
11/17/2017 2:05 PM | *Meeting called to order by Debby MacMillan*

In Attendance

See attached sign-in sheets.

Approval of Minutes

Minutes from September were approved. (October meeting cancelled).

Announcements

- See agenda.

Committee Reports

- Student Reports – see attached reports.
- Undergraduate Admission, Progression & Retention (Sarah Handwerker) – see attached.
- Undergraduate Curriculum & Instruction (Debby MacMillan) – BSN curriculum changes have been sent forward. See below.
- Educational Effectiveness (Debby MacMillan) – presented the 2018 progress and planning report that has been entered into Compliance Assist. This report feeds into our CCNE self-study and portions go to the Board of Nursing (see attached).
- Bylaws (Carol Sapp) – no report.
- Policy (JoAnne Raatz) – discussed the updated substance abuse policy. See attached. Faculty to review and give feedback to Debbie Greene/JoAnne Raatz.
- Graduate (Sheryl Winn) – no report.
- Clinical Documents (Michelle Marks) – no report.
- Search Committee (Debby MacMillan) – positions (5 total) are now posted on the GC Jobsite. Will also be posted in the Georgian Nurse and Minority Nurse.

Motions

- Brought forward by Susan Steele. Refer the issue of whether or not to include nursing seminar courses back to curriculum committee for further review. Vote (Agree-6, Abstain-6, Disagree-9).

New Business

- PPC Technology Survey Results – see attached power point that was presented by students Annie Miller and Caitlyn McDonald.
- Travel release (Debby MacMillan) – New policy from BOR regarding mandatory and non-mandatory events and clinical travel. New release form that students must sign for each non-mandatory event. In addition, there will be a statement in the syllabus about mandatory clinical travel that states the University is not liable.
- Summer Research Scholarship (Debby MacMillan) – Please let Debby know if you are interested in applying. Equal to 12% of base salary (cannot perform other work).
- Tenure-track Faculty Evaluation Checklist (Debby MacMillan) – See attached checklist. If you have questions/comments please contact Leslie. The committee is looking at creating specific SON T&P guidelines. The Provost will be coming to a Spring 2018 NFO meeting to discuss the T&P process. There is a push for more standardization of the process university wide.
- BSN Course Development Teams (Debbie Greene) – See attachment. Will need faculty to volunteer to work on Fall 2018 curriculum during Summer 2018. Teams on attachment need to get together to determine when to meet.

Next Meeting

TBA

Motion to adjourn at 3:26 pm. Motion was unanimously passed.

New BSN Curriculum Course Development Teams

1st taught semester	Course	Development team	Notes
Spring 2018 Course	NRSG 2780 Health Care Delivery System	Steele Parrish Fowler	Already in progress
Fall 2018 Courses	NRSG 3345 Pathopharmacology	Canady Handwerker Fowler	
	NRSG 3240 Fundamentals	Handwerker Raatz	

1 st taught semester	Course	Development team	Notes
		Fowler	
	NRSG 3140 Health Assessment	Goldsberry Swymer	
	NRSG 4001 Nursing Seminar: Knowledge of Human Cultures and the Physical and Natural World (0)	Bohan Culpa-Bondal MacMillan Goldsberry Parrish	
Spring 2019 Courses	NRSG 3540 Psyc Mental Health	Baker Culpa-Bondal	No UG psyc fall 2018—course development during this time
	NRSG 3440 Adult and Gero 1	Goldsberry Roberts Parrish M Smith	
	NRSG 3560 Community	Bohan Steele	
	NRSG 4002 Nursing Seminar: Intellectual and Practical Skills (0)	Grier Ketchie Roberts Pitts Handwerker	
Fall 2019 Courses	NRSG 4665 Family	Doss Ketchie Bohan	

1 st taught semester	Course	Development team	Notes
	NRSG 4580 Adult and Gero II	Grier Haley Pitts	
	NRSG 4140 Discovery and EBP	Greene Culpa-Bondal Doss	Tie into UG research program, 4580 and 4980 projects
	NRSG 4003 Nursing Seminar: Personal and Social Responsibility (0)	Steele Swymer Raatz Moore Fowler	
Spring 2020 Courses	NRSG 4980 Adult and Gero III	Grier Roberts	
	NRSG 4981	Moore	
	NRSG 4780 Leadership	Sapp	
	NRSG 4004 Nursing Seminar: Integrated and Applied Learning (0)	Haley Roberts Pitts Greene	

MINUTES

NFO

2/10/2017 2:05 PM | Meeting called to order by Debbie Greene



In Attendance

See attached sign-in sheets.

Approval of Minutes

Minutes from January meeting were approved.

