

**MEDICAL UNIVERSITY OF SOUTH CAROLINA
COLLEGE OF NURSING
FACULTY RETREAT MINUTES**

Meeting Name: Faculty Retreat

Date of Meeting: May 12, 2003

Semester: N/A

Time: 9:30 a.m. to 3:00 p.m.

Location: James Island County Park

Presiding: Susan Benedict

Faculty Present: G. Barbosa, L. Bellig (½ day), S. Benedict (½ day), R. Bissinger (½ day), S. Bond, S. Brown, H. DeToma, C. Dorsey, B. Edlund, N. Finch (½ day), C. Francis-Baldesari, J. Grossman, A. Hollerbach, L. Horton, M.E. Howell, T. Hulsey, C. Jenkins, T. Kelechi, M. King, M. Laken (½ day), J. Leuner (½ day), M. Long, S. Lufkin, F. Margolius, C. McDougall, M. Olson, F. Porcher, D. Santiago, K. Simon, P. Spain, G. Stuart, S. Stroud, J. Welton, E. Whitehead and D. Williamson

Student Representative (if appropriate): N/A

Staff Present: S. Auwaerter, C. Brown, D. Ciccarelli, J. Keith, C. Page, S. Sparks, and L. Shull

Topic	Discussion	Outcomes (Recommendations/Actions)	Responsible Person	Deadline/ Target Date
Dean's Update: <u>University Issues</u> 1. Ethics Committee 2. DNR Policy 3. SARS 4. Honor Code	1. The MUSC Ethics Committee will be reformulated, with CON participation. 2. The DNR Policy at MUHA is being revised 3. SARS is a highly infectious virus that has been contained across the states. A task force at MUSC is working on policies to prevent and/or contain any possible outbreak of SARS here. 4. The Honor Code has been revised. If a quorum can not be made from the main college, then council members of other colleges will participate in hearings.			

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<u>CON Issues</u> 1. Strategic Plan 2. Organizational Assessment by Students 3. Faculty Contracts 4. Research-Funded Post Doctoral Fellowship 5. Greenville Hospital System 6. HRSA 7. Physical Plant 8. Classroom Equipment 9. YES Campaign 10. CON Annual Report	1. Primary goal to finish the spreadsheets related to each area of the CON Strategic Plan 2. A copy of the Organizational Assessment of MUSC College of Nursing was completed by Dr. Olson's students and a copy provided to all faculty. 3. By the beginning of June, Dr. Stuart hopes to have all faculty contracts completed and signed. 4. MUSC has been funded for a postdoctoral research fellowship in Health Services Research. Nursing is one of the participating colleges and thus nursing applicants will be sought. 5. Dr. Stuart has met with Mr. Frank Pinkney, CEO, and Suzanne White, VP of Patient Care and Nursing Services, of Greenville Hospital System. Ms. White has established a professional practice model at the Greenville Hospital System. They are very interested in working with the CON. 6. Three new Nurse Education, Practice, and Retention Grants Programs are available through HRSA. They are 1) Internship and Residency 2) Enhancing Patient Care Delivery Systems, and 3) Career Ladder. The due date is June 6 for submission. CON faculty are encouraged to submit for these grants. 7. Reported that the roof is scheduled to be replaced during the summer. 8. Dr. Stuart is working with Geoff Freeman to resolve problems with the computers in the CON classrooms. 9. Dr. Stuart is chairing the YES Campaign this year and would like to have 100% participation by CON faculty and staff. She stated the dollar amount contributed is not as important as the percent of participation. 10. The Dean is working on the CON Annual Report.			

