

**Florida International University  
College of Nursing and Health Sciences**

**UNDERGRADUATE NURSING PROGRAM COMMITTEE**

**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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