

California State University Channel Islands  
Unit Bylaws

Proposed by the tenured and probationary faculty  
of the  
**NURSING PROGRAM**

Approved by:



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Philip D. Hampton, Interim Dean  
School of Arts and Sciences

05/16/2025

Date



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Jessica Lavariega Monforti (May 16, 2025 17:18 PDT)

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Jessica Lavariega Monforti  
Interim Provost

05/16/2025

Date



## **NURSING**

C H A N N E L  
I S L A N D S

*Bylaws of the Nursing Department*  
*Approved December 15, 2008*  
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*Approved by the Dean*

### ***Article I: Unit Definition***

The Nursing Department (ND) comprises the faculty appointed in the area of Nursing. The ND houses the BSN Pre-Licensure (Camarillo campus & Goleta campus), ADN/RN to BSN, MSN, and Post-Master's Certificate programs. All courses carrying the prefixes NRS are offered through the Nursing Department.

### ***Article II: Mission, Goals, Purpose, and Functions***

#### **1. Mission Statement**

CI Nursing Program faculty and staff embrace justice, equity, diversity and inclusion in our aim to prepare students for nursing practice; to meet community and workforce needs through teaching professional values and care of diverse individuals and populations including Black, Indigenous, People of Color and those with intersectional differences and identities.<sup>1</sup> This will be accomplished by engaging in respectful and honest dialogue, valuing and respecting each member of our community, and examining ourselves for biases and assumptions to increase our awareness as we build programming and curriculum to educate the next generation of nurses.

#### **2. Visions**

The Nursing Program aims to be an innovative, magnet center for excellence in higher nursing education through justice, equity, diversity and inclusivity.

#### **3. Goals**

The primary goals of the Nursing Department are:

- 3.1 To achieve student success.
- 3.2 To provide service and quality care to individuals, families and communities locally, nationally, and globally.

<sup>1</sup> Differences and intersectional identities include abilities (physical and mental), age, citizenship status, culture, First Nations (federal, state, and tribal recognition), gender identity and expression, nationality, marital status, medical condition, neurological differences, race/ethnicity (color, ancestry, indigeneity), religious/spiritual identity, sexual identity, sexual orientation, veteran or military status, and diverse characteristics that make individuals in our community unique.

- 3.3 To develop nurses who utilize evidence-based practice to provide quality care to individuals, families, communities, and populations locally, nationally, and globally.
- 3.4 To develop competent, professional, compassionate nurses who strive to be life-long learners with a commitment to excellence in nursing practice and who embody CSUCI values and mission pillars.
- 3.5 To model civil, collegial, and interprofessional collaboration in the delivery of a curriculum that addresses anti-racism, anti-Black racism, anti-Indigenous racism, antihomophobia, anti-transphobia, anti-ableist and anti-sanist practices.

#### **4. Purpose**

The bylaws provide a framework for faculty input into the governance of the various nursing programs that are offered by the ND so that its philosophies, purposes and objectives can be effectively implemented and evaluated. The ND, through its curriculum and extra-curricular activities shall aim to support the University's endeavors to address inequities and promote [inclusive excellence](#) by working to increase student body diversity and provide a learning environment that appreciates the diversity of faculty, staff, and students. The ND faculty shall facilitate necessary changes within the Department and the nursing curricula.

#### **5. Functions**

The Nursing Department functions under the Chair of the Nursing Department and the department bylaws

- 5.1 Develop, implement and evaluate the programs in the ND.
- 5.2 Plan for program development and provide input for budget allocations
- 5.3 Develop and approve policies and procedures consistent with the philosophy, purposes and objectives of the program.
- 5.4 Provide for a system of student advisement and admission to the nursing programs offered by the ND.
- 5.5 Promote, support and provide advisors for the CSUCI Student Nurses' Association (SNA).
- 5.6 Provide input for appointment, retention and promotion of faculty within the ND.
- 5.7 Elect member(s) to ND Programs Personnel Committee (PPC).

### ***Article 3 Membership and Administrative Structure***

#### **1. Unit Membership**

All faculty teaching nursing courses are members of the unit. Standing committees are representative of and responsible to the faculty as a whole in the discharge of their responsibilities except where otherwise required by policy. Each tenure, tenure-track faculty member shall serve and participate on a regular basis on each of the standing committees. Lecturers are encouraged to serve on all standing and ad hoc committees and taskforces.

#### **2. The Chair of the Nursing Department functions with the following responsibilities:**

- 2.1. The Chair is responsible for the management of all personnel and program within the ND. The Chair adopts the policies approved by the faculty unless compelling circumstances prevail. The Chair explains and justifies such decisions to the faculty.
- 2.2. Reports to: Dean of the School of Arts and Sciences
- 2.3. Is reported to by: Assistant Chair, Extended University (EU) Program Directors, Simulation Lab Directors, and persons as specifically designated in their appointment

agreement or position.

