

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

Committee Name: Faculty Assembly **Date of meeting:** April 21, 2003, 2003 **Semester:** Spring 2003 **Time:** 1:00 - 3:30 pm

Presiding: Susan Benedict

Members Present: Gail Barbosa, Susan Benedict, Sharon Bond, Hannah DeToma, Coretta Dorsey, Catherine Francis-Baldesari, Janet Grossman, Ann Hollerbach, Lenora Horton, Tara Hulse, Jean Leuner, Mardi Long, Sylvia Lufkin, Francine Margolius, Melodie Olson, Ingrid Pearson, Frances Porcher, Diane Santiago, Kathleen Simon, Sally Stroud, Gail Stuart, John Welton

Student Representative (if appropriate): N/A

Topic	Discussion	Outcomes (Recommendations/Actions)	Responsible Person
Approval of Minutes	Minutes from the March meeting were submitted for approval.	Minutes were approved with no changes.	All faculty
Announcements	Susan Benedict announced the elections results. Elaine Amella has been elected chair of the faculty. Sharon Bond has been elected secretary.		
Dean's Report	Dr. Stuart reported that Dean's Council had approved the 5 year academic calendar. The fall semester will begin August 23, 2004.		
	Dr. Stuart reported that the university is preparing a diversity recruitment CD. Each college will have a featured segment with links to the college's web site. The CD should be completed by the end of the summer. She further noted that CON is working with Mary Mauldin to develop a recruitment CD for the CON.		
	Faculty Contracts: Dr. Stuart reported that the university is making minor revisions to the faculty contracts which will add the college's practice plan to the contract. Additionally, ALL CONTRACTS MUST BE SIGNED AND RETURNED BY JULY 1, 2003 or you will be considered to have resigned your position.		

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	Dean's Council approved the Standard of Conduct that will be implemented across all colleges. Each college will be required to identify a mediator who will be trained.	If anyone is interested in becoming the CON's mediator, please contact Dr. Stuart.	
	Dr. Stuart reported that the CON had decided not to request a mid-year tuition increase.		
	Dr. Stuart reported that Nurse Midwifery Accreditation visit had gone smoothly and the site visitors gave the college a "gold star". The official report is expected in July. The site visitors were impressed with the amount of space for the faculty and the technology in the College.		
	Dr. Stuart attended a meeting in Columbia regarding the creation of a Center for Nursing.	Dr. Stuart will share the minutes of the meeting when she receives them.	Gail Stuart
	Dr. Stuart also reported on a meeting she had in Columbia with representatives from USC and MUSC about potential collaborations between the two universities.	Dr. Stuart will keep the faculty posted on the progress of the collaboration.	Gail Stuart
	Dr. Raymond called a meeting with Drs. Stuart, Ripich and West regarding student access to buildings on campus. The group agreed that students should have access to all public buildings on campus.	Public Safety will provide card access to the CHP students for the time of their scheduled classes in the building. Additionally, cameras will be installed by all exterior doors of the CON to increase security.	
	Dr. Stuart announced the college would be upgrading its version of Microsoft Word, but will continue to utilize its current version of Word Perfect.	Training for staff will be provided for Word, and any other programs where skills are needed.	

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	<p>Dr. Stuart will be chairing the YES Campaign this year. She reported that anyone who earns more than \$50,000 per year will receive a letter asking them to become a leader.</p>	<p>Dr. Stuart would like to see 100% participation from the College. She stressed that the amount of the donation isn't as important as full participation. She also noted that donations can be earmarked for the CON.</p>	
<p>Associate Dean's Report</p>	<p>Dr. Barbosa invited Stephanie Auwaerter to give an update on the on-line courses. Ms. Auwaerter reported that there had been considerable interest expressed about the on-line program. The college is developing a template to use for all on-line courses in order to achieve consistency among courses. Faculty are meeting every two weeks to discuss issues and plan for dates when students will be on campus. Dr. Welton is pursuing facilities in the state that will produce CD's for those students who have dial-up modems. The CD's will be sold in the MUSC bookstore. Ms. Auwaerter also reported that the faculty are considering whether a 2 or 3 semester program is appropriate for the RN-BSN students.</p>		
	<p>Dr. Barbosa reported that doubling enrollment in the undergraduate program will significantly increase the work load of the staff in student services, thus creating the need for more infrastructure.</p>	<p>A program coordinator position will be recruited for an additional staff person who will assist with marketing and providing support to the other staff.</p>	

