

DEL MAR COLLEGE
DEPARTMENT OF REGISTERED NURSE EDUCATION

FACULTY ORGANIZATION BY-LAWS

ARTICLE I - Title, Purposes & Functions

Section 1.

The name of this organization will be the Del Mar College Department of Registered Nurse Education Faculty (DRNEF).

Section 2.

The purposes of the Nursing Faculty are to:

1. Promote ongoing development of the Associate Degree Nursing Program.
2. Foster high standards of nursing education.
3. Maintain curriculum currency.
4. Coordinate the Associate Degree Nursing Program within the framework of Del Mar College.
5. Maintain state/national requirements and recommendations for accredited schools of nursing.

Section 3.

The functions of this organization are to:

1. Define and implement the philosophy and objectives of the Nursing Department and revise when indicated.
2. Continuously work for improvement of the educational program through development, implementation, and evaluation of the curriculum.
3. Provide a common meeting ground for faculty communication and problem solving.
4. Provide the opportunity for personal growth by encouraging ongoing educational and professional development of individual faculty members.
5. Cooperate with the total college general education faculty in curriculum coordination and other matters of mutual interest.
6. Provide the opportunity for student participation in operation of the Department of Registered Nurse Education.

ARTICLE II - Membership

Section 1.

The membership will consist of full-time Faculty employed in the Nursing Department. Adjunct faculty and student representatives will be associate members with no voting privileges.

Section 2.

Student representatives may be appointed or elected by their peers to serve on the various standing and ad hoc committees with full committee member privileges.

Section 3.

This organization will have no dues; however, Faculty may elect to set an annual fee for social and fellowship activities.

ARTICLE III - Officers

The officers of this organization will be a Chairperson, a Vice-Chairperson, a Recording Secretary, and a Parliamentarian.

ARTICLE IV - Duties of Officers

Chairperson:

The Chairperson will be the Chairperson of the Del Mar College Department of Registered Nurse Education and is appointed by the College Administration.

The duties of the Chairperson will be to:

1. Ensure that duties of Chairperson as identified by policies and procedures of the Institution are met.
2. Distribute the agenda at least 24 hours prior to meeting.
3. Chair the meetings.
4. Call special meetings.
5. Serve as an ex-officio member of all standing committees.
6. Act as a liaison between Nursing Faculty, other interfacing departments, Administration and Advisory Committee.
7. Prepare and submit all reports to the Texas Board of Nurse Examiners; Texas Coordinating Board of Higher Education; NLN; and others.
8. Delegate responsibility to the membership as appropriate.

Vice-Chairperson:

The Vice-Chairperson will be elected in the Spring to serve the following academic year.

The duties of the Vice-Chairperson will be to:

1. Assume responsibilities of the Chairperson in his/her absence.
2. Assist the Chairperson with the preparation of annual reports.

Recording Secretary:

The Recording Secretary will be elected by the Faculty prior to the first meeting of the Fall and Spring semesters to serve throughout the semester in which elected.

The duties of the Recording Secretary will be to:

1. Record the minutes of the meeting according to appropriate format.
2. Prepare minutes for distribution to all faculty within two weeks following meeting.
3. Keep Faculty Minutes Notebook current with all Faculty minutes and agendas. (Follow Robert's Rules regarding correction of minutes.)

Parliamentarian:

The Parliamentarian will be elected by the Faculty in the Spring to serve the following academic year.

The duties of the Parliamentarian will be to:

1. Clarify rules governing meeting procedures at the beginning of each meeting.
2. Communicate Rules of Procedure for Faculty meetings according to the most recent edition of Robert's Rules of Order (Revised).

- 3. Assist the chairpersons in conducting meetings according to Rules of Procedure.

ARTICLE V – Committees
(Approved April 28, 2000)

Section 1. Types

- 1. Standing
 - a. Executive
 - b. Faculty Development
 - c. Student Affairs
 - d. Admission, Retention, Graduation
 - e. Curriculum
 - f. Resources, Facilities, and Services
 - g. Educational Effectiveness
- 2. Ad Hoc – May be appointed by Chairperson as necessary

Section 2. Membership

- 1. All full time faculty will serve on at least one committee.
- 2. Adjunct faculty may volunteer to serve as committee members.
- 3. Committees will be formed at the last Spring Faculty meeting.