- 3. Selection of the Chair is as a tenured or probationary faculty appointed by the President of the University based on faculty recommendation in accordance with university procedures.**
- 4. Qualifying criteria for the position of Chair of the Nursing Department are as follows:**
  - 4.1 Holds an earned doctoral degree.
  - 4.2 Has five years of satisfactory experience in teaching nursing, including three years teaching in an accredited baccalaureate program within the last ten years.
  - 4.3 Has a minimum of one year's experience in an administrative position in a professional program in nursing education, or in an administrative internship in nursing education.
  - 4.4 Has a minimum of one year's continuous experience in the practice of professional nursing.
  - 4.5 Possesses a current registered nursing license, and is eligible for licensure as a registered nurse in California.
  - 4.6 Accepts the philosophy of and is committed to functioning in a setting wherein faculty governance is the accepted policy in Department and University levels.
  - 4.7 Possesses organizational skills and fiscal expertise.
- 5 Voting rights of the Chair includes:**
  - 5.1 Attending and voting in department meetings.
- 6 General Responsibilities of the Chair are to:**
  - 6.1 Represents the Nursing Department and the University in professional nursing affairs; serves as liaison between nursing services in the community and the Nursing Department of the University. Interprets nursing to the community, to allied health groups, and to other disciplines within the University.
  - 6.2 Secures the respect of colleagues through personal qualities and professional knowledge, abilities, and expertise.
  - 6.3 Keeps informed of new developments in nursing and related fields through such means as participation in professional meetings, communications with others, speaking, writing, and research.
  - 6.4 Communicates student and faculty needs to University administration, and channels relevant information from University to faculty and students.
  - 6.5 Possesses sensitivity to the needs of individual faculty; has the capacity to foster faculty inter-relationships; and has the ability to manage interactions involving faculty, students, and staff and to handle areas of controversy.
  - 6.6 Provide future-oriented guidance in the continuing evaluation and development of the nursing curriculum.
  - 6.7 Supervises collection of pertinent student and Department statistics to be kept on file. This includes both current and historical data on the Department.
  - 6.8 Prepares reports to the California State Board of Registered Nursing (BRN), the American Association of Colleges of Nursing (AACN), Commission on Collegiate Nursing Education (CCNE), and other related agencies.
  - 6.9 Responds to questionnaires and correspondence related to the Nursing Department.
  - 6.10 Communicates formally with agencies regarding annual student rotation/assignments and seeks to maintain effective and harmonious relationships with personnel in all agencies used by the faculty.
  - 6.11 Initiates contractual agreements with extended campus facilities, and confirms, in writing,

projected arrangements for each semester.

## **7 Specific Responsibilities of the Chair:**

- 7.1 The following responsibilities are specific responsibilities of the Nursing Department Chair but may be delegated as necessary.
- 7.2 Calls and presides over Nursing Department meetings.
- 7.3 Selects the Assistant Chair.
- 7.4 Appoints ad hoc committees as deemed necessary and reports such committee appointments to the faculty.
- 7.5 Disseminates information to faculty regarding grants for research and special Departments/ projects.
- 7.6 Reviews, coordinates and approves all Nursing Department projects and grants.
- 7.7 Supports the principle that mutual responsibility exists between the Nursing Department Chair and the faculty for planning and implementing Department policies.
- 7.8 Takes responsibility for the fiscal management of the Department.
- 7.9 Takes responsibility for new program development.

## **8 The Department Assistant Chairperson**

The Department's Assistant Chair shall be appointed to serve as acting Chair in the absence of the Chair, and to assist the Chair as needed.

- 8.1 Selection of the Assistant Chair is made by the Department Chair.
  - 8.1.1 The Chair appoints the Assistant Chair based on the following criteria.
    - 8.1.1.1 Faculty in the Nursing Department.
    - 8.1.1.2 Clear and active RN license issued by the California Board of Registered Nurses (BRN).
    - 8.1.1.3 One year's experience as an administrator with validated performance of administrative responsibilities, defined by the Board of Registered Nurses.
    - 8.1.1.4 A minimum of two years teaching experience.
  - 8.1.2 Qualifying criteria for the position of Assistant Chair are similar to the Department Chair; however, all tenure and tenure-track faculty are eligible.
- 8.2 Voting rights and committee participation of the Assistant Chair include:
  - 8.2.1 Attending and voting in Department meetings.
  - 8.2.2 Serving on Department committees as selected by the Department chair.
- 8.3 Responsibilities:
  - 8.3.1 Assumes the responsibilities of the Chair in the Chair's absence.
  - 8.3.2 Assists the Chair with any of the Chair's activities as delegated by the chair.
  - 8.3.3 Assists in planning and evaluating the curriculum and Department activities.
  - 8.3.4 Keeps the Chair informed about delegated activities and special responsibilities.
  - 8.3.5 Serves as administrative liaison in Department, and University matters, in the absence of the Chair.
  - 8.3.6 Chairs the Faculty Affairs Committee in the absence of the Chair.
  - 8.3.7 Orientation of new part-time and full-time faculty.
  - 8.3.8 Review and approval of Clinical Coaching student plans.
  - 8.3.9 This position may be modified by MOU with EU.

**9 Alternate Assistant Chair:**

- 9.1 In the absence of the Assistant Chair, the Chair has the option of appointing an alternate assistant chair.

**10 The Full Time Faculty: General Responsibilities:**

- 10.1 Full-time faculty are those who have tenure track positions or who have a one or multi-year full-time contract. They may be on approved leave, a semester off, or in residence.
- 10.2 Attendance at the meetings of the faculty to be called monthly at a time most accessible to faculty.
- 10.3 Review the agendas and minutes for faculty meetings, monthly, and signing of attestation of this review in AdobeSign, which will be distributed/available electronically to all faculty. Agendas and minutes for Standing Committees and Ad Hoc committees will be distributed/available electronically to respective members.
- 10.4 Tenure/Tenure track faculty are required to attend all monthly faculty meetings assigned. If a tenure/tenure track faculty member is unable to attend a meeting, they will notify the committee chair to be excused. Appropriate excuses would include university or program travel or illness/family emergency.

