

## **Guidelines of Operation and Structure**

### Article I Name

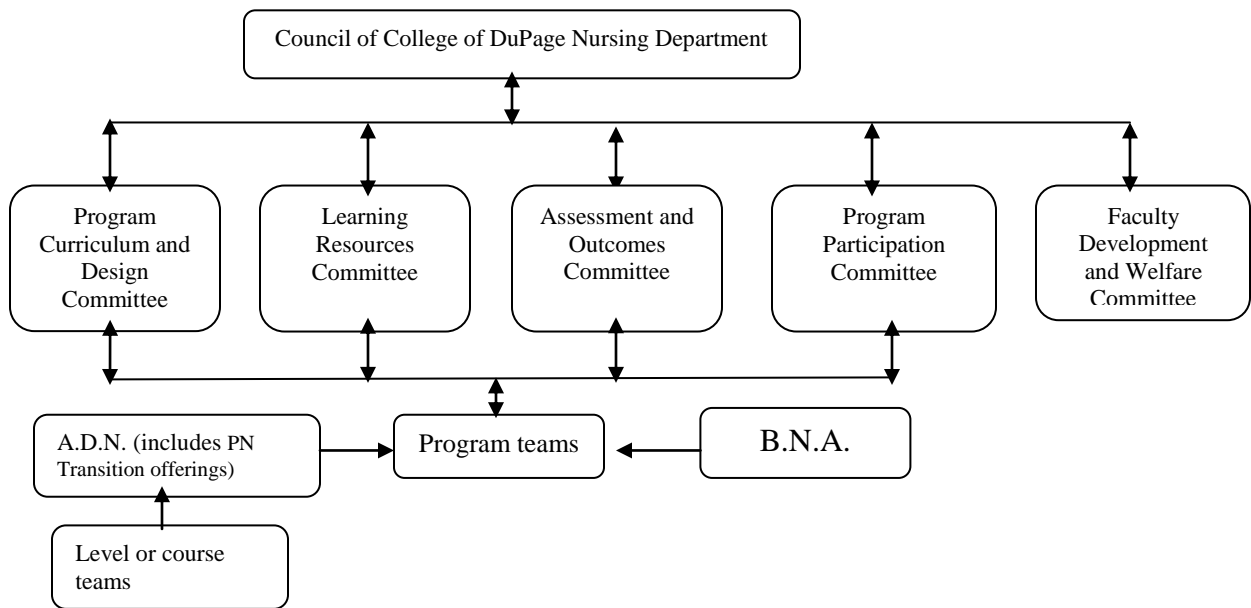
This organization shall be the **Council of the College of DuPage Nursing Department.**

### Article II Purposes

- Section 1. Promote a cohesive, engaged culture of the Department of Nursing.
- Section 2. Provide a structure for implementation of the Philosophy and Outcomes of the Nursing Department, as well as the strategic and tactical plan for the department.
- Section 3. Provide specific means for all faculty and staff of the Nursing Department to share with administration in the authority and responsibility for the overall operation of the nursing program.
- Section 4. Actively participate in the philosophy, vision, initiatives and policies of the College of DuPage.
- Section 5. Maintain channels of communication between the Nursing Department and administrations of College of DuPage; between the Nursing Department and outside agencies; and between the Nursing Department and the surrounding community.

Article III. Organizing Structure

Section 1. The Department is represented by the following structure:



Section 2. The purpose and membership of the components of the committee structure:

**a. Council of College of DuPage (COD) Nursing Department**

1. Purpose(s):
  - a. Proactively discuss topics of interest or importance to the Department of Nursing and its students.
  - b. Receive and take action reports and act on recommendations from Department of Nursing committees
    1. Program Curriculum and Design Committee
    2. Learning Resource Committee
    3. Assessment and Outcomes Committee
    4. Program Participation Committee
    5. Faculty Development and Welfare Committee
  - c. Determine appropriate policy and practice for the Department.
  - d. Foster growth, teamwork, collaboration and respect amongst the Department of Nursing Faculty and Staff.
  - e. Provide input to the Associate Dean Nursing and Health Sciences on budget needs and ideas.
  - f. Monitor compliance with ACEN Standard I.
2. Membership in the Nursing Program organization shall consist of all faculty members and staff in the Department and the Nursing and Health Sciences.