Section 3. Chairpersons

- 1. Will be full time faculty.
- 2. Will chair only one committee at any time.
- 3. Will provide a written report of committee activities to the Recording Secretary at the Executive committee meetings and an annual report to membership at the last Spring Faculty meeting.

Section 4. Minutes

- 1. Will be kept on file
- 2. Submitted to the web-master
- 3. Distributed to all committee members.

Section 5. Executive Committee

- 1. Purpose:
 - a. To transact department business between regular meetings of the Faculty.
 - b. To contribute to the ongoing program evaluation.
- 2. Membership:
 - a. Department chair is the chair.
 - b. Six standing committee chairs.
 - c. Four level coordinators.
 - d. Other nursing faculty are welcome to attend meetings but will be non-voting participants.

3. Functions:
 - a. Act as a representative body in initiating, correlating and recommending plans or suggestions to be presented to the Faculty.
 - b. Act on any urgent matters that cannot be postponed to the next regularly scheduled meeting of the Faculty.
 - c. Provide guidance to standing committees for management of duties.

Section 6. Faculty Development Committee

1. Purpose: To promote professional growth and development, facilitate the annual faculty evaluation process.
2. Membership: At least three faculty members.
3. Functions:
 - a. Survey the faculty's professional growth and developmental needs.
 - b. Plan activities in response to faculty's professional growth and developmental needs.
 - c. Facilitate the process of faculty evaluation in areas of teaching, scholarship, service, and practice.
 - d. Update records/tables annually:
 - 1) Faculty participation on college committees
 - 2) Faculty participation on department committees
 - 3) Faculty profile: Full and Part-time
 - 4) Faculty time utilization profile
 - 5) Faculty/student ratios in class and clinical
 - e. Review and revise as needed Handbook for Nursing Faculty annually.
 - f. Address faculty issues and concerns relating to job satisfaction.

Section 7. Student Affairs Committee

1. Purpose: To serve as an avenue for facilitating students' communication with each other and with the faculty.
2. Membership:
 - a. At least one faculty member from each of the four levels
 - b. Student representatives from the first and second year classes (One should be a SNA officer.)
3. Functions:
 - a. Ensure that departmental student policies are congruent with college policies and are publicly accessible, non-discriminatory, and consistently applied.
 - b. Assess and facilitate student access to support services (i.e. health, counseling, academic advisement and assistance, career placement, and financial aid.)
 - c. Support student involvement in DMSNA by providing faculty advisors who will
 - 1) Meet with DMSNA officers at the beginning and end of each semester to identify goals.

- 2) Attend and participate in DMSNA meetings.
 - 3) Accompany students to conventions and workshops with financial support from the Department/College.
 - 4) Promote liaison participation of DMSNA members with the Texas Nurses Association District #17.
 - 5) Promote faculty involvement in DMSNA.
- d. Review and revise Student Handbook annually.
 - e. Supervise and facilitate Pinning and Striping Ceremonies according to RN Pinning Ceremony Committee Constitution Article 6 (Appendix M of DMC RN Education).
 - f. Coordinate student representation on faculty committees.

Section 8. Admission, Retention, Graduation Committee

1. Purpose:
 - a. To review the records of all applicants
 - b. Make decisions relative to admission, retention and graduation
 - c. Review/revise public documents related to the program.
2. Membership:
 - a. At least four department faculty.
 - b. At least one members external to the department.
 - c. Student representatives from the first and second year classes.
3. Functions:
 - a. Implement admission/readmission/graduation criteria found in the Handbook for Nursing Students.
 - b. Review and make recommendations for admission/readmission/graduation criteria.
 - c. Review annually and revise as needed departmental and college publications relating to admission, retention and graduation.
 - d. Maintain, evaluate, and revise as needed the Prospective Student Orientation Program.
 - e. Schedule faculty for student advising each semester.
 - f. Coordinate student recruitment activities.
 - g. Conduct the Graduate Follow-up Survey and Exit Survey.

Section 9. Curriculum Committee

1. Purpose: To monitor and recommend curriculum revisions to the faculty.
2. Membership:
 - a. At least one faculty member from each level.
 - b. A student representative from the first and second year.
3. Functions:
 - a. Review annually Department and College mission/philosophy, goals/objectives, and policies of the nursing department for consistency; and recommend changes/revisions as needed.