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11. Collaborative Partners	<p>11. The clinical partners in the South Carolina Nursing Collaborative were promised:</p> <ul style="list-style-type: none"> • Their name would be highly visible on a named Faculty Fellowship position • Would be invited to become a member of the Dean’s Advisory Board • Participate in the MUSC Nursing Academy • Invited to meet with our students to describe the benefits of joining their health care team upon graduation • Qualified nurses from their institutions will be given priority into our RN-BSN, MSN in Administration, and MSN in Education online programs. • Our faculty will partner with nursing staff and nurse administrators in their ongoing professional development needs at these facilities 																			
<p>Budget Reduction CON Budget Reductions</p>	<p>Dr. Stuart detailed the CON’s state funding from FY01 to FY04 shown below which indicates a reduction of state funding over this 3-year period in excess of \$700,000:</p> <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><u>State</u></th> <th style="text-align: left;"><u>\$ to CON</u></th> </tr> </thead> <tbody> <tr> <td>FY01</td> <td>3,570,661</td> </tr> <tr> <td>FY02</td> <td>3,509,424</td> </tr> <tr> <td>FY03</td> <td>3,173,218</td> </tr> <tr> <td>FY04</td> <td>2,824,512</td> </tr> </tbody> </table> <p>The amount of reduction to the University is \$ 8 million and to the College of Nursing is \$350,000 for FY04.</p> <p>State funding of \$2,700,000 is allocated in the CON as follows:</p> <table border="0" style="margin-left: 40px;"> <tbody> <tr> <td>Staff salaries</td> <td>19%</td> </tr> <tr> <td>Faculty salaries</td> <td>74%</td> </tr> <tr> <td>Operations</td> <td>7%</td> </tr> </tbody> </table>	<u>State</u>	<u>\$ to CON</u>	FY01	3,570,661	FY02	3,509,424	FY03	3,173,218	FY04	2,824,512	Staff salaries	19%	Faculty salaries	74%	Operations	7%	<p>Several options to save funds were suggested:</p> <ul style="list-style-type: none"> • Using graduate and doctoral students as clinical instructors • Need to standardize more processes • Need to be conservative with new funds • Must seek external funding for all new CON initiatives <p><u>Options suggested by Dr. Stuart include:</u></p> <ul style="list-style-type: none"> • Combining the Associate Dean for Research and Endowed Chair position • Issue a 9-month contract for the Community position • Hold filling the Psych position until spring 2004 • Recoup clinical faculty costs • CE and Consultation can be new revenue streams 		
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<p>CON Budget Reductions (Continued)</p>	<p>The deficit, without the Collaborative, is \$1,645,062. The FY04 Budget breakdown is:</p> <table border="0" data-bbox="464 272 1018 430"> <thead> <tr> <th><u>Funds Received</u></th> <th><u>Amount</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>Collaborative</td> <td>\$600,000</td> <td></td> </tr> <tr> <td>Tuition/Fees</td> <td>\$800,000</td> <td>(we get 35-40%)</td> </tr> <tr> <td>Reserves</td> <td><u>\$200,000</u></td> <td></td> </tr> <tr> <td>Total</td> <td><-\$45,000></td> <td></td> </tr> </tbody> </table> <p>All new faculty positions are accounted for in the FY04 budget including the PNP, FMU, Community, Psych, Associate Dean for Research, and \$200,000 allocated for clinical faculty. However, the Endowed Chair is not included in the budget projection.</p>	<u>Funds Received</u>	<u>Amount</u>		Collaborative	\$600,000		Tuition/Fees	\$800,000	(we get 35-40%)	Reserves	<u>\$200,000</u>		Total	<-\$45,000>		<p>M. King suggested we could hold off hiring a Community faculty person this until spring 2004 because the way the course falls in the new curriculum.</p>		
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<p>University Budget Reduction</p>	<p>The University has much bigger problems, they must recoup \$8 million dollars. Suggested ways to reduce the budget, some which will impact the CON, are as follows:</p> <ul style="list-style-type: none"> • Freeze any indirect funds after \$28 million • Freeze creation of any new centers • Use University reserve funds • Delay physical plant maintenance • 10% increase in tuition for students in January 2004 • Loosen restrictions on acceptance of out-of-state students • Eliminating the Office of Alumni Affairs – the CON would have to absorb all activities currently handled by the Alumni Office • Scaling back the Office of Development • Closing/dismantling the Office of Enrollment Services – again, the CON would have to absorb activities currently handled by the OES it is closed • Combine Student and Employee Health Services • Utilities and recycling (turn off lights not in use) • Department Chairs and Administrators may be asked to take mandatory furloughs 																		