3. Committees of the Council
  - a. Responsibilities
    1. Perform responsibilities as defined
    2. Make evidence-based recommendations to the Council
  - b. Membership
    1. All full-time faculty will serve on at least one of the five Department of Nursing Committees;
    2. Other membership will be defined by position or at the request of the Associate Dean Nursing and Health Sciences.
    3. Each committee will have at least two Full-time faculty serving on them.

**b. Program curriculum and design Committee**

1. Purpose(s):
  - a. Oversee the academic and course offerings of the Department of Nursing, including decisions about grading, clinical evaluation and assessment of student learning
  - b. Monitors compliance with ACEN Standard 4.
  - c. Use data to recommend changes to the curriculum, including program outcome and learner assessment planning.
  - d. Conduct appropriate reviews of literature and best practices re: nursing education curriculum.
  - e. Ensure consistent implementation of current curriculum and/or changes in curriculum, including learner assessment.
  - f. Carry out assigned program and student outcomes assessment activities, as well as the strategic and tactical plan for the department.
  - g. Access services of Administrative Assistant regarding student data base
    - a. Identify data to be collected
    - b. Provide direction on accessing the information needed
  - h. Provide appropriate updates/edits to public information sites/sources for the department, i.e. web updates.
  - i. Provide a minimum of semi-annual reports to the Council, Advisory Committee and the Assessment and Outcomes committee.
2. Membership:
  - a. Up to 3 full-time faculty representing varying course levels and programs, one of whom is the program coordinator.
  - b. Up to 3 part-time faculty representing varying course levels and schedule options of the program.
  - c. Nursing Lab assistant personnel
  - d. Developmental Education/ELL faculty
  - e. Manager/Coordinator of Clinical Learning

- f. Representative from Central Scheduling Office
- g. 2-3 nursing students
- h. Other faculty including health, math, science, psych and/or speech faculty
- i. Ex-officio: Nursing Department Associate Dean Nursing and Health Sciences

**c. Learning Resources**

- 1. Purpose(s):
  - a. Oversee utilization of learning resources including but not limited to clinical sites, labs, library and resources.
  - b. Monitors compliance with ACEN Standard 5.
  - c. Conduct review of literature and best practice models re: use of learning resources
  - d. Monitor resource access and utilization
  - e. Use data to recommend resource utilization and acquisition
  - f. Promote adoption of technology in education and health care, including designing a faculty development program in the use of technology (working with Faculty Development and Welfare committee).
  - g. Carry out assigned program and student outcome assessment activities, as well as the strategic and tactical plan for the department.
  - h. Provide appropriate updates/edits to public information sites/sources for the department, i.e. web updates.
  - i. Provide a minimum of semi-annual reports to the Council, Advisory Committee and the Assessment and Outcomes committee.
  - j. Develop a simulation calendar for the program
- 2. Membership:
  - a. Up to 3 full-time faculty representing various levels and programs.
  - b. Up to 3 part-time faculty representing all course levels and schedule options of the program.
  - c. Nursing Lab assistant personnel
  - d. Manager, Simulation and Laboratory Learning
  - e. Health Sciences liaison Library and Learning Resources Staff.
  - f. 2-3 nursing students
  - g. Ex-officio: Nursing Department Associate Dean Nursing and Health Sciences and/or Program Coordinator

**d. Program Participation Committee**

- 1. Purpose(s):
  - a. Develop and oversee policies associated with students' participation in the program including, but not limited to:
    - 1. Admission
    - 2. Advance Placement Admission

