

**GCSU College of Health Science – School of Nursing**

**Graduate Committee Meeting**

**Date: November 9, 2018**

**Time: 10:00 am**

**Meeting location: Debby MacMillan’s office**

**ATTENDANCE :**

<b>MEMBERS</b>		<b>P denotes attendance E excused A absent</b>	
P	Sheryl Winn, chair (SW)	P	Debby MacMillan, Ex Officio (DM)
P	Dean Baker (DB)	P	Leslie Moore (LM)
E	Monica Ketchie (MK)	P	Susan Steele (SS)
E	Debbie Greene (DG)	P	Paige Alford (PA)

**GUESTS: None**

<b>AGENDA TOPIC</b>	<b>DISCUSSIONS &amp; CONCLUSIONS with ACTION OR RECOMMENDATIONS</b>
<b>I. Call to order</b>	Call to order at 10:12 am by Sheryl Winn
<b>II. Approval of Agenda</b>	A motion was made to approve the agenda by Leslie Moore and seconded by Susan Steele. A vote was held and the motion passed unanimously.
<b>III. Approval of previous minutes</b>	A motion was made to approve the minutes by Leslie Moore and seconded by Susan Steele. A vote was held and the motion passed unanimously.
<b>IV. Report to EE committee to reflect in minutes each month:</b>	<ol style="list-style-type: none"> <li>Are there any curriculum updates in any of the programs (FNP/NE/PMHNP/DNP)? <ul style="list-style-type: none"> <li>Will begin MSN curriculum review on January 10, from 9-3 at Debby MacMillan’s house. Faculty who teach MSN courses will meet, draw up ideas &amp; will email to Graduate Committee &amp; follow up at meeting. Would eventually like input from recent MSN graduates as well.</li> <li>Still awaiting provost’s approval on CNM &amp; WHNP program proposals.</li> </ul> </li> <li>Have all preceptors been reviewed by course faculty and found to be qualified? <ul style="list-style-type: none"> <li>Problem with one preceptor discovered last week. SC is addressing, review MOU, etc.</li> </ul> </li> <li>Have all currently enrolled students been reviewed and meet qualifications to continue in their programs? <ul style="list-style-type: none"> <li>Yes</li> </ul> </li> </ol>
<b>V. New Business</b>	<ol style="list-style-type: none"> <li>Student/Cohort reports: <ul style="list-style-type: none"> <li>Two “no report” from 2 cohorts. Read DNP class of 2018 report with their concerns (stored in Shared drive). Committee’s discussion/response: <ul style="list-style-type: none"> <li>An “I need help” section in course to address student issues</li> <li>Chair workloads: mentoring faculty as a 2nd who have never served on a committee before</li> <li>Educational session about how to/expectations for chairs.</li> <li>SW to send required DNP forms to all chairs in prep for defenses.</li> </ul> </li> </ul> </li> <li>Review DNP Award application:</li> </ol>

	<ul style="list-style-type: none"> <li>• award to Ashley Alford</li> </ul> <p>c. Review admissions</p> <ul style="list-style-type: none"> <li>• LM mentioned wanting to address how applicants answer questions &amp; scoring them according to how they answer, including knowledge of role. <ul style="list-style-type: none"> <li>○ Rate answer of each question asked to applicant.</li> </ul> </li> <li>• Susan Steele brought an example she found used elsewhere. The committee reviewed and liked all of the things that it captured. Susan will tailor this to suit our needs for the DNP program, incorporating the questions that we use in our interview process &amp; will adapt another version for use with MSN program. She will send to the committee for review.</li> <li>• Committee discussed creating a document that faculty would review with applicants for all grad programs (would be reviewed during interviews), then emailed to newly accepted students, along with their acceptance letter. <ul style="list-style-type: none"> <li>○ This would include a checklist of items that the student would need to acknowledge, sign &amp; return as acceptance of their offer of admission.</li> <li>○ This would include information about: synchronous Thursday class times, financial aid eligibility, working a full time work load while in the MSN programs, traveling for clinical placements, preceptors cannot be paid for clinical hours, some clinical experiences will be held in Milledegville/Macon, Immersion Week/Lab Assessment week are mandatory.</li> </ul> </li> </ul> <p>d. PMHNP diplomas/feedback from cohort: This was inadvertently left off/overlooked—Paige will make sure that this update is sent to committee members, as it is informational only. No action required.</p> <p>e. ██████████: JoAnne had appealed her failing grade &amp; had requested to be allowed to return to the PMHNP program. Faculty had denied her grade appeal, Debby MacMillan confirmed that she had 10 business days to take the petition to the next level, which she did not. Stands as is: Denied.</p>
<b>VII. Old Business</b>	None
<b>IX. Next Meeting</b>	Next meeting: 1/14/19 @ 10:00 am
<b>X. Adjournment</b>	Adjourned by Sheryl Winn at 11:30 am Approved unanimously

Submitted by Paige Alford on 11/9/18