**11 Office Hours**

- 11.1 Senate Policy 23-16 specifies the office hour requirements for faculty. Per this policy, no instructor shall be required by their Academic Unit or School to schedule and hold more than three (3) hours of regularly scheduled office hours per week. The number of hours of regularly scheduled offices hours each week relates to teaching workload in the following manner:
- 11.1.1 Faculty teaching a minimum of 12 WTU shall hold a minimum of three (3) office hours.
- 11.1.2 Faculty teaching a minimum of 9 WTU shall hold a minimum of two (2) office hours.
- 11.1.3 Faculty teaching less than 9 WTU shall hold a minimum of one (1) office hour.
- 11.2 A minimum of one of the office hours must be scheduled on campus or at the clinical site for face-to-face meetings with students, except in the case of faculty teaching in the online courses in the ADN/RN to BSN, MSN and Post-Master's Certificate programs. Faculty teaching online courses are required to hold virtual weekly office hours for each course. As noted in Senate Policy 13-16, the modality in which faculty hold their office hours should generally be congruent with their current mode(s) of instruction; however, faculty have the discretion to choose the modality of office hours that will best serve their students' needs.

**12 Nursing Department**

- 12.1 A simple majority of committee members shall constitute a quorum for Nursing Department faculty meetings. The decision criterion shall be majority vote. All such action by these members shall be binding, except upon petition within thirty days by at least ten percent of the full-time faculty for a department-wide mail or electronic vote.
- 12.2 Voting rights shall be extended to the entire faculty in accordance with the contract and the Academic Senate Constitution.
- 12.3 Except as provided in this document, Robert's Rules of Order (Revised) shall govern the conduct of the Faculty and Department Standing Committees.
- 12.4 It is the responsibility of committee members to inform the chair, prior to the meeting, if unable to attend the committee meeting.

**13 Other Responsibilities of All Faculty:**

- 13.1 Faculty teaching clinical laboratories are required to hold a valid Cardiopulmonary Resuscitation (Basic CPR) card with AED.
- 13.2 Faculty teaching clinical laboratories are required to carry professional malpractice insurance.
- 13.3 Faculty who are teaching clinical laboratories are required to maintain the same immunization, health requirement schedule and criminal background checks as required of students.
- 13.4 Faculty are expected to maintain clinical/subject matter expertise.

**14 Course Lead Instructors:**

- 14.1 Definition: For courses with multiple clinical laboratory experiences or for theory courses that are team taught, a Course Lead Instructor is selected to coordinate activities, materials, and to facilitate course development, evaluation and revision and is usually the course theory instructor.
- 14.2 Functions:
  - 14.2.1 Course Lead Instructor prepares the agenda for the course content meeting that occurs at the beginning of every semester. Additional meetings may be called if necessary.
  - 14.2.2 Provide leadership in collaboration with the content expert in revision of course proposals for review/approval by the University Curriculum Committee/Senate.
  - 14.2.3 Assists in identifying appropriate clinical facilities consulting with clinical faculty on unit and/or preceptor assignment.
  - 14.2.4 Collaborates with other lead instructors as appropriate on matters of curriculum; scheduling of classes; assessment of student performance; and clinical hours and placements.
  - 14.2.5 Facilitates open communication between course team instructors.
  - 14.2.6 Orients new faculty to the course.
  - 14.2.7 Acts as a consultant for faculty on the leads team while recognizing expertise of course team instructors.
  - 14.2.8 Provides leadership in assuring consistency between clinical sections related to course content and student experience including: course learning outcomes, level of learner, faculty and student expectations, medication administration, skills, out-rotations, clinical incidents, clinical make-up and remedial activity.
  - 14.2.9 Acts as mentor and resource to team members.
  - 14.2.10 Collaborates with team leads on both campuses to ensure consistency.
  - 14.2.11 Relates concerns and recommendation concerning the course to the Department Chair and Undergraduate (BSN) & Graduate Committee for discussion and action.

**15 Course Team Instructors:**

- 15.1 Definition: For courses with multiple clinical laboratory experiences or for theory courses that are team taught, course team instructors are selected by the Department Chair.
- 15.2 Functions:
  - 15.2.1 Attend all course content meetings at the beginning of every semester and additional meetings when deemed necessary by the Course Lead Instructor.
  - 15.2.2 Assume responsibility for course section activities, remaining aligned with

- course objectives, student skill set, and team expectations.
- 15.2.3 Publish course syllabi/materials on LMS as determined by Course Lead and team.
  - 15.2.4 Develop and review instructional aids in concert with other Course Team Instructors/Lead.
  - 15.2.5 Participate in revision of course proposals for review/approval by the University Curriculum Committee/Senate.
  - 15.2.6 Identify appropriateness of clinical facilities for student educational experiences and consults with Course Lead on unit and/or preceptor assignment.
  - 15.2.7 Arrange clinical site orientations at the beginning of every semester.
  - 15.2.8 Collaborate with Course Lead as appropriate on matters of curriculum, scheduling of classes, assessments, clinical hours, and placements.
  - 15.2.9 Communicate effectively with Course Lead and other Course Team Instructors.
  - 15.2.10 Utilize and value Course Lead as advisor and content expert, while recognizing other Course Team Instructor(s) expertise.
  - 15.2.11 Adhere to consistency within assigned clinical section(s) related to course content and student experience including: course syllabi and objectives, level of learner, faculty and student expectations, medication administration, skills, out-rotations, clinical incidents, clinical make-up and remedial activity.
  - 15.2.12 Relate concerns, recommendations, and evaluation data from faculty and students for the course to the Lead Instructor to be submitted to the Department Chair and Undergraduate & Graduate Committee for discussion and action.

