU RN to BS in Nursing Program (hereafter referred to as the Program).

Article 3 Functions

The functions of the Nursing Council shall be to:

- 1) Establish Standing Committees, Ad Hoc Committees, and Task Forces of the Nursing Council.
- 2) Assign membership to Standing Committees, Ad Hoc Committees, and Task Forces of the Nursing Council.
- 3) Act upon recommendations of the Standing Committees, Ad Hoc Committees, and Task Forces of the Nursing Council.
- 4) Advise the Director concerning activities of the Program in matters that affect the common interests of the faculty and students, including recruitment, budget, resource allocation, fundraising, space, safety, strategic planning, and legislative regulations.
- 5) Develop and implement a strategic plan for the Program.
- 6) Review Bylaws at least annually and revise as needed.

Article 4 Membership and Voting Privileges

Section 1: Faculty

The EIU RN to BS in Nursing Program Faculty (hereafter referred to as faculty) is composed of the Program Director and all persons holding academic appointments in the Program.

Full membership and voting privileges shall be held by the Director and all tenured / tenure-track faculty. Faculty not meeting the above criteria shall have voice but no vote at Nursing Council meetings.

Section 2: Student Representatives

Two students shall be selected to serve as Student Representatives to the Nursing Council. Appointment will be for one semester. A third student will be selected to serve as an alternate.

Within 30 days of the end of each semester, the Nursing Council shall request that students who are eligible and interested in serving as student representatives during the following semester provide the Nursing Council with e-mail or written notice of their interest in serving.

To be eligible, students must be in good academic standing and will be enrolled in a course from the core nursing curriculum. Priority in the selection process shall be given to those who have not already served, and the student who served as alternate during the current semester. One student with junior status and one with senior status will be selected if available.

The selected Student Representatives shall be notified of dates and times of Nursing Council meetings. Student Representatives will be responsible for notifying the alternate if unable to attend.

Student representatives may provide agenda items to be considered during the Student Affairs portion of any Nursing Council meeting. Agenda items and any related materials must be submitted to the Nursing Council Chair at least seven days before the scheduled meetings.

Student Representatives serve with voice but no vote at Nursing Council meetings.

Student Representatives may attend all Nursing Council meetings except for portions involving personnel and individual student decisions. The Agenda and Minutes for section of the meeting will be confidential.

Section 3: Recording Secretary

The Program Office Systems Specialist shall serve as the recording secretary for all Nursing Council meetings.

Article 5 Officers

Officers of the Nursing Council shall consist of the Chair and the Vice Chair. The Director and tenured / tenure-track faculty are eligible to serve as officers.

Officers will be elected during the last regular Nursing Council meeting of the academic year to serve during the following academic year.

Article 6 Duties of Officers

Duties of the Chair:

- 1) Publish dates of all regularly scheduled Nursing Council meetings at the beginning of each semester.
- 2) Distribute agenda and minutes to Nursing Council members seven days prior to scheduled meeting date
- 3) Preside at Nursing Council meetings
- 4) Maintain records of meetings including minutes

Duties of the Vice Chair:

- 1) Assume duties of the Chair in the absence and at the request of the Chair.

Article 7 Nursing Council Meetings

Nursing Council meetings shall be held at least three times each semester.

A simple majority of voting members shall constitute a quorum.

A motion shall be passed by a simple majority.

The Chair, or a majority of members of the Nursing Council may call a meeting not previously scheduled. Nursing Council members and Student Representatives must be given notice at least seven days in advance of such meetings.

Except for individual faculty and student matters, all Nursing Council meetings are open meetings.

The order of business for Nursing Council meetings shall be:

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Additions to the Agenda
- V. Director's Report
- VI. Nursing Council Functions
- VI. Standing Committee Reports
 - A. Committee on Student Affairs
 - B. Curriculum Committee
 - C. Quality Assurance and Improvement Committee
 - D. Grants and Research Committee
 - E. Committee on Faculty Affairs
- VII. Ad Hoc Committee Reports
- VIII. Task Force Reports of the Nursing Council
- IX. Announcements
- X. Other
- X. Adjournment

Article 8 Committees of the Nursing Council

Section 1: Definitions

- 1) Standing Committees are permanent and can only be dissolved by a vote of the majority of the faculty with voting privileges. Standing committees of the Nursing Council include the Curriculum Committee, the Committee on Student Affairs, the Quality Assurance and Improvement Committee, the Committee on Faculty Affairs, and the Grants and Research Committee.
- 2) Ad Hoc Committees shall be established for deliberation of special or transient issues. The committee serves until a final report is presented to the faculty and accepted. The faculty can dissolve Ad Hoc Committees.
- 3) Task Forces shall be those established by the Nursing Council, a Standing Committee or an Ad Hoc Committee for resolution of specific issues pertinent to the respective committee. The committee will dissolve the task force when a final report of the task force is presented and accepted by the committee.

