

**MEDICAL UNIVERSITY OF SOUTH CAROLINA  
COLLEGE OF NURSING  
MEETING MINUTES**

Committee Name: Executive Planning Council      Date of meeting: June 9, 2003      Semester: Summer

Time: Noon - 1 PM

**Presiding: Susan Benedict**

**Members Present:** Julia Ball, Tara Hulsey, Teresa Kelechi, Jean Leuner, Sylvia Lufkin, Lynn Shull, Kathy Simon, John Welton, Deborah Williamson

**Student Representative (if appropriate): N/A**

| Topic  | Discussion  | Outcomes<br>(Recommendations/Actions)  | Responsible Person          |
|--|---|--|-----------------------------|
| Bylaw Changes                                | The committee discussed several proposed bylaw changes that Dr. Hulsey received from Dr. Stuart. Dr. Leuner also noted that the accreditation committee had identified a number of other changes that they propose for change and consistency.  | The group reviewed the procedure for bringing forth bylaw changes. It was agreed that there was not sufficient time to distribute the proposed changes for a vote in Monday's Faculty Assembly. The proposed changes will be distributed to the faculty officers by July 1, who will then distribute them to the faculty assembly 10 days prior to the next scheduled meeting to solicit a vote. | Tara Hulsey, Susan Benedict |
| Recommendations from Undergraduate Committee | Dr. Ball announced that the committee had agreed to offer Leadership in the fall semester for all students. Nursing Research will be offered in the second semester. She also said the committee had approved the BSN purpose & objectives.   | The recommendations of the Undergraduate Committee will be brought forth to the Assembly.  | Julia Ball                  |
| Minutes for Faculty Forum                    | Dr. Benedict asked the group's opinion as to whether minutes should be taken for the Faculty Forum since the purpose of the forum is just for discussion and not voting. Dr. Leuner indicated that the accreditation committee felt strongly that minutes should be taken to reflect the thought process of the | The group agreed that minutes should be kept, and further agreed that all meetings should be assemblies where votes are taken, thus discontinuing the forums. This will necessitate a bylaws change.   | Susan Benedict              |

| Topic                | Discussion   | Outcomes<br>(Recommendations/Actions)  | Responsible Person |
|----------------------|--|--|--------------------|
|                      | faculty when votes are taken in the assembly.  |  |                    |
| Minute Taking        | The group discussed who is responsible for taking minutes.   | It was agreed that the responsibility for minutes lies with the secretary of the faculty, however, an administrative staff person will be assigned to record the minutes and have them approved by the secretary who will be responsible for seeking approval from the assembly chair. The secretary will distribute the minutes via e-mail. Dr. Benedict will make this announcement in the Assembly. | Susan Benedict     |
| Committee Membership | Dr. Benedict reviewed the list of potential new committee members for all of the standing committees. Some faculty members were listed on more than one committee and it was not clear if they intended to serve on multiple committees. It was also suggested that the newly hired faculty be asked to serve on some of the standing committees. Dr. Hulsey will be meeting with the new faculty members and will ask them about serving. | It was decided that only the names of the newly elected secretary and chair-elect will be announced at Monday's assembly. The remainder of the committee membership will be announced in the July meeting. There will be 8 instead of 6 standing committees.   | Susan Benedict     |
| Assembly Agenda      | Dr. Benedict reviewed all items that will go forth for Monday's Assembly Agenda.   | The group approved all items as presented.   | Susan Benedict     |

Submitted by: Jo Smith