## **16 Simulation Laboratory Instructor:**

- 16.1 Definition: The Simulation Laboratory Instructor(s) provides oversight for the clinical learning experiences that utilize the Nursing Simulation Laboratory for students enrolled in nursing courses. The Simulation Laboratory Instructor orients and mentors faculty in simulation pedagogy. The Simulation Laboratory Instructor oversees the Simulation Laboratory Technician. The Simulation Laboratory Instructor reports to the Chair of Nursing.
- 16.2 Qualifications:
  - 16.2.1 Demonstrated ability to work effectively with faculty, administration, and students from culturally diverse backgrounds.
  - 16.2.2 Masters or higher prepared faculty that is appointed by the nursing program chair. Experience in clinical nursing practice, including a minimum of two years in an acute care facility.
  - 16.2.3 Previous clinical teaching experience.
  - 16.2.4 Demonstrated expertise in teaching simulation.
- 16.3 Responsibilities:
  - 16.3.1 Participates in the scheduling of the nursing simulation laboratory space that includes creating the open lab schedule and posting the schedule in a timely manner.
  - 16.3.2 Recommends and requests purchase of new and replacement equipment and supplies and the repair of equipment and necessary maintenance in collaboration with faculty.
  - 16.3.3 Recommends and maintains clinical simulation hardware and manikins and orients faculty to use in collaboration with faculty.



- 16.3.4 Recommends and develops clinical simulation software and orients faculty to use.
- 16.3.5 Organizes, stores, and assists with the distribution and maintenance of audio-visual media and computer assisted modules.
- 16.3.6 Represents the Department by exhibiting or demonstrating the nursing simulation laboratory and its capabilities to selected groups of visitors.
- 16.3.7 Facilitates Open Lab and provides Clinical Coaching to referred students in the lab as well as in the clinical setting.
- 16.3.8 Chairs the Emerging Technologies in Teaching Committee.
- 16.3.9 Assists with scheduled Simulations.
- 16.3.10 Serve on the Undergraduate, Graduate, and Faculty Committees.

## **17 Goleta BSN Program Faculty Coordinator:**

- 17.1 Responsibilities: The Goleta BSN Program Faculty Coordinator provides oversight for the day to day operations of the BSN program delivered at the Goleta campus through Extended University (EU). Reports to the nursing program chair. Provides oversight to the Goleta campus staff.
- 17.2 Qualifications:
  - 17.2.1 Masters prepared or higher faculty appointed by the nursing program chair.
- 17.3 Responsibilities:
  - 17.3.1 Collaborate with Goleta campus/Extended University (EU) staff to provide monthly informational sessions for prospective students.
  - 17.3.2 Collaborate with Goleta /EU staff to admit students: Review applications, participate in the interview process and ranking of applicants, and notification of applicants.
  - 17.3.3 Collaborate with the Simulation Lab Instructor to assure that the lab equipment is working, the inventory is sufficient, the lab is set-up for each lab session, and faculty have the support they need. Ensure that courses taught by non-core faculty are relevant and updated.
  - 17.3.4 Act as a liaison with Cottage Health.
  - 17.3.5 Conduct peer evaluations of faculty teaching solely at the Goleta campus.
  - 17.3.6 Work with the Nursing Department Chair to ensure that budgets and enrollment targets are met.
  - 17.3.7 Advise students in the Cottage Health/CSUCI nursing program.
  - 17.3.8 Participate in Nursing Advisory Board meetings.
  - 17.3.9 Mentor new faculty teaching in the program.
  - 17.3.10 Be on the Goleta campus minimally one day per week.
  - 17.3.11 Participate in Goleta related programs and events.
  - 17.3.12 Participate in program evaluation, contribute to the continuous approval report, the BRN survey, CCNE accreditation activities, and the AACN annual survey.
  - 17.3.13 Serve on the Undergraduate and Faculty Committees.

## **18 RN/ADN to BSN Faculty Coordinator:**

- 18.1 Responsibilities: The RN/ADN BSN Program Faculty Coordinator provides oversight of the RN/ADN-BSN program delivered through Extended University (EU). Reports to the nursing program chair. This position be changed by a MOU with EU.

