

GCSU College of Health Science – School of Nursing

Graduate Committee Meeting  
October 11, 2017, 3:00- 5:00pm

Macon Graduate Center Nursing Conference room or via WebEx

ATTENDANCE :

MEMBERS		P denotes attendance E excused A absent	
P	Sheryl Winn, chair	P	Debby MacMillan, Ex Officio—via WebEx
P	Dean Baker—via WebEx	P	Leslie Moore
P	Sallie Coke—via WebEx	P	Susan Steele—via WebEx
P	Debbie Greene	P	Paige Alford

**GUESTS: None**

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS with ACTION OR RECOMMENDATIONS	FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)}
<b>I. Call to order</b>	Call to order at 3:02 PM by Sheryl Winn	
<b>II. Approval of Agenda</b>	A motion was made to approve the agenda by Debby MacMillan and seconded by Debbie Greene. A vote was held and the motion passed unanimously.	
<b>III. Approval of previous minutes</b>	A motion was made to approve the September minutes by Debbie MacMillan and seconded by Leslie Moore. A vote was held and the motion passed unanimously.	
<b>IV. Business to reflect monthly in minutes for reporting to Educational Effectiveness committee:</b>	<p><b>1.Are there any curriculum updates in any of the programs (FNP/NE/PMHNP/DNP)?</b> Currently reviewing DNP curriculum..</p> <p><b>2. Have all preceptors been reviewed by course faculty and found to be qualified?</b> Yes: All students with clinicals this semester have been placed.</p> <p><b>3.Have all currently enrolled students been reviewed and meet qualifications to continue in their programs?</b> Yes</p>	
<b>V. New Business</b>	<p>1. <b>Preceptor Agreement form, Preceptor Qualification record &amp; Proctor form</b> which are being converted to DocuSign were submitted to Toi Banks on 9/28/17. Per Toi, it will most likely be the first of the year before they are ready to be used.</p> <p>2. <b>Set dates for Assessment week for Summer 2018</b> Weeks of June 11-15 &amp; June 18-22 were identified as weeks that will work for faculty. Sheryl Winn will follow up with Ann at Mercer to see which week works for her. Committee also set dates for Immersion week for MSN students: Tuesday through Friday (Friday will be a half day) May 15-18, 2018</p> <p>3. <b>Review last academic year’s course reports:</b> Committee reviewed every course report for the 201-2017 year. See course review template, stored in shared drive with these minutes for this month. Suggestions that came out of this review: Course Reports &amp; Syllabi should both be submitted for DNP courses NRS 9310 &amp; 9320. In the past, there has been confusion about submitting for these courses in which the committee chair serves as the faculty member for a</p>	2.. Sheryl Winn will follow up with Ann O’Neal

	course section which is different for each student. It was agreed upon that one syllabus & one course report should be submitted for all sections of these courses which will cover the basics, including what has to be achieved during which course in order to move on to the next course. Also, it was decided that there should be ONE template for course reports for both graduate and undergraduate, clinical & non clinical courses.	
<b>VII. Old Business</b>	None	
<b>VIII. Student/Cohort reports</b>	Reports that were submitted were read & are stored with the minutes.	.
<b>IX. Next Meeting</b>	Regularly scheduled meeting: November 8, 2017 at 3:00 , Macon Graduate Center, Nursing conference room or via WebEx (if we do not have to meet this day, we will postpone, in light of the fact that we will also be meeting on 11/10/17)  Graduate Committee to meet at a DNP curriculum retreat on 11/10/17 from 9:00am-12:00pm in Milledgeville	Sheryl Winn will send out WebEx link prior to meeting time.  Paige will reserve a room.
<b>X. Adjournment</b>	Adjourned at 4:21 pm by Sheryl Winn Approved unanimously	

See Agenda packet for attachments

Submitted by Paige Alford on 10/18/17