- b. Review the relationship between the nursing curriculum (course content, teaching method, testing measures, laboratory experiences and clinical application of content) and department goals/objectives and recommend changes/revisions as needed.
- c. Review and ensure that ADN Competencies (NEAC) are included in the curriculum.
- d. Maintain overview of total curriculum plan showing credit and clock hour distribution per semester.
- e. Maintain file of outstanding student papers and projects.
- f. Review each course description for continuity of progression and make recommendations as needed.
- g. Serve as clearinghouse regarding changes to department documents (i.e. course descriptions, evaluations, NCP forms) as needed.

Section 10. Resources, Facilities and Services Committee

- 1. Purpose:
 - a. Evaluate and recommend changes as needed regarding educational materials and physical facilities/environment
 - b. The annual revision of the textbook list.
- 2. Membership:
 - a. At least three faculty members.
 - b. One student representative from the first and second year.
- 3. Functions:
 - a. Assess the need for updating learning laboratory software inventory.
 - b. Prepare a list of books and periodicals recommended by faculty for purchase by the library staff.
 - c. Perform an annual survey of library holdings in nursing and related disciplines for the purpose of removing outdated materials and periodicals no longer considered relevant.
 - d. Prepare a list of recommended improvements to physical facilities and submit to department chair.
 - e. Identify required textbooks due for revision by publishers and order and route new ones to appropriate faculty members.
 - f. Maintain current list: “Table: Space for Instructional Activities: Classroom, Conference Rooms” (NLN form).
 - g. Appoint clinical liaison to coordinate use of all clinical facilities and plan city-wide orientation in conjunction with other nursing programs (DMC-VN and TAMU-CC).

Section 11. Educational Effectiveness Committee

- 1. Purpose:
 - a. To review/revise tools of evaluation internal to the program.
 - b. Assess results of external tools of evaluation.
 - c. Make recommendations to the Faculty for necessary action.

2. Membership:
 - a. At least one faculty member from each level of the four levels.
 - b. A student representative from the first and second year.
3. Functions:
 - a. Evaluate and revise as needed a systematic program of evaluating educational effectiveness.
 - b. Review and make recommendations regarding data from:
 - 1) NCLEX results
 - 2) Teacher made-tests
 - 3) Demographic data
 - 4) Coordinator Reports
 - 5) Graduate Follow-up Survey
 - 6) Graduate Exit Survey
 - c. Review and make recommendations regarding program outcomes including:
 - 1) Critical Thinking
 - 2) Communication Abilities
 - 3) Therapeutic Nursing Interventions
 - 4) Graduation/Retention Rates
 - 5) Community and Public Service of Students/Graduates
 - 6) Pattern of Employment
 - 7) Employer Satisfaction
 - 8) Professional Development

ARTICLE VI - Representatives

Section 1.

The voting body at any meeting of this organization will consist of the full-time Faculty who are in attendance.

Section 2.

All members of this organization are eligible to attend all general Faculty meetings of the Del Mar College.

ARTICLE VII - Meetings

Section 1.

Regular meetings of the organization will be held twice a semester at the beginning, end, and as necessary at a time when all members can attend.

Section 2.

Special meetings of this organization may be called when Faculty members deem it necessary or at the Chairperson's discretion.

Section 3.

Attendance at regular and special meetings of this organization is required of full-time Faculty.

Section 4.

All meetings of the organization will be open to any faculty member.

Section 5.

Agenda to be distributed to Faculty members three (3) working days prior to meeting.

ARTICLE VIII - Quorum

Section 1.

The officers and not less than two-thirds (2/3) of the voting membership will constitute a quorum at any regular or special meeting.

Section 2.

A majority of any standing or ad hoc committee will constitute a quorum.

ARTICLE IX - Conduct of Meetings

The rules contained in the most recent edition of Robert's Rules of Order (Revised) will govern the organization in all cases that they are not inconsistent with the By-Laws of this organization.

A motion can be passed by a two-thirds (2/3) majority vote of full-time Faculty members of this organization.

ARTICLE X - Amendments

These By-Laws may be amended at any regular or special meeting provided the proposed amendments have been sent to all members at least one (1) week prior to the meeting.

Bylaws.fac (Rev. 10/8/93)
PB/el (Rev. 9-9-94)