- 4) Advisory Committees shall be established by the Director for ongoing input from the community. The Director will report the activity of advisory committees to the Nursing Council as part of the Director's Report. The Nursing Council will assign the review of advisory committee reports and make recommendations to the appropriate standing committee(s) for quality program improvement as needed.

Chairs of standing committees, ad hoc committees, and Nursing Council task forces shall present formal reports to the Nursing Council.

Section 2: Standing Committees of the Nursing Council

- 1) Curriculum Committee (CC)

- a. Composition

Full membership and voting privileges on the Curriculum Committee (CC) shall be held by the Director and all tenured / tenure-track faculty. Faculty not meeting the above criteria shall have voice but no vote at the Committee on Student Affairs meetings.

Two students shall be selected to serve as Student Representatives to the Curriculum Committee using the same process outlined for the Nursing Council Student Representatives. The student representatives may be the same students who are representatives for the Nursing Council. Appointment will be for one semester. A third student will be selected to serve as an alternate. Student Representatives may attend all Curriculum Committee meetings. Student Representatives serve with voice but no vote at CC meetings.

Officers of the CC shall consist of the Chair and the Vice Chair. The Director and tenured / tenure-track faculty are eligible to serve as officers.

The Chair shall be responsible for posting an agenda for full faculty at least one week prior to the scheduled meeting, distributing minutes to the committee members, and reporting to the full faculty at Nursing Council meetings. The Chair is responsible for providing a copy of the committee minutes to Nursing Office staff for placement in the central file. The Chair will report to the Nursing Council during its' regular meetings.

Officers will be elected during the last regular Curriculum Committee meeting of the academic year to serve during the following academic year.

- b. Functions

Meet at least once each semester of the academic year and more often as functions and responsibilities require.

Formulate, implement, and evaluate policies related to Nursing Program curriculum, courses, and activities that are academic in nature.

Ensure that the curriculum builds on the general education courses of the University, basic nursing preparation of students, and prerequisite courses.

Monitor the correlation between the curriculum and the Mission Statements of the Nursing Program and University, Student Learning Outcomes, and Nursing Program Philosophy Statement.

Review Program Mission statement, Philosophy, Goals, and Intended Learning Outcomes annually.

Assure that the Program curriculum meets the standards of accrediting bodies and is consistent with trends in health care.

Review new courses, changes to existing courses, and changes in prerequisites for consideration by the Nursing Council.

Initiate evaluation and revision of the curriculum, study specific curricular problems, and recommend solutions for improvement to the Nursing Council.

Evaluate input from the communities of interest (faculty, administration, students and the professional community) regarding curriculum.

Collaborate with Nursing Program committees and other University academic departments/units concerned with curriculum development.

Collaborate with library personnel regarding acquisitions.

Recommend purchase of learning materials for the Program.

Respond to relevant quality improvement issues as identified by the Quality Assurance and Improvement Committee.

Make recommendations to the Quality Assurance and Improvement Committee related to curriculum.

Complete an annual report for submission to the Nursing Council that includes the following components: a) Committee Chair, b) Committee members, c) stated goals for the committee and disposition of those goals, d) work completed, e) work in progress, f) work which supports the accomplishment of the expected outcomes of the program, and g) suggestions for future work and recommendations for faculty action. This report will be included in the Nursing Council minutes.

Maintain official minutes and distribute to all Program faculty and staff.

2) Committee on Student Affairs (CSA)

a. Composition

Full membership and voting privileges on the Committee on Student Affairs (CSA) shall be held by the Director and all tenured / tenure-track faculty. Faculty not meeting the above criteria shall have voice but no vote at the Committee on Student Affairs meetings.

Two students shall be selected to serve as Student Representatives to the Committee on Student Affairs using the same process outlined for the Nursing Council Student Representatives. The student representatives may be the same students who are representatives for the Nursing Council. Appointment will be for one semester. A third student will be selected to serve as an alternate. Student Representatives may attend all Committee on Student Affairs meetings except for portions involving personnel and individual student decisions. Student Representatives serve with voice but no vote at CSA meetings.