Announcements

- Accreditation Coordinator position-Leslie Moore will serve as the SON Accreditation Coordinator. See attached job description. Three year term.
- Pre-tenure and post-tenure committees-All tenured faculty are required to serve on SON pre and post-tenure review committee. Susan agreed to serve as the committee chair. Portfolios are due by 2/15. Tracy will send a list of tenured faculty to Susan.
- Advisory Board Meeting – 4/10 @ 5:30 Macon Graduate Center 5th floor
- Exam Soft feedback – The guided access code for all of the iPads is 123456. Issues: 1. Students do not follow instruction sheet 2. Lots of steps 3. Skipping questions 4. Have to scroll to see all of question 5. Downloading wrong test.

Committee Reports

- Student Reports – see attached reports.
- Undergraduate Admission, Progression & Retention (Sarah Handwerker) – no report.
- Undergraduate Curriculum & Instruction (Debbie Grier) – faculty curriculum focus group held today. Will compile feedback and distribute to faculty for review.
- Educational Effectiveness (Leslie Moore) – no report.
- Bylaws (Carol Sapp) – Committee chairs to look at composition of each standing committee. Email any changes needed to Carol Sapp.
- Policy (Debbie Greene) – Still working on policies. Looking at course & clinical guideline policies.
- Graduate (Sallie Coke) – see attached report.

- International Study Abroad (Sallie Coke) – Currently two students in Sweden and two Swedish students here. Are able to send two more in Fall 17. Taking 18 students to Tanzania in April which will focus on taking equipment.
- Clinical Documents (Michelle Marks) – Spreadsheets and clinical documents have been sent to hospitals.

New Business

No new business.

Next Meeting

3/17/2017 2:00 PM, HSB 202

Motion to adjourn at 2:55 pm. Motion was unanimously passed.



MINUTES

September 2018 NFO

9/21/2018 2:08 PM | Meeting called to order by Debby MacMillan

In Attendance

See attached sign-in sheet.

Minutes

Minutes from Fall 2018 Retreat were approved.

Announcements

- 9/24 4-5pm HSB 211 - Nursing Honors Pathways Presentation
- 10/1 6pm Max Noah Hall - NRSG 4001 Seminar: Human Cultures and the World followed by Fall 2018 White Coat Ceremony
- 10/8-9 Fall Break-No Classes
- 10/12 12pm HSB 207 - Exam Soft Lunch and Learn
- 10/20 - Fall Fest

- 10/20-11/4 - Honduras Study Abroad

New Business

- Cohort/Student Organization Reports-see attached.
- School of Nursing standing committees:
 - Bylaws (Sapp)-no report.
 - EE (Moore)-CCNE has updated standards effective January 1st. Currently reviewing our plan to make sure they align.
 - Curriculum (Ketchie)-met today to review second semester outcomes. Will give feedback to course coordinators.
 - APR (Handwerker)-first meeting will be 9/28. 25 at-watch notices have been sent to students.
 - Graduate (Winn)-met in August and September. Approved course outcomes for EBP and Informatics. Currently working on development of CNM/WHNP program. Working on US and World News Report Survey. There has been a 52% increase in MSN applications from 2017-2018.
 - Policy (Greene)-still waiting to hear from legal affairs in order to finalize drug testing policy.
 - Sim Task Force (Roberts)-attended webinar about med dispense system. Has joined ASPE. Working on developing four standardized questions for students to answer in D2L after completing a simulation.
 - Inclusive Excellence Task Force-mission/vision revision, strategic plan, recruitment/retention
- MOTION: 1000 Testing Policy-APPROVED
- MOTION: 5011 Summer Revenue-APPROVED
- MOTION: EE Plan Standard I Revision-TABLED UNTIL OCTOBER NFO MEETING
- MOTION: SON Mission Revision-APPROVED
- MOTION: New MSN Concentrations (CNM/WHNP)-APPROVED
- Bohol/Japan Study Abroad (Bondal)-planning to have a stopover in Japan beginning in Summer 2020. Flor will be conducting a site visit in November.
- Nursing Pathways (Greene)-Information session Monday, September 24th at 4pm in HSB 211. Debbie Greene is the Nursing Honors Program advisor.

Next Meeting

10/19/2018 2:00 PM, HSB 202

GCSU College of Health Science – School of Nursing

Graduate Committee Meeting

November 8, 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- via WebEx
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))
I. Call to order	Call to order at 3:06 PM by Sheryl Winn	
II. Approval of Agenda	A motion was made to approve the agenda by Dean Baker and seconded by Debbie Greene. A vote was held and the motion passed unanimously.	

