

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

Committee Name: Faculty Assembly **Date of meeting:** June 16, 2003 **Semester:** Spring 2003 **Time:** 1:00 - 4:00 pm

Presiding: Susan Benedict

Members Present: Elaine Amella, Julia Ball, Gail Barbosa, Susan Benedict, Sharon Bond, Barbara Edlund, Catherine Francis-Baldesari, Janet Grossman, Ann Hollerbach, Lenora Horton, Tara Hulsey, Jean Leuner, Mardi Long, Sylvia Lufkin, Ingrid Pearson, Frances Porcher, Kathleen Simon, Gail Stuart, John Welton, Deborah Williamson

Student Representative (if appropriate): N/A

Topic	Discussion	Outcomes (Recommendations/Actions)	Responsible Person
Approval of Minutes	Minutes from the April meeting were submitted for approval.	Minutes were approved with no changes.	Faculty
Discussion of Executive Planning Council Items	Dr. Benedict announced that the Executive Planning Council had proposed changing all faculty meetings to assemblies, thus doing away with the forums. The group felt this was important so that minutes would be recorded and provide for voting opportunities.	This change will necessitate a bylaws change. The change will be drafted and distributed to the faculty prior to the July meeting so that a vote may be taken.	Tara Hulsey will include this change in her bylaw revisions.
Dean's Report	Dr. Stuart reported that an extension had been granted by the Provost's office for the renewal of faculty contracts. She further noted that Lynn is in the final stages of preparing the information for the contracts and hopes to begin processing them by the end of the week.		Lynn Shull/Faculty
	Dr. Stuart reported that the minutes from the recent faculty retreat were being edited and should be distributed to faculty by the end of the week.		Gail Stuart
	Dr. Stuart announced that the College had received a grant from the Duke Endowment that will fund the Nursing Technology Center.		

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	The Dean's Advisory Board met earlier in the day and Dr. Stuart provided a update to faculty on its initiatives. The group has developed 4 committees: Media/Public Relations, Fund Raising, Constituency, and Legislative.	Dr. Stuart will share with minutes and bylaws of the Dean's Advisory Board with faculty via Email.	Gail Stuart
	Dr. Stuart shared with faculty the breakdown of students who achieved a 3.5 grade point average in each of the College's programs. (See attached)		
	Dr. Stuart updated the faculty on the progress of establishing the college's research center. She recently spoke with colleagues at an NIH study section and provided feedback to faculty on recommendations she received from other nursing research centers around the country. She referred to several articles recently published that discuss successful research centers. She also announced that she has been in contact with Dr. Jana Pressler who has agreed to consult with the faculty on their research.	Dr. Stuart will post the articles in each copy room on floors 2-5 for faculty to read. She will also follow up with the consultant about potential dates when she can visit on a Monday/Tuesday - possibly on a month with a 5 th Monday so that there are no committee meeting conflicts.	Gail Stuart
Associate Dean's Report	Dr. Barbosa related that the Duke Endowment monies will be used to purchase equipment, software and provide training for staff for the Center for Nursing Technology.		
	Dr. Barbosa reported that several candidates had been interviewed for the liaison position. A decision will be forthcoming.	Dr. Barbosa will announce the selection of the candidate as soon as a decision is made.	Gail Barbosa

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	Dr. Barbosa reported that this is the first year students have begun taking Kaplan. She will keep faculty posted on their progress.		Gail Barbosa
	Preceptor pins have been ordered. They will be given to preceptors to wear in their clinical settings.	A mechanism will be developed to distribute the pins.	Gail Barbosa
	Dr. Barbosa announced that she plans to begin the Peer Evaluation process in July.		Gail Barbosa
	Dr. Barbosa announced that a full cohort of 20 students have been accepted into the online program for fall. Dr. Stuart noted that the CON's collaborators have expressed a strong interest in having their staff apply for the online program.		
Associate Dean's Report	Dr. Leuner reported that the accreditation committee had been meeting every other week and provided the faculty with an update on the committee's progress to date. She also noted that the 2002 Criteria for the Evaluation of NP Programs also must be included in the accreditation process. This is a new addition. She reported that the work of the committee should be completed by this fall, writing should take place in the spring and invite the consultant for a mock visit. The official site visit will take place in fall of 2004.	The committee will continue to work on bylaws, curriculum, handbook, etc. and map out timelines.	