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<p>Committee Reports Bylaws</p>	<p>Dr. Benedict referred to Article 8 of the By-Laws which states, “The Faculty Assembly shall elect the members of APT. All other committees shall be appointed by the Executive Planning Council (EPC).”</p> <p>There was a proposal to delete the clause requiring rotation of members on committees.</p> <p>Request for a By-Laws revision to the Curriculum Committee to delete the phrase “from each Department” and to delete “requirement for doctoral faculty and doctoral student” to be member.</p> <p>Committees needing members are:</p> <ul style="list-style-type: none"> • APG (2 needed) • Curriculum (2 needed; 1 graduate & 1 under graduate member) • Research (1 needed) • Informatics (3 needed) 	<p>The faculty was asked if they wanted to elect members of all committees or leave as is currently in the By-Laws for the EPC to appoint members. The EPC, to the extent possible, will honor faculty wishes to serve on certain committees.</p> <p>The decision: This year the process should continue as stated in the Bylaws.</p> <p>The decision: No change should be made and faculty should rotate as specified in the Bylaws.</p> <p>Issue will be voted on at the July meeting of the Faculty Assembly.</p> <p>Committee Sign-up sheets were passed around for faculty to sign up for membership on these committees needing members.</p>		
<p>APT Committee Report</p>	<p>Dr. Benedict made the following report of activity of the APT committee:</p> <ul style="list-style-type: none"> • Reviewed applications for 2 candidates for promotion • Interviewed 5 faculty candidates • Revised APT criteria to be consistent with APT criteria of the other MUSC colleges • Recommend the Educator Practitioner Track be renamed “Educator Clinician” Track 	<p>Motion: Educator Practitioner Track be renamed Educator Clinician Track Vote: Approved unanimously</p>		

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<p>APT Committee Report (Continued)</p>	<ul style="list-style-type: none"> Adding a student to a committee not currently having student membership would require a By-Laws change. However the level of student participation (full member/ voting or advisory) was considered. 	<p>Motion: Each CON committee would decide the student level (BSN, MSN, PhD) and type of participation (i.e., full member/voting or advisory only) Vote: Approved unanimously</p>		
<p>APG Committee Report</p>	<p>L. Horton reported on the May and August 03 projected graduate list. She also provided the faculty with a handout of APG activities for the past year. In addition, a handout was provided to faculty requesting consideration for changes to various areas of student admission. One of these was to only require GREs in Charleston and SATs at Florence.</p> <p>1) Discussed changing wording to no longer post the specific GRE score required for admission.</p>	<p>This will be voted on by email after clarification is received by our CCNE consultant.</p> <p>1) The following wording was proposed to be posted as requirement for admission: “Preferred applicants have a GRE score of 1000 combined on the verbal and quantitative part of the exam and a cumulative GPA in all college work of a 3.0 on a 4.0 scale. It is highly suggested that applicants have volunteer or work experience in a health related field. Vote: Approved unanimously</p>		