- 18.2 Qualifications:
  - 18.2.1 Masters or higher prepared faculty that is appointed by the nursing program chair.
- 18.3 Responsibilities:
  - 18.3.1 Participate in recruitment activities for prospective ADN/RN students.
  - 18.3.2 Collaborate with area community colleges to develop a concurrent enrollment program for local ADN graduates.
  - 18.3.3 Collaborate with Goleta /EU staff to admit students: Review applications, participate in the interview process and ranking of applicants, and notification of applicants.
  - 18.3.4 Collaborate EU staff to provide informational sessions for prospective students.
  - 18.3.5 Advise and track students through the program to assure program completion.
  - 18.3.6 Participate in Nursing Advisory Board meetings.
  - 18.3.7 Mentor new faculty teaching in the program.
  - 18.3.8 Ensure that courses taught by non-core faculty are relevant and updated.
  - 18.3.9 Participate in program evaluation, contribute to the continuous approval report, the BRN survey, CCNE accreditation activities, and the AACN annual survey.
  - 18.3.10 Serve on the Undergraduate and Faculty Committees.

**19 Masters of Nursing Science (MSN) Faculty Coordinator:**

- 19.1 Responsibilities: The MSN Program Faculty Coordinator provides oversight of the MSN (both ED & FNP track) programs delivered through Extended University (EU). Reports to the nursing program chair.
- 19.2 Qualifications:
  - 19.2.1 Masters or higher prepared faculty that is appointed by the nursing program chair.
  - 19.2.2 FNP coordination duties require an active Family Nurse Practitioner certification and specialty national board certification.
- 19.3 Responsibilities:
  - 19.3.1 Participate in recruitment activities for prospective students.
  - 19.3.2 Collaborate EU staff to provide monthly informational sessions for prospective students.
  - 19.3.3 Collaborate with Goleta /EU staff to admit students: Review applications, participate in the interview process and ranking of applicants, and notification of applicants.
  - 19.3.4 Collaborate with EU staff in the coordination of placements for MSN students.
  - 19.3.5 Advise and track students through the program to assure program completion.
  - 19.3.6 Update the MSN handbook at the end of each academic year.
  - 19.3.7 Mentor new faculty teaching in the program.
  - 19.3.8 Ensure that courses taught by non-core faculty are relevant and updated.
  - 19.3.9 Work with the Nursing Department Chair to ensure that budgets and enrollment targets are met.
  - 19.3.10 Participate in program evaluation, contribute to the continuous approval report, the BRN survey, CCNE accreditation activities, and the AACN annual survey
  - 19.3.11 Collaborate with the Simulation Lab Instructor to assure that the lab equipment is working, the inventory is sufficient, the lab is set-up for each lab session, and faculty have the support they need. Ensure that courses taught by faculty are

relevant and updated.

19.3.12 Participate in MSN programs related programs and events

19.3.13 Chair the MSN Committee and serve on the Faculty Committee.

### ***Article 4 Committee Structure, Membership and Functions***

The Committee structure of the Nursing Department shall be comprised of committees as listed below. Committee chairs with concern about personnel or functioning of the committee may petition the Chair for re-evaluation. Faculty meetings will agenda the issues related to curriculum, faculty policies and procedures, and student affairs.

#### **1. Committee Structure:**

There are five standing committees within the Nursing Department: Faculty; Undergraduate (BSN); Graduate; Admissions and Retention; and Program Personnel Committee (PPC). There is one standing sub-committee – Emerging Technologies in Teaching. Ad-hoc committees may be formed on an as needed basis as described in these Bylaws. The Chair may also request the formation of taskforce to focus on specific issues pertinent to the program or department.

#### **2. Committee Membership:**

- 2.1 All tenure, tenure-track faculty serve on the Undergraduate, Graduate, and Admissions committees.
- 2.2 Lecturers are encouraged to participate on standing committees.
- 2.3 Terms of office will commence annually at the beginning of the Fall Semester and continue through Spring Semester.
- 2.4 If a member has teaching responsibilities that preclude attendance at the meeting such members shall notify the committee chair at the beginning of the semester, so they are not included in the quorum. If a member cannot attend a meeting, such member will notify the committee chair prior to the specific meeting.

#### **3. Student Membership:**

The Student Nurse Association (SNA) Advisor will work with the SNA membership to identify a student representative to serve on the Curriculum and Student and Faculty Affairs Committees. SNA cohort representatives from each campus (Camarillo and Goleta) will serve on the Faculty Committee. The Chair and FNP Program Coordinator will seek volunteers from the ADN/RN to BSN, MSN, and Post-Master's certificate programs to serve on the Curriculum and Student and Faculty Affairs committees. Volunteers from the ADN/RN to BSN, MSN, and Post-Master's certificate programs will be sought to serve on the Faculty Committee. Nurse Educator students working with faculty for their practicum course will be encouraged to attend Undergraduate (BSN) & Graduate Committee and Faculty Committee meetings on a regular basis.

#### **4. Committee Functions:**

- 4.1 Department standing committees function as fact finding, advisory, and coordinating bodies consistent with university policies. These committees represent the teaching faculty and act in an advisory capacity to the Department Chair.
- 4.2 Standing committees and subcommittees are established only through action of the faculty. The Department Chair may initiate such action in consultation with the faculty.
- 4.3 Standing committees and subcommittees meet at stipulated times and at intervals determined by the Department Chair and the committee or subcommittee.

- 4.4 Approval by a majority of the committee is required to recommend policies to the faculty.
- 4.5 Standing committees are to be aware of issues under discussion, and actions taken by the corresponding Department and University Committees.
- 4.6 Standing committees and subcommittees may be dissolved only through action of the faculty. The Department Chair may initiate such action in consultation with the faculty. Ad hoc committees shall be dissolved by formal action of the parent committee on completion of an assigned task, or in the event of stalemate or a lack of progress.