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Department Chair Report	Dr. Hulsey reported that she had completed all of the faculty evaluations and work plans for the upcoming academic year. She felt that the process had gone smoothly and the contact hour formula had worked very well. She asked faculty to inform her immediately if any of their grants are funded so that their workloads can be adjusted accordingly.	Suggestions for revising the teaching workload calculations should be sent to Dr. Hulsey.	Tara Hulsey
Faculty Senate Report	Dr. Amella announced that the College only had one alternate on the Faculty Senate. Each college typically has two alternates.	Dr. Amella invited any interested faculty member to let her know if they would like to be considered for the second alternate position.	Elaine Amella
	Dr. Amella reported that due to modifications in the faculty contracts the deadline for returning your signed contract had been extended to August 15 th . This did not, however, offer extensions to terminations which are to become effective July 1 st .		
	Dr. Amella further noted that the Senate had worked with Drs. Raymond and Higerd to change the wording of base and supplemental salary to recurring and non-recurring salary.	This change will not take effect with the current contracts, but will be reflected in next year's contract.	
	Dr. Amella reported that tenurable salaries are still being discussed in the Senate. This topic has the greatest effect on the College of Medicine.		

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State and National Update	Ms. Pearson invited faculty to provide input on the Nurse Education Act 2004 and the new bill on APRN's/Medicaid. She further congratulated the CON faculty who were selected in this year's Palmetto Gold awards.		
Practice Report	Janet Stevens provided a report on the activities and opportunities available for students at the school based clinics. She further noted that Dr. Laken will reassume the role of PI when Dr. Leuner departs. Dr. Grossman will serve as a co-PI focusing in mental health issues in the schools.	Ms. Stevens encouraged the faculty to think of students who would benefit from spending their clinical experiences in the school based clinics.	Faculty
Undergraduate Committee Report	Dr. Ball updated the faculty on the work of the Undergraduate Committee. She asked for a faculty vote to approve the Purpose and End of Program Objectives for the undergraduate program. Dr. Ball also announced that the committee had voted and approved requiring the spring cohort of the BSN/MSN students to take the summer semester off between completing the BSN portion of the program and entering the MSN portion. The committee strongly suggested that the students use this time to secure a job and improve their clinical skills.	Passed unanimously.	

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Graduate Committee Report	Dr. Porcher updated the faculty on the work of the Graduate Committee. The faculty had previously voted and approved the Purpose and End of Program Objectives of the masters program. The committee is currently working on its bylaws.	Dr. Porcher will keep faculty posted on the progress of the committee.	Fran Porcher
Curriculum Committee Report	Dr. Simon addressed the two action items that had been previously emailed to faculty. 1) the change of course name from Population Focused Nursing Care to simply Population Focused Nursing proposed by Marilyn King	Dr. Benedict called for a vote. Passed unanimously.	
	2) Course proposed by Melodie Olson for the Adult CNS track: Clinical Nurse Specialist: Expert Care	Dr. Benedict called for a vote. Passed unanimously.	
	Dr. Simon announced that the Curriculum Committee had decided not to form an Academic Evaluation Oversight Committee, having that function rest with the graduate and undergraduate committees. A faculty discussion ensued regarding whether or not those group should provide their own evaluation for their curriculum.	It was decided that further discussion is warranted. Ms. Baldesari offered to collect data on what has been implemented in the college in the past and how other schools handle their evaluation process. Dr. Edlund offered to raise the issue for discussion in the Executive Planning Council. Dr. Simon agreed to draft functions of a proposed evaluation committee for the EPC to review.	Catherine Francis-Baldesari Barbara Edlund Kathy Simon
Bylaws	Dr. Hulsey asked to defer discussion on the bylaws until the July meeting. Dr. Benedict called for a motion to waive the 10 day advance notification rule.	Passed unanimously so that votes may be taken in the July meeting on the proposed bylaw changes.	

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Strategic Plan	Dr. Stuart reviewed the Strategic Plan table prepared by the Research Committee with the faculty and noted suggested changes.	The revised plan will be distributed to faculty via Email. Dr. Stuart hopes faculty will finish the final two plans in the July meeting.	Faculty
Meeting Adjourned	Dr. Benedict adjourned the meeting at 4:00 PM.		

Submitted by: Jo Smith