Officers of the CSA shall consist of the Chair and the Vice Chair. The Director and tenured / tenure-track faculty are eligible to serve as officers.

The Chair shall be responsible for posting an agenda for full faculty at least one week prior to the scheduled meeting, distributing minutes to the committee members, and reporting to the full faculty at Nursing Council meetings. The Chair is responsible for providing a copy of the committee minutes to Nursing Office staff for placement in the central file. The Chair will report to the Nursing Council during its' regular meetings.

Officers will be elected during the last regular Committee on Student Affairs meeting of the academic year to serve during the following academic year.

b. Functions

Meet at least once each semester of the academic year and more often as functions and responsibilities require.

Review and recommend criteria for admission, progression, retention, and transfer of students in the RN to BS in Nursing Program.

Review applicants and select students for admission to the Nursing Program.

Formulate and evaluate policies and procedures pertaining to RN to BS in Nursing students.

Hear and respond to student appeals regarding acceptance, progression, retention, and transfer of students in the RN to BS in Nursing Program.

Select and manage students for nursing scholarships and awards, review appeals related to admission, readmission, retention, academic dismissal and leave of absence requests.

Make recommendations to the Nursing Council regarding student dismissals, suspensions, probations, or other such actions that impact student progression and retention in the RN to BS in Nursing Program.

Maintain and update as needed the *RN to BS in Nursing Student Handbook*, website, and orientation materials.

Respond to relevant quality improvement issues as identified by the Quality Assurance and Improvement Committee.

Complete an annual report for submission to the Nursing Council that includes the following components: a) Committee Chair, b) Committee members, c) stated goals for the committee and disposition of those goals, d) work completed, e) work in progress, f) work which supports the accomplishment of the expected outcomes of the program, and g) suggestions for future work and recommendations for faculty action. This report will be included in the Nursing Council minutes.

Maintain official minutes and distribute to all Program faculty and staff.

3) Quality Assurance and Improvement Committee (QAIC)

a. Composition

Full membership and voting privileges on the Quality Assurance and Improvement Committee (QAIC) shall be held by the Director and all tenured / tenure-track faculty. Faculty not meeting the above criteria shall have voice but no vote at the QAIC meetings.

Two students shall be selected to serve as Student Representatives to the QAIC using the same process outlined for the Nursing Council Student Representatives. The student representatives may be the same students who are representatives for the Nursing Council. Appointment will be for one semester. A third student will be selected to serve as an alternate. Student Representatives may attend all QAIC meetings except for portions involving personnel and individual student matters. Student Representatives serve with voice but no vote at CSA meetings.

Officers of the QAIC shall consist of the Chair and the Vice Chair. The Director and tenured / tenure-track faculty are eligible to serve as officers.

The Chair shall be responsible for posting an agenda for full faculty at least one week prior to the scheduled meeting, distributing minutes to the committee members, and reporting to the full faculty at Nursing Council meetings. The Chair is responsible for providing a copy of the committee minutes to Nursing Office staff for placement in the central file. The Chair will report to the Nursing Council during its' regular meetings.

Officers will be elected during the last regular QAIC meeting of the academic year to serve during the following academic year.

b. Functions

Meet at least once each semester of the academic year and more often as functions and responsibilities require.

Examine evaluation processes for congruence with the Program mission, philosophy, goals, and learning outcomes.

Establish a cyclical timeline for reviewing how well the Program is meeting the established accreditation standards on an ongoing basis.

Implement and coordinate accreditation procedures.

Conduct an ongoing, systematic evaluation of all components of the Program to determine if the mission, philosophy, goals, and outcomes are being achieved.

Analyze outcome and other measures for evidence of curricular strengths and needed areas of improvement.

Make recommendations to Nursing Council and standing committees as indicated for applying evaluation findings to the Program's development, maintenance, improvement, and revision.

Evaluate assessment data, synthesize results, and create assessment reports for the Program, University, and accreditation bodies.

Review all school of nursing processes referred to it by standing committees, Task Forces or Ad Hoc Committees for recommendations for quality improvement.

Monitor quality improvement initiatives for the purpose of evaluating the effectiveness of the implementation.

Complete an annual report for submission to the Nursing Council that includes the following components: a) Committee Chair, b) Committee members, c) stated goals for the committee and disposition of those goals, d) work completed, e) work in progress, f) work which supports the accomplishment of the expected outcomes of the program, and g) suggestions for future work and recommendations for faculty action. This report will be included in the Nursing Council minutes.