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	<p>Dr. Barbosa raised the issue of whether or not the current curriculum committee could accomplish the work of both the undergraduate and graduate programs. A recommendation has been made to create two additional standing committees (one for graduate curriculum, one for undergraduate curriculum) that would have oversight of the programs. Many questions concerning the membership and other issues related to these proposed committees were raised.</p>	<p>More discussion is warranted and will continue at the upcoming CON retreat.</p>	<p>Gail Barbosa</p>
<p>Chair of Faculty Report</p>	<p>Dr. Hulsey presented and reviewed the worksheet for allocating teaching credit and the template for faculty performance specification.</p>	<p>Dr. Hulsey will email a copy to all faculty and asked for ongoing input from the faculty.</p>	<p>Tara Hulsey</p>
	<p>Dr. Hulsey announced asked that faculty sign up to complete their annual evaluation and goal setting for the upcoming academic year. Contracts must be issued by mid-June and thus all evaluations and workload assignments must be completed prior to the preparation of faculty contracts.</p>	<p>Faculty are to sign up for a time slot with Mary Evans to complete their annual evaluation.</p>	<p>Tara Hulsey</p>

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Associate Dean's Report	Dr. Leuner provided an update on the Accreditation Task Force. The group has met twice and is looking at the 4 required standards in great detail. She announced that the college has purchased and will be distributing the ANCC Essentials standards for baccalaureate and masters programs to all faculty. She asked if there were other critical documents that should be included in the curriculum.	Dr. Leuner asked faculty to email her if there were documents other than the ANCC Essentials document that should be included in the curriculum. She will discuss the accreditation preparation further at the faculty retreat.	
	Dr. Leuner also said the College must identify communities "of interest".	Faculty should bring their ideas to the retreat for further discussion.	
Budget Report	Lynn Shull reported that the state legislature is considering the state budget for fiscal year 2003-2004. She reported that a 9-10% budget cut could be requested.		
Practice Report	Catherine Francis-Baldesari provided an update on the faculty practice. She highlighted the midwifery practice that is housed in Family Medicine and noted that it is one of only a handful of practices in the country that combines family medicine, college of nursing and nurse midwives.		

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State and National Update	Ingrid Pearson brought the faculty up to date on legislative issues on a state and national level. She reported that the Senate finance committee approved the cigarette tax increase which will be matched by federal funds. It is projected to raise \$500 million in revenues for healthcare. The tax still needs full house approval.	She encouraged faculty to write letters to their representatives.	
	Ms. Pearson reported that the South Carolina Nurses Association is in dire need of refurbishing its building in Columbia. The estimated repairs will cost \$400,000. She noted that if all nurses donated \$10/month (tax deductible) for the next three years, the fund would be raised.		
	SCNA foundation has created a license plate that recognizes nurses. The cost is \$70 per year, \$44 of that cost goes to the foundation.		
	Ms. Pearson gave an update on barriers to practice being reviewed by the Federal Trade Commission.		
	The state board's web site has information on the nurse practice act.	Ms. Pearson encouraged faculty to email comments to the state board and SCNA regarding the act. She further thanked faculty who gave testimony on the act when the board was here in Charleston.	
Public Safety	Mardi Long reported the final recommendations of the Safety Task Force.	Recommendations attached.	

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Retreat Plans	Dr. Stuart announced that the faculty retreat will be held on May 12 th from 10:00 AM - 3:00 PM at James Island County Park. Lunch will be provided.		
FMU Report	Dr. Lufkin announced that graduation ceremonies for the students at FMU will be held on Saturday, May 10 th .		
Curriculum Committee Report	Kathy Simon brought forth 6 items for faculty vote: 1. Change the name of the Nursing Systems Management Track to Nursing Administraton.	Dr. Benedict called for a faculty vote. The motion passed unanimously.	
	2. Proposed medication mathematics policy. Students must achieve 90% correct. May take a second time if 90% is not achieved on first try. If the student fails the second test, they will be dismissed.	Dr. Benedict called for a faculty vote. The motion passed unanimously.	
	3. Proposed adding a curriculum development course for nurse educator program.	Dr. Benedict called for a faculty vote. The motion passed unanimously.	

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	<p>4. Proposed that students will receive course credit for attendance at SNA and other professional meetings. Proposal would provide all students across the curriculum receive the same % of grade for attendance at professional meetings.</p> <p>This proposal sparked much discussion and the vote was broken into 2 parts. Part 1 - allocation of specific % of credit</p> <p>Part 2 - it will be the expectation that students participate in professional activities.</p>	<p>Part 1 - Dr. Olson motioned to change % of grade to a pass/fail grade instead. Dr. Hollerbach seconded the motion. Dr. Benedict called for a faculty vote. The motion passes unanimously.</p> <p>Part 2 - Dr. Benedict called for a faculty vote. The motion passed unanimously.</p>	
	<p>5. Re-sequencing of baccalaureate curriculum - addition of 1 credit to the total (from 120 to 121) to begin in fall semester.</p>	<p>Dr. Benedict called for a faculty vote. The motion passed with one abstention.</p>	
	<p>6. Individual course approval - Dr. Simon reviewed all proposed changes for the faculty. (See attached)</p>	<p>Dr. Benedict called for a faculty vote. The motion passed unanimously.</p>	
Meeting Adjourned	Dr. Benedict adjourned the meeting at 3:30 PM.		

Submitted by: Jo Smith