3. Progression
  4. Graduation
  5. Clinical Participation
- b. Monitor and make recommendations based on data as it relates to
    1. implementing a student “at-risk” program
    2. enhancing and promoting learner success
    3. student retention practices
  - c. Manage Academic Advising Program.
    1. Assign advisors
    2. Manage Academic Advising policy/procedure
    3. Evaluate effectiveness of Academic Advising program
  - d. Assist with providing direction to mentors for the nursing students
  - e. Conduct review of literature and best practice models re: student program participation policies that lead to success and retention.
  - f. Use data to make decisions about and recommend changes in student participation policies.
  - g. Carry out assigned program and student outcome assessment activities, as well as the strategic and tactical plan for the department.
  - h. Provide a minimum of semi-annual reports to the Council, Advisory Committee and the Assessment and Outcomes committee.
  - i. Monitor compliance with ACEN Standard 3.
  - j. Provide appropriate updates/edits to public information sites/sources for the department, i.e. web updates.
  - k. Access services of Administrative Assistant regarding student data base.
    1. Identify data to be collected
    2. Provide direction on accessing the information needed
2. Membership
    - a. Up to 3 full-time faculty representing various course levels and programs.
    - b. Up to 3 part-time faculty representing all course levels and schedule options of the program.
    - c. Representative from Health Program Admissions
    - d. Representative from Health Programs Advising and Counseling Departments
    - e. Representative from Registrar’s office
    - f. Representative from Registration office
    - g. Program Support Specialist
    - h. 2-3 nursing students.
    - i. Ex-officio: Nursing Department Associate Dean Nursing and Health Sciences and/or Program Coordinator

## **e. Assessment and Outcomes**

1. Purpose(s):
  - a. Oversee the implementation of the Programs' and Learners' outcomes assessment plan; carries out the Program assessment plan activities.
  - b. Ensure follow-through with the use of data and information gained from the outcomes assessment activity and action taken.
  - c. Carry out assigned program assessment activities, as well as the strategic and tactical plan for the department.
  - d. Assist with completion of annual reports to regulatory and accrediting agencies.
  - e. Conduct review of literature and best practice models re: program outcomes and student assessment.
  - f. Monitor compliance with ACEN Standard 6.
  - g. Provide appropriate updates/edits to public information sites/sources for the department, i.e. web updates.
  - h. Provide a minimum of semi-annual reports to the Council and Advisory Committee
  - i. Access services of Administrative Assistant regarding student data base
    1. Identify data to be collected
    2. Provide direction on accessing the information needed
  - j. Works with Chair/Secretary of other nursing committees on completion of Systematic Evaluation Plan
2. Membership:
  - a. Up to 3 full-time faculty representing all course and programs, one of whom will be the Program Coordinator
  - b. Up to 3 part-time faculty representing all course levels and schedule options of the program.
  - c. Vice President of Academic Affairs or designee
  - d. 2-3 students
  - e. Ex-officio: Nursing Department Associate Dean Nursing and Health Sciences

## **f. Faculty Development and Welfare**

1. Purpose(s)
  - a. Design faculty (full and part-time) orientation plan; assist with its implementation.
  - b. Develop and update faculty handbook(s).
  - c. Evaluates faculty mentor program and makes recommendations for change when needed
  - d. Monitors compliance with ACEN Standard 2.
  - e. Assist in developing a Department-wide faculty development plan based on
    - i. Needs associated with teaching and assessment
    - ii. Instructional technology

- iii. Initiatives being undertaken by the Department
  - f. Initiate activities aimed at recognizing others in the Department for professional accomplishments and personal reasons.
- 2. Membership
  - a. Up to 3 full-time faculty representing all course and programs.
  - b. Up to 3 part-time faculty representing all course levels and schedule options of the program.
  - c. TLC faculty member
  - d. Continuing Education Representative
  - e. Assistant Dean, Adjunct Faculty
  - f. Ex-officio: Nursing Department Associate Dean Nursing and Health Sciences and/or Program Coordinator

**g. Program Team meetings:**

- 1. Purpose(s):
  - a. Discuss topics of interest and importance to the specific course(s)
  - b. Ensure consistency in curriculum and assessment in the course offering, and that it supports the program's graduate outcomes
  - c. Facilitate simulation learning experiences, clinical experiences and external testing (i.e. HESI, NLN) testing services, and implications for student.
  - d. Determine course offering responsibilities, and how it will and who will provide.
- 2. Membership:
  - a. All full-time faculty for the given course
  - b. Participation by part-time faculty is encouraged
  - c. Ex-officio – Nursing Department Associate Dean Nursing and Health Sciences