Maintain official minutes and distribute to all Program faculty and staff.

4) Committee on Faculty Affairs (CFA)

a. Composition

Full membership and voting privileges on the Committee on Faculty Affairs (CFA) shall be held by the Director and all tenured / tenure-track faculty. Faculty not meeting the above criteria shall have voice but no vote at the CFA meetings.

Officers of the CFA shall consist of the Chair and the Vice Chair. The Director and tenured / tenure-track faculty are eligible to serve as officers.

The Chair shall be responsible for posting an agenda for full faculty at least one week prior to the scheduled meeting, distributing minutes to the committee members, and reporting to the full faculty at Nursing Council meetings. The Chair is responsible for providing a copy of the committee minutes to Nursing Office staff for placement in the central file. The Chair will report to the Nursing Council during its regular meetings.

Officers will be elected during the last regular CFA meeting of the academic year to serve during the following academic year.

b. Functions

Meet at least once each semester of the academic year and more often as functions and responsibilities require.

Establish the Nursing Program Departmental Personnel Committee (DPC). The purpose of the DPC is to make recommendations concerning faculty retention, promotion, and tenure. The DPC will function in accordance with the Nursing Program DPC Policy and Procedure, Eastern Illinois University (EIU) policy, and pertinent provision of the EIU / UPI Contract.

Review the Program's Departmental Application of Criteria (DAC) and make recommendations for change in accordance with EIU policy and the EIU/UPI contract.

Participate in faculty search committees

Formulate and evaluate policies and procedures pertaining to faculty

Maintain and update as needed the *Faculty Handbook*.

Respond to relevant quality improvement issues as identified by the Quality Assurance and Improvement Committee, Advisory Committees, and the Director.

Develop and implement a new faculty orientation process.

Establish priorities for faculty development during the spring semester of each academic year for the following year.

Promote faculty development and expertise in teaching, research, and service.

Establish and maintain a program of special recognition for outstanding faculty achievement in teaching, research, and service.

Advise the Nursing Council and Director on matters related to faculty welfare

Coordinate social functions of the faculty and staff.

Complete an annual report for submission to the Nursing Council that includes the following components: a) Committee Chair, b) Committee members, c) stated goals for the committee and disposition of those goals, d) work completed, e) work in progress, f) work which supports the accomplishment of the expected outcomes of the program, and g) suggestions for future work and recommendations for faculty action. This report will be included in the Nursing Council minutes.

Maintain official minutes and distribute to all Program faculty and staff.

5) Grants and Research Committee (GRC)

a. Composition

Full membership and voting privileges on the Grants and Research Committee (GRC) shall be held by the Director and all tenured / tenure-track faculty. Faculty not meeting the above criteria shall have voice but no vote at the GRC meetings.

Officers of the GRC shall consist of the Chair and the Vice Chair. The Director and tenured / tenure-track faculty are eligible to serve as officers.

The Chair shall be responsible for posting an agenda for full faculty at least one week prior to the scheduled meeting, distributing minutes to the committee members, and reporting to the full faculty at Nursing Council meetings. The Chair is responsible for providing a copy of the committee minutes to Nursing Office staff for placement in the central file. The Chair will report to the Nursing Council during its regular meetings.

Officers will be elected during the last regular GRC meeting of the academic year to serve during the following academic year.

b. Functions

Meet at least once each semester of the academic year and more often as functions and responsibilities require.

Review research / project proposals as requested by the investigator or Program Director.

Review proposals for internally and externally funded research prior to submission as requested by the investigator or Program Director.

Review all research requests which involve the use of faculty and/or students of the Nursing Program as study subjects.

Establish and manage an annual research day.

Coordinate student poster submissions and presentations.

Respond to relevant quality improvement issues as identified by the Quality Assurance and Improvement Committee, Advisory Committees, and the Director.

Facilitate development of research and extramural funding for the Program.

Foster collaborative research efforts among faculty.

Promote research utilization and evidence based practice.

Complete an annual report for submission to the Nursing Council that includes the following components: a) Committee Chair, b) Committee members, c) stated goals for the committee and disposition of those goals, d) work completed, e) work in progress, f) work which supports the accomplishment of the expected outcomes of the program, and g) suggestions for future work and recommendations for faculty action. This report will be included in the Nursing Council minutes.

Maintain official minutes and distribute to all Program faculty and staff.

Article 9 Review and Revisions

These Bylaws shall be reviewed at least once annually and shall be revised as needed.