III. Approval of previous minutes	<p>A motion was made to approve the September minutes by Susan Steele and seconded by Leslie Moore.</p> <p>A vote was held and the motion passed unanimously.</p>	
IV. Business to reflect monthly in minutes for reporting to Educational Effectiveness committee:	<p>1. Are there any curriculum updates in any of the programs (FNP/NE/PMHNP/DNP)?</p> <p>Currently reviewing DNP curriculum. Graduate Committee will meet again this Friday to work on this.</p> <p>2. Have all preceptors been reviewed by course faculty and found to be qualified?</p> <p>Yes.</p> <p>3. Have all currently enrolled students been reviewed and meet qualifications to continue in their programs?</p> <p>Yes. Dean Baker did mention that there are 2 students in the PMHNP program (NRSG 5810) who she advised before drop/add date to drop the class, but who did not. They are both still struggling, and she is not sure that they will pass the course.</p>	
V. New Business	<p>1. per Dean Baker's request: Discussion re: late admissions and lack of technology</p> <ul style="list-style-type: none"> • Dean has a post master's PMHNP student in NRSG 5810 who continues to have issues with technology. Since this student was a "late admit" and came into the program after Immersion Week, she has wondered if not having hands on training could be the reason. • Paige went over the process of on-boarding the "late admit" post masters students, which involves students meeting individually (either in person or online) with Alex from SERV to ensure that they know how to log in to class and have everything that they need to begin classes (tailored for these students, in light of the fact that they were not part of Immersion Week.) It has not seemed to be a problem in the past and it was the consensus of the graduate committee that the student that is having problems currently is most likely weak in computer skills. • In the future, it may be possible to have these "late admit" post masters students attend a part of the DNP Immersion Week, which will now occur at the beginning of Fall semester. This should eliminate any confusion and allow all students to begin with face to face orientation. <p>2. Name Outstanding DNP student & Outstanding DNP project</p> <ul style="list-style-type: none"> • The committee agreed upon recipients for Outstanding DNP student & Outstanding DNP project. A motion was made by Leslie Moore & seconded by Debby MacMillan to award Outstanding DNP student to Teresa Bates and Outstanding DNP Project to Jessica Marcus. A vote was held and the motion passed unanimously. • It was decided that for next year, we will need to implement an application process and scoring rubric for these awards. In the past, we have had fewer members of each cohort & all members of Grad Committee were familiar with all students' projects. 	<p>2. Sheryl Winn will work on establishing application process,</p>

	<ul style="list-style-type: none"> • Next year, DNP students will apply for these awards. <p>3. VOTE ON: accepting nurse educator alumni from last year back in as P-MSN FNP student, according to graduate committee decision last year that we would only require alumni of our MSN programs to apply, with no supplemental documentation required.</p> <ul style="list-style-type: none"> • This alumni has had one previous failure in an FNP course (before her switch to and completion of the Nurse Educator program.) Application materials were reviewed, and discussed. • A motion was made by Sheryl Winn and seconded by Debbie Greene to accept this alumni into the post masters FNP program. A vote was held and the motion passed unanimously. <p>4. Final Exam Schedule was reviewed</p> <p>5. Advising DNP students: dropping a course that they should not be enrolled in IF they took an incomplete in a previous course</p> <ul style="list-style-type: none"> • Will be discussed further at Friday's DNP curriculum retreat. <p>6. Fee for GCSU graduate students proctoring at testing center Earlier this semester, I and another student enrolled in NRSG</p> <ul style="list-style-type: none"> • Debby MacMillan will take this up with the testing center, review their polices & will report back <p>7. Teach out plan for DNP</p> <ul style="list-style-type: none"> • Will be discussed further at Friday's DNP curriculum retreat. <p>8. Closing of Macon Graduate Center</p> <ul style="list-style-type: none"> • Discussion regarding any changes to on-campus requirements due to fact that Macon Graduate Center building has been sold. Last day to be in the building will be 12/22/17. • Dean & Sallie discussed not requiring students to be on campus on 1st day of Spring semester, as has been done in the past (for clinical orientation.) Discussing possibilities of having live WebEx that day, which would also be recorded. One of the Graduate Assistants could assist with this orientation to demonstrate the Evalue/clinical hours tracking 	<p>similar to that used by MSN program.</p> <p>3. Paige will follow up with student and graduate admissions.</p> <p>6. Debby MacMillan will report back on this at the next meeting.</p>
--	--	--

	<ul style="list-style-type: none"> Exploring testing options for online students. Debby MacMillan has spoken with the Provost about online proctoring for graduate students, which could save money for those who have to pay to have exams proctored. <p>9. Last year, there were some date conflicts for students in Leslie Moore's NRSG 6110 course (PMHNP students in this course had conflicts on synchronous class dates.)</p>	<p>8. Debby MacMillan will find out more about online proctoring & report back on this at the next meeting.</p> <p>9. Leslie will send synchronous class dates to Dean so that she can plan standardized patients accordingly.</p>
VII. Old Business	None	
VIII. Student/Cohort reports	Reports that were submitted were read & are stored with the minutes in the shared drive.	
IX. Next Meeting	<p>Graduate Committee to meet at a DNP curriculum retreat on 11/10/17 from 9:00am-12:00pm in Milledgeville</p> <p>Next monthly meeting: January 24, 2018</p>	<p>Sheryl Winn will send out WebEx link prior to meeting time.</p> <p>Paige will reserve a room.</p>
X. Adjournment	<p>Adjourned at 4:24 pm by Sheryl Winn</p> <p>Approved unanimously</p>	

See Agenda packet for attachments

Submitted by Paige Alford on 11/13/17