Article IV Officers and Terms

Section 1. Officers and Duties of the **Council of the College of DuPage Nursing Department** committee will have two officers:

- a. Officers:
  - 1. Associate Dean or designee (i.e. Coordinator) shall chair the Council.
  - 1. Recorder will be the sub-division administrative assistant. This person will be the official keeper of the agendas, minutes and meeting materials, archiving them electronically accessible by all members of the Nursing Department.
- b. The duties of the officers of the Council shall be such as implied by their respective titles, including:

1. The Associate Dean (or designee) shall:
  - a. Schedule all meetings of the Nursing Department.
  - b. Preside over all Council meetings.
  - c. Prepare and distribute an agenda for meetings.
  - d. Prepare specified reports for the Council.
  - e. Perform other duties as necessary.
2. The Administrative Assistant shall:
  - a. Record the minutes of the meetings for typing, distribution and filing to ALL department faculty and staff. This includes maintaining records of the meeting electronically.
  - b. Include in the minutes a record of faculty in attendance at the departmental meetings.

Section 2. Officers and Duties of the Committees of the Department of Nursing

- a. Each committee will have a chair and a secretary
- b. The chair will
  1. Conduct meeting of the committee
  2. Prepare the meetings in collaboration with the administrative assistant. To be provided is the meeting agenda and any materials for the meeting. The administrative assistant will disseminate to the committee members.
  3. Monitor/comply with timetable for assigned program assessment activities, as well as the strategic and tactical plan for the department; complies with the SEP calendar and timetable.
  4. Submit supporting information for any and all action items to Full Council membership a minimum of three calendar days prior to the meeting.
    - NOTE: Failure to provide information needed for action items may result in deferring the vote.
- c. The secretary will
  1. Collaborate with the Administrative Assistant to review the minutes of the meeting prior to their distribution of the minute, confirming any materials to be attachments to the minutes.
  2. Works with the department Administrative Assistant to maintain records of the meeting electronically.
  3. Include in the minutes a record of faculty in attendance at the departmental committee meetings.
  4. Work with the Assessment and Outcomes Committee Chair to complete the Systematic and Evaluation Plan.
- d. Agendas will be sent out to the membership, the Department Associate Dean Nursing and Health Sciences and the Administrative Assistant at least *three business days before the meeting*.
- e. Minutes will be distributed to this same group within *one week following the meeting*.



Section 3. Terms of the membership

- a. The term of membership on the Council is perpetual, and lasts the term of employment in the Department of Nursing.
- b. The term of membership on the committees of the Department of Nursing is two years, with half of the memberships' terms ending in even numbered years and half in odd numbered years.
- c. Terms of office begin with the start of the academic year appointed, and end at the end of the second academic year on the committee.
- d. The maximum number of consecutive terms on a given committee is three (3).

Article V Meetings

Section 1. The Council of the College of DuPage Nursing Department and its committees will meet a minimum of two times per semester.

- a. Meetings will be on Wednesday mornings
- b. The following meeting will be used; attempt will be made to schedule a room on Wednesday mornings for all committees to meet in:

Committee	Wednesday	Time
Program Teams	1 <sup>st</sup>	8:30-10:00
Curriculum	1 <sup>st</sup>	10:00-12:00
Learning Resources	2 <sup>nd</sup>	9:00-10:30
Program Participation	2 <sup>nd</sup>	10:30-12:00
Faculty Development	3 <sup>rd</sup>	9:00-10:30
Assessment and Outcomes	3 <sup>rd</sup>	10:30-12:00
Full Council	4 <sup>th</sup>	9:00-11:00

Section 2. A simple majority of the council and committee membership shall constitute a quorum. For purposes of the full Council, the number of full-time faculty will be used to determine quorum. Electronic voting on an issue will be allowed if a quorum is not present.

Section 3. Ad hoc committees are created to address a specific purpose. These committees will disband upon completion of the purpose.

Article VI Amendments

Section 1. The **Guidelines of Operation and Structure** may be amended by two-thirds of the membership at any regular meeting provided written notice is given at least one week prior to the meeting.

Article VII Parliamentary Authority

Section 1. Robert's Rules of Order shall serve as the guide for the conduct of the Nursing Department Organization.