## **5. Faculty Committee**

- 5.1 Purpose
  - 5.1.1 Serve as the final approving body of policies and procedures developed or revised in any standing committee.
  - 5.1.2 Develop, revise, and/or review policies and procedures related to faculty development, retention, and promotion.
  - 5.1.3 Oversees accreditation and program improvement activities.
  - 5.1.4 Establish and maintain contacts with the community- at-large to facilitate positive relationships.
  - 5.1.5 Develop and conduct new faculty orientation.
  - 5.1.6 Foster professional development activities and support for faculty.
- 5.2 Faculty Membership
  - 5.2.1 All tenure, tenure-track faculty serve on the Faculty Committee
  - 5.2.2 All full-time and part-time lecturers are eligible to serve on the Faculty Committee and are encouraged to attend Faculty Committee meetings regularly.
  - 5.2.3 The ND Chair is the Chair of the Faculty Committee.
  - 5.2.4 All faculty attending committee meetings are voting members.
- 5.3 Student Membership
  - 5.3.1 Student representation: a minimum of one nursing student representative from each BSN cohort, the ADN/RN, and MSN programs.
  - 5.3.2 Students must be in good academic standing prior to and during membership on the committee.
  - 5.3.3 Student members do not have voting privileges. Student members are excused from discussions of sensitive topics.
- 5.4 Functions
  - 5.4.1 Periodically reviews the Department's philosophy, mission statement, and program learning outcomes.
  - 5.4.2 Develops and recommends nursing faculty personnel policies and procedures on such issues as recruitment, retention, and tenure promotion.
  - 5.4.3 Develops and recommends policies and procedures for faculty peer evaluations.
  - 5.4.4 Reviews and updates the Faculty Handbook as needed and at least yearly or following each Department reorganization. A copy of each revision shall be retained in the Department office.
  - 5.4.5 Recommends faculty development programs in collaboration with individual faculty members, committees, and other appropriate persons.
  - 5.4.6 Reviews the Department budget and make recommendations to the Department Chair.
  - 5.4.7 Establishes guidelines and priorities concerning the purchase, repair, and/or

- replacement of equipment, books, furniture, and audio-visual materials.
- 5.4.8 Establishes and implements procedures for the loaning of instructional equipment and materials assigned to the Department and establishes a system to safeguard instructional equipment and materials housed in the Department.
- 5.4.9 Ensures that the program evaluation process addresses components of state and national accreditation bodies.
- 5.4.10 Reviews and identifies reliable tools to measure program effectiveness and develops a systematic, technology-driven process for conducting evaluation of selected outcome criteria.
- 5.4.11 Participates in program evaluation activities.
- 5.4.12 Modifies the existing formative and summative evaluation plans to address changes in the organizational structure of the Department.

## **6 Undergraduate Committee**

- 6.1 Purpose:
  - 6.1.1 Serves as a curriculum review for the undergraduate programs.
  - 6.1.2 Serves as the clinical agency site and preceptor review and program evaluation body for the undergraduate programs.
- 6.2 Faculty Membership:
  - 6.2.1 The Committee Chair will be elected to serve a 2-year term at the end of spring semester.
  - 6.2.2 If the Committee Chair is unable to chair a meeting due to absence, the Chair will appoint a committee member to serve as chair of the meeting.
  - 6.2.3 The committee will consist of a minimum of five members. If there are fewer than five members, the Committee Chair and/or the Department Chair will recruit faculty to serve on the committee.
- 6.3 Student Membership:
  - 6.3.1 Student representation: a minimum of one undergraduate nursing student representative from each program.
  - 6.3.2 Students must be in good academic standing prior to and during membership on the committee.
  - 6.3.3 Student members have voting privileges. Student members are excused from discussions of sensitive topics.
- 6.4 Functions:
  - 6.4.1 Provides a forum for the discussion of issues related to all undergraduate programs.
  - 6.4.2 Develops, implements, evaluates, and revises policies related to the undergraduate programs.
  - 6.4.3 Assumes responsibility for undergraduate curriculum and course design, development, approval, implementation, evaluation, and modification.
  - 6.4.4 Evaluates sequence, continuity and integrity between undergraduate courses and is responsible for course and program modification processes and catalog revisions.
  - 6.4.5 Recommends new undergraduate program development to the faculty and is responsible for implementation.
  - 6.4.6 Annually collects and reviews data per the CCNE Systematic Evaluation Plan

- related to the undergraduate program and makes recommendations based on the data reviewed to assure continued program effectiveness.
- 6.4.7 Coordinates the selection of textbooks, references, and laboratory materials and equipment, appropriate audiovisual materials and computer software for undergraduate program courses in alignment with OpenCI.
- 6.4.8 Foster undergraduate student development, recognition and professional involvement.
- 6.4.9 Receives recommendations from the Emerging Technologies in Teaching Subcommittee.

