NAME: UNDERGRADUATE NURSING PROGRAM COMMITTEE: A standing committee of the College of Nursing and Health Sciences Nursing Unit

MEMBERSHIP: The Undergraduate Nursing Program Committee shall consist of:

1) Voting membership: All faculty holding part or full time appointments (0.5 or greater) teaching in the undergraduate nursing program.

2) Non-voting membership: Ex-officio members from the Nursing Unit consisting of:
   a. Administrators
   b. Adjunct faculty
   c. Undergraduate nursing student representative

MEETINGS: The Undergraduate Nursing Program Committee shall:

1) Meet a minimum of three (3) times during each semester of the academic year and record and file minutes.

2) Prepare a written annual report and submit the report to the CNHS Dean.

3) A special meeting may be called by the Chair or on written request by a quorum of the committee. The purpose of the meeting shall be stated in the call. Except in cases of emergency, three days’ notice shall be given.

DUTIES/RESPONSIBILITIES: The Undergraduate Nursing Program Committee shall:

1) Provide ongoing operational management of the undergraduate program including developing, evaluating and revising program and student policies/procedures and curricula.

2) Coordinate and oversee functions of task forces and sub-committees that include, but are not limited to, developing, evaluating, and recommending policies/procedures and curricula.

3) Evaluate, develop, and recommend policies/procedures related to resources that include, but are not limited to, library, technology, communications, and the laboratories for the purpose of:
   a. meeting program objectives; and
   b. supporting program instruction.

4) Provide ongoing evaluation for compliance with standards established by the Nursing Unit, the College, the University, and external regulatory/accrediting bodies.

CHAIRPERSON:

1) The Chairperson of the Undergraduate Nursing Program Committee shall be the Undergraduate Nursing Director.

2) Duties: The Chairperson shall:
   a. Develop and distribute the agendas.
   b. Chair the meeting.
c. Appoint a Committee member to chair the meeting if Chair is unable to attend.

SECRETARY:

1) Appointment/Term
   a. The Chair shall assign a support staff member as secretary prior to the first scheduled meeting of the fall semester.
   b. The secretary shall serve for a term of one (1) year.
   c. If the secretary is unable to serve, the Chair shall assign another support staff member to serve.

2) Duties: The secretary shall:
   a. Keep minutes of all meetings
   b. Distribute the minutes to the committee members for consideration at the next meeting,
   c. File a copy in the permanent record.

STUDENT REPRESENTATION ON PROGRAM COMMITTEES:

1) Selection of Students
   a. One undergraduate nursing student representative per semester (fall and spring) will be selected from current classes.
   b. The faculty in charge of the course(s) will identify several students who may be suitable and will determine their interest in the position.
   c. The name of the selected students will be forwarded to the Committee Chairperson.

2) Responsibilities of Student Representatives
   a. To interface between faculty and nursing students in the areas of duties/responsibilities of the Committee.

3) Meeting Reminder
   a. The Chairperson (or his/her delegate) and the Dean’s secretary will be responsible for sending a meeting reminder to their respective student representative at least one week prior to the scheduled meeting.
NAME: **STUDENT AFFAIRS COMMITTEE: A SUB-COMMITTEE** of the Undergraduate Nursing Program Committee which acts on student petitions relative to admission, progression and graduation

MEMBERSHIP: The Student Affairs Committee shall consist of:

1) Voting membership: Faculty members holding part or full time appointments (0.5 or greater):
   a. Three (3) or more faculty members teaching in the undergraduate nursing program

2) Non-voting membership: Ex-officio members from the Nursing Unit consisting of:
   a. Administrators
   b. Adjunct faculty
   c. Director for Admissions and Student Services

3) Have a minimum of 50% + 1 voting members to represent a quorum.

MEETINGS: The Student Affairs Committee shall:

1) Meet to act upon student petitions within ten (10) business days of the petition. Except in cases of emergency, three days’ notice shall be given.

DUTIES/RESPONSIBILITIES: The Student Affairs Committee shall:

1) Elect a chair from its voting membership.

2) Act upon and make decisions on petitions from students relative to admission, progression, and graduation.

CHAIRPERSON:

1) **Election and Term:**
   a. The Chairperson shall be elected from the voting membership at the first scheduled meeting of the fall semester.
   b. If the Chairperson is unable to serve, the Committee shall elect another Chair from its voting membership.

2) **Duties:** The Chairperson shall:
   a. Call meeting(s) to act on student petition(s).
   b. Chair the meeting or appoint a committee member to chair the meeting if Chair is unable to attend.
   c. Record minutes or designate a member to record minutes.
   d. File documents and oversee responses relative to student petitions.
   e. Report Committee activities to the Undergraduate Nursing Program Committee meeting.

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