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Curriculum Committee Report	<p>K. Simon reported on the work of the Committee the past year. They primarily worked on the curriculum map, which now will have to be changed due to changes in course sequence.</p> <p>Recommended changing the name of this committee and forming two new committees.</p> <p>M. King want to delete the word “Care” from her new course.</p>	<p>Motion: Change the name of the Curriculum Committee to the Academic Evaluation Committee.</p> <p>Vote: Approved unanimously</p> <p>The committee will look at wording on membership for this committee to reflect current organizational makeup.</p>		
Informatics and Technology Committee Report	<p>J. Welton reported on the activities of the Informatics and Technology Committee. He reported, the CON is moving toward having our own server which will move us off of Homeroom.</p>			
Research Committee Report	<p>C. Jenkins reported on the activities of the Research Committee.</p> <ul style="list-style-type: none"> • Working on improving the environment for the research office - namely room 401. • Wants to know what really is needed to support research other than time. Faculty have been asked to email suggestions to her. • Reminded faculty to use IDC and grant funds for research travel. • Awarded S. Benedict \$500 for research on breast cancer • Had several Brown Bag series • Interviewed several applicants for Associate Dean for Research position. 			

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Search Committee Report	<p>F. Porcher reported for E. Erkel on the activities of the Search Committee for 02-03:</p> <ul style="list-style-type: none"> • 7 meetings have been held • 8 candidates were interviewed with four additional candidates scheduled for interview • 3 candidates were offered and accepted positions: N. Finch-adult health, C. Pope-faculty, educator/researcher, and S. Smith-maternal health • Recruitment will continue until filled for: Endowed chair, Associate Dean for Research, Community nursing faculty, Pediatric NP Program Coordinator, and Psychiatric nursing faculty 			
Practice Committee (FPA) Report	<p>C. Francis-Baldesari reported TQI software is being used at Employee Health.</p>			
Faculty Senate Report	<p>T. Hulsey reported the following information to the faculty concerning the Faculty Senate:</p> <ul style="list-style-type: none"> • Faculty Senate elections have been moved to the fall • Tenure has gone back and forth between the Deans, the main issue now is base salary • The CON has the highest attendance rate on the Faculty Senate • Senate minutes are posted online • Department Evaluations are moving right along 			
Strategic Plan Finalization	<p>One minor change to the MUSC College of Nursing Philosophy was proposed to the faculty.</p> <p>Each section of the plan needs to be elaborated upon using distributed spreadsheets.</p>	<p>Change to the First line of the MUSC College of Nursing Philosophy shown below:</p> <p>“The College of Nursing, one of six health science colleges of the Medical University of South Carolina, supports and shares the responsibility is responsible for the education, research, and practice of nurses.”</p> <p>Vote: approved unanimously</p>		

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Education Section	<p>The Education section of the Strategic Plan was reviewed and changes, as agreed upon, were made. Minor changes, not requiring a vote, were made and will be incorporated in the revised document provided to faculty.</p> <p>A discussion of grades, grade inflation and evaluation components of courses was held.</p> <p>There was a discussion on how we should note the Expected Outcome/Benchmark relative to BSN and MSN students pass rates.</p>	<p>Motion: “Clinical courses or clinical components of courses will be pass/fail.” Vote: approved unanimously</p> <p>Revised copy, with changes, will be provided to faculty by the Office of the Dean.</p> <p>The faculty will make recommendations to the Dean and the Expected Outcome/Benchmarks section of the Education part of the Strategic Plan will be updated based upon faculty consensus.</p> <p><i>On May 21, 2003, the result of faculty input is to state that both groups will pass their respective exams “at a rate exceeding the national average” without specifying a number.</i></p>		
Organizational Culture Section Research Section	<p>Time did not allow for the discussion of these sections of the Strategic Plan. Work will continue through the summer.</p>			
Accreditation Issues	<p>CCNE, in the proposed standards for accreditation, recommends using the Essentials Documents as a standard. The new piece is for the NPs.</p> <p>Work will continue over the summer. The evaluation component will be a particular focus of faculty work.</p> <p>As a 12-month program, we will continue all meetings and work through the summer. Will need to think about how to coordinate with FMU since they offer no classes during the summer.</p>			

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Other	Discussed in much more detail, each of the three HRSA grants discussed earlier in the retreat.			
Adjourn	Meeting adjourned at 3:00 p.m.			

Submitted by: Julie F. Keith