## **7 Emerging Technologies in Teaching Subcommittee**

- 7.1 Purpose:
  - 7.1.1 Serves as a subcommittee of the Undergraduate Committee specific to technology.
  - 7.1.2 To advise and develop instructional guidance related to use of technology and innovation in teaching/learning.
- 7.2 Faculty Membership:
  - 7.2.1 Any faculty member may self-nominate to serve on the Subcommittee.
  - 7.2.2 Sim Lab Instructors shall serve on the Subcommittee.
  - 7.2.3 Chair of the Subcommittee must serve on the Curriculum Committee.
- 7.3 Student and Interdisciplinary Membership
  - 7.3.1 Students will be sought out as consulting representatives and be recommended by a faculty member of this committee to serve.
  - 7.3.2 Interdisciplinary members representing staff or faculty with expertise in technology and/or innovation may be asked to serve on the committee. Interdisciplinary members will not have voting rights and serve an advisory role.
- 7.4 Functions:
  - 7.4.1 Periodically reviews the integration of technology in curriculum design of the Department.
  - 7.4.2 Periodically identifies innovation strategies and methodology to enhance curriculum.
  - 7.4.3 Provides direction and recommendations related to use of technology and resources available.
  - 7.4.4 Evaluates mobile software used to enhance teaching and learning.
  - 7.4.5 Evaluates the use of simulation and simulation technology throughout the Nursing Department curriculum
  - 7.4.6 Coordinates the selection and evaluation of resources for faculty to provide support in using technology and digital tools for teaching/learning.
  - 7.4.7 In collaboration with the Undergraduate/Graduate Committees, reviews and revises policies related to curriculum-based technologies for benchmarking.
  - 7.4.8 Makes recommendation about technology in teaching/learning to the Undergraduate/Graduate Committee.
  - 7.4.9 Supports University standards for excellence and guidelines for teaching.

## **8 Graduate Committee**

- 8.1 Purpose:
  - 8.1.1 Serves as a curriculum review for the graduate programs.
  - 8.1.2 Serves as the clinical agency site and preceptor review and program evaluation body for the graduate programs.
- 8.2 Faculty Membership:
  - 8.2.1 The MSN Director serves as the chair of the Graduate Committee.
  - 8.2.2 If the Committee Chair is unable to chair a meeting due to absence, the Chair will appoint a committee member to serve as chair of the meeting.
  - 8.2.3 The committee will consist of a minimum of five members. If there are fewer than five members, the Committee Chair and/or the Department Chair will recruit faculty to serve on the committee.
- 8.3 Student Membership:
  - 8.3.1 Student representation: a minimum of one graduate nursing student representative from each cohort.
  - 8.3.2 Students must be in good academic standing prior to and during membership on the committee.
  - 8.3.3 Student members have voting privileges. Student members are excused from discussions of sensitive topics.
- 8.4 Functions:
  - 8.4.1 Provides a forum for the discussion of issues related to all graduate programs.
  - 8.4.2 Develops, implements, evaluates, and revises policies related to graduate programs.
  - 8.4.3 Assumes responsibility for graduate curriculum and course design, development, approval, implementation, evaluation, and modification.
  - 8.4.4 Evaluates sequence, continuity and integrity between graduate courses and is responsible for course and program modification processes and catalog revisions.
  - 8.4.5 Recommends new graduate program development to the faculty and is responsible for implementation.
  - 8.4.6 Annually collects and reviews data per the CCNE Systematic Evaluation Plan related to the graduate program and makes recommendations based on the data reviewed to assure continued program effectiveness.
  - 8.4.7 Coordinates the selection of textbooks, references, and laboratory materials and equipment, appropriate audiovisual materials and computer software for graduate program courses in alignment with OpenCI.
  - 8.4.8 Foster graduate student development, recognition and professional involvement.

## **9 Admissions and Retention Committee**

- 9.1 Purpose:
  - 9.1.1 Develop policies relative to the recruitment and admission of students into the Nursing Department.
  - 9.1.2 Develop policies relative to the retention of students in the Nursing Department.
- 9.2 Faculty Membership:
  - 9.2.1 Each tenure, tenure-track faculty member shall serve on the Admissions and

- Retention Committee.
- 9.2.2 Lecturers are encouraged to serve on the Admissions and Retention Committee.
- 9.2.3 Any faculty member may elect to become a member of this committee if they so desire.
- 9.2.4 The Committee Chair will be elected to serve a 2-year term at the end of spring semester.
- 9.2.5 If the Committee Chair is unable to chair a meeting due to absence, the Chair will appoint a committee member to serve as chair of the meeting.
- 9.2.6 The committee will consist of a minimum of five members. If there are fewer than five members, the Committee Chair and/or the Department Chair will recruit faculty to serve on the committee.
- 9.3 Student Membership:
  - 9.3.1 Student representation: a minimum of one undergraduate and one graduate nursing student representative.
  - 9.3.2 Faculty will provide the Committee Chair with a list of students to select to serve on the Committee.
  - 9.3.3 Students must be in good academic standing prior to and during membership on the committee. Student members have voting privileges. Student members are excused from discussions of sensitive topics and/or when individual student petitions are presented.
- 9.4 Functions:
  - 9.4.1 Periodically reviews supplemental criteria and other Department entrance criteria and recommend revisions to faculty.
  - 9.4.2 Develop policies relative to the retention of students in the Nursing Department.
  - 9.4.3 Develop policies and procedures to assist students who are experiencing academic problems, financial difficulties, learning disabilities, and/or personal problems.
  - 9.4.4 Collaborate with University resources to develop plans for referrals to various support services to assist students in successful completion of the Nursing Department.
  - 9.4.5 Develop and review policies and procedures concerning student grievance and discipline problems.
  - 9.4.6 Review Student grievances and act on the request and recommend actions to the faculty.
  - 9.4.7 Coordinates dissemination of information about the Departments to area middle school, junior high and high schools, feeder community colleges, and healthcare providers.
  - 9.4.8 Identify faculty to assist students in planning the Pinning Ceremony.
  - 9.4.9 Stimulates interest and enthusiasm and supports student participation in professional activities Sigma Theta Tau, AACN Graduate Student Nurse, and/or Nursing Alumni Chapter.
  - 9.4.10 Recommends policies and procedures for the awarding of scholarships and traineeships specifically directed to the Nursing Department.