Draft: 5/9/2010

Approved: 5/12/2010

Reviewed: May 2012

Revised: July 2013

Revised: June 2014

## **RULES OF OPERATIONS**

### **1. Discussions and conversation**

- a. We will agree to disagree.
- b. Communication will be respectful and non-judgmental.
- c. Make sure you are having the conversation with the right person.
- d. Seek first to understand then to be understood.
- e. Begin with the end in mind.
- f. Brainstorming is expected as is taking risks.
- g. We will park topic or issues that are not related to the topic at hand, and address them later.

### **2. Participation**

- a. Active participation is critical.
- b. Information for meetings, including an agenda, will be distributed 48 hours before the meeting. It is intended that this will be via email/email attachments.
- c. All faculty will be responsible to prepare for the meeting by reviewing materials distributed and completing any other preparatory work required.
- d. Meetings will begin and end on time; agendas will identify times to stay on task. Deviation from the timelines will require approval by the participants in attendance.

### **3. Decision making**

- a. Decisions will be made by consensus with those in attendance at the meeting when decisions are being made. If we cannot come to consensus, a vote with majority rule of the quorum present at the meeting.
- b. **Everyone** supports the process and the decision made.
- c. Timelines will be adhered to.

## MANAGEMENT OF (SELECT) TASKS

### Definitions:

**Policy:** A set of principles designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them. Together, policies and procedures ensure that a point of view held by the governing body of an organization is translated into steps that result in an outcome compatible with that view.

**Procedure:** steps defined to operationalize the policy

**Guideline:** a rule or set of rules giving guidance on how to behave in a formal and informal situations; recommended practice that allows some discretion or leeway in its interpretation, implementation, or use.

**Information:** task is completed and decision is made by the person/committee/task force who introduces or manages the task. The information is shared with all Council members as an information item. The information is appropriately maintained in electronic records of the Department.

**Action:** Requires action to be taken by the Full Faculty. Action items' supporting documents are to be shared with the faculty prior to the meeting for members' review and reflection before the meeting. The decision is ideally made by consensus. If not possible, a vote is taken and the decision is based on how the majority of those present "vote. Action items documents and the decision of action items are maintained with the minutes of the meeting.

	TASK	INFORMATION TO COUNCIL	ACTION BY COUNCIL
P and P	Department or program POLICY		X
	Department or program PROCEDURE		X
	Department or program GUIDELINES	X	
Curriculum	Substantive program curriculum revision		X
	Curriculum Plan of Study		X
	Program Outcomes		X
	Course revisions	X	
	Adoption of innovative teaching strategies by the programs	X	
	Updates to program materials for publication and information (i.e. web page)	X	
	Manage longitudinal testing program (related to course scheduling, completion and progression)	X	
	Textbook selection for courses and programs	X	

Learning Resources	Selection of learning resources		X
	Competency assessment POLICY		X
	Competency assessment PROCEDURES		X
	Competency assessment GUIDELINES		
	POLICY for schedule for the use of the Laboratory and Simulation lab resources	X	
	GUIDELINES for schedule for the use of the Laboratory and Simulation lab resources	X	
	Establish inventory needs for maintenance by lab staff	X	
Program Participation	Program Admission policy changes		X
	Program student handbooks	X	
	Program progression policies		X
	Program grading policies		X
	Course grading policies		X
	Course progression policies		X
	Affirmation of students admitted to program	X	
	Updates to promotional materials (i.e. web page)	X	
	Scheduling of advising sessions	X	
Faculty Development and Welfare	Assign mentors	X	
	Implement and evaluate mentor program	X	
	Establish Department professional development plan	X	
	Develop and implement faculty orientation program	X	
	Maintain currency of faculty information handbook	X	
Outcomes and Assessment	Management of SEP, including edits	X	
	Action taken in data analysis prescribed in SEP	X	
	Develop surveys for direct and indirect students learning and satisfaction	X	
	Administer surveys for direct and indirect students learning and satisfaction	X	
	Revise surveys for direct and indirect students learning and satisfaction	X	
	Research studies	X	
	Faculty Surveys	X	

Developed and Approved: Spring 2012