## **10 Program Personnel Committee**

- 10.1 Purpose: In accordance with Senate Policy SP17-08 and SP 22-11, the Program Personnel Committee (PPC) will convene to review faculty Working Personnel Action Files



(WPAF) for retention, tenure and promotion.

10.2 Membership:

- 10.2.1 The PPC will be composed of three to five tenured faculty. If there are insufficient eligible nursing faculty to serve on the Committee, then the Department can select a member to serve on the committee from a related discipline.
- 10.2.2 Faculty participating in the Faculty Early Retirement Program (FERP) may serve on the Committee upon approval from the President.
- 10.2.3 The Department Chair may serve on the PPC. If the Department Chair does not serve on the PPC, the Chair will review the candidate(s) for retention, tenure and promotion at an independent level of review.

10.3 Function:

- 10.3.1 Review and recommend for revision the Nursing Department Program Personnel Standards (PPS).
- 10.3.2 Review tenure, tenure-track faculty WPAFs per the University RTP policy and the Nursing Department PPS.
- 10.3.3 Review lecturer faculty WPAFs per the University Lecturer Evaluation policy.

**11 Ad Hoc Faculty Hiring Committee**

- 11.1 Purpose: Interview of faculty members seeking a lecturer and/or part- time position in the ND.
- 11.2 Membership: Membership shall be the Chair and content expert/course lead and/or faculty teaching in the content area. If the content expert/course lead is not available, the Assistant Chair or designee will serve as the second member of the committee.
- 11.3 Functions:
  - 11.3.1 Assists in scheduling an interview(s) with the candidate(s) for the position.
  - 11.3.2 Evaluates candidate background and responses to interview questions to identify the candidate that best needs departmental need.
  - 11.3.3 Adheres to the principles related to the review of candidates established by the University
  - 11.3.4 Works with the Chair to make the hiring decision.

**12 Ad Hoc Faculty Search Tenure Track Committee**

- 12.1 Purpose: To coordinate the advertisement for and interviewing of faculty seeking a tenure track position in the Department.
- 12.2 Membership:
  - 12.2.1 Tenure, tenured- track faculty member may serve on the Faculty Search Committee
  - 12.2.2 The Committee will consist of three or five members.
  - 12.2.3 The Committee will include one member external to the Nursing Department which should be a designated Equity Advocate from another discipline
- 12.3 Functions: Follow university policy and procedures in recruitment and selection of

tenured faculty.

### **13 Community Advisory Board**

#### **13.1 Purpose:**

- 13.1.1 To keep the nursing faculty abreast of current trends and issues influencing nursing and health care.
- 13.1.2 To assist the nursing faculty in identifying the competencies of baccalaureate prepared and advanced practice nurses.
- 13.1.3 To assist the nursing faculty in improving the quality of clinical experiences and rotations.
- 13.1.4 Identify potential areas of program improvement.

#### **13.2 Membership:** All nursing faculty are invited to attend the Committee Advisory Board meeting.

#### **13.3 Functions:**

- 13.3.1 Serves in an advisory capacity to the faculty of the Nursing Department regarding academic, curricular, and student matters.
- 13.3.2 Advocates for the nursing program to the community at large.
- 13.3.3 Assists in the recruitment, support, and placement of nursing students.
- 13.3.4 Provides a means for the consumer, future employer, community college and hospital representatives, members of related health professions and alumni to share with the faculty, their desires, needs, and expectations for the Nursing Department at CSU Channel Islands.
- 13.3.5 Provides input regarding legislative proposals and/or regulations that are or will be affecting nursing and/or nursing education.
- 13.3.6 Gathers data on graduate performance.

#### **13.4 Meetings:** The Advisory Board meets at least once a year.

### **14 Other Decisions**

#### **14.1 Course Evaluations will be completed:**

- 14.1.1 There will be at least one peer observation of teaching, as assigned by the chair, annually or every second semester of teaching for part-time faculty who do not teach consecutive semesters. Faculty may arrange additional observations without consultation with the program chair.
- 14.1.2 Student rating of teaching (SRTs) for each course and periodic faculty evaluations will be conducted as required by the collective bargaining agreement and university policy & procedures, according to job classification (Tenured, Tenure Track, Full-time Lecturer, Part-Time Lecturer, and Temporary).

#### **14.2 Participation of Faculty Early Retirement package (FERP) Faculty:** FERP faculty are eligible to serve on all Department committees while they are in active employment status. FERP faculty are not eligible to serve as department chair.

#### **14.3 Subcommittees and Taskforces:** Subcommittees and Taskforces may be established to complete the work of the standing committees and report back to those Committees as needed.