ARTICLE V: MEETINGS: FACULTY OF THE WHOLE, GRADUATE AFFAIRS, UNDERGRADUATE AFFAIRS, HEALTH SCIENCE/HEALTHCARE ADMINISTRATION (HS/HCA) AFFAIRS

➢ SECTION 1: FREQUENCY
Meetings will be held during the academic year. Faculty of the Whole will meet at least once per semester. The Graduate Affairs, Undergraduate Affairs, and HS/HCA Affairs will generally meet every month.

➢ SECTION 2: QUORUM
Two-thirds of the eligible meeting members shall constitute a quorum. The Associate Dean may vote in case of a tie.

➢ SECTION 3: RECORDS
A College secretary may record and type the minutes of the meeting. Minutes are distributed to each member of the Nursing Faculty and to the Dean’s office for files.

➢ SECTION 4: NOTICE OF MEETINGS
Notices and agenda for regular meetings are distributed prior to each meeting. Individual Faculty may present items to the Chairperson to be placed on the agenda.

➢ SECTION 5: UNDERGRADUATE AFFAIRS

A. Membership – The Undergraduate Affairs members will be Faculty with teaching responsibilities in the Undergraduate Nursing Programs and four students elected by the student body, representing the Junior and Senior students and the RN/BSN and RN/MSN students. The Undergraduate Department Chair chairs the Undergraduate Affairs meetings.

B. Function – the functions include:
1. Developing, reviewing and evaluating the Undergraduate Nursing Curriculum.
2. Presenting curriculum changes to Faculty of the Whole.
3. Providing a forum for the review of student input regarding undergraduate affairs.
4. Maintaining BNE and CCNE standards.
5. Coordinating the activities of appointed subcommittees and task forces.
6. Reviewing, recommending, and implementing policies and criteria for admission, progression and graduation of undergraduate students. Approving admission of undergraduate students.
7. Providing support to new and continuing faculty regarding the curricula of the undergraduate academic programs.
8. Identifying and selecting undergraduate students for scholarships and awards.
9. Identifying faculty for awards and facilitating their application.
10. Establishing course evaluation committee to insure valid and reliable evaluations are available to students in a timely manner.

SECTION 6: GRADUATE AFFAIRS
A. Membership – The Graduate Affairs members will be Faculty with fifty percent or greater teaching responsibilities in the Graduate Nursing Programs and two students elected by the student body, representing the Leadership, Clinical Nurse Specialist, and FNP track students. The Graduate Department Chair chairs the Graduate Affairs meetings.
B. Function – the functions include:
   1. Developing, reviewing and evaluating the Graduate Nursing Curriculum.
   2. Presenting curriculum changes to Faculty of the Whole.
   3. Providing a forum for the review of student input regarding graduate affairs.
   4. Maintaining BNE and CCNE standards.
   5. Coordinating the activities of appointed subcommittees and task forces.
   6. Reviewing, recommending, and implementing policies and criteria for admission, progression and graduation of graduate students. Approving admission of graduate students.
   7. Providing support to new and continuing faculty regarding the curricula of the graduate academic programs.
   8. Identifying and selecting graduate students for scholarships and awards.
   9. Identifying faculty for awards and facilitating their application.
   10. Establishing course evaluation committee to insure valid and reliable evaluations are available to students in a timely manner.

SECTION 7: HEALTH SCIENCE/HEALTHCARE ADMINISTRATION (HS/HCA) Affairs
A. Membership – The HS/HCA Affairs members will be Faculty with teaching responsibilities in the HS/HCA Program A student from the BSHS program and HCA major, who is elected by the student body, will serve on the committee. The Chairperson will be the coordinator of the Health Science/Health Care Administration programs major.
B. Function – the functions include:
   1. Developing, reviewing and evaluating the HS/HCA Curriculum.
   2. Presenting curriculum changes to Faculty of the Whole.
   3. Providing a forum for the review of student input regarding HS/HCA affairs.
   4. Maintaining SACS and other specialty accreditation standards.
   5. Coordinating the activities of appointed subcommittees and task forces.
   6. Reviewing, recommending, and implementing policies and criteria for admission, progression and graduation of HS/HCA students. Approving admission of HS/HCA students.
   7. Providing support to new and continuing faculty regarding the curricula of the HS/HCA academic programs.
   8. Identifying and selecting HS/HCA students for scholarships and awards.
9. Identifying faculty for awards and facilitating their application

ARTICLE VI: COMMITTEES

➤ SECTION 1: THE GENERAL RULES OF COMMITTEES
The general rules of committees are:
A. There shall be standing committees of the College to fulfill the functions as specified in these Bylaws.
B. Standing committees shall operate under the principle of consensus building. However, in the case of a tie vote, the Chairperson of the committee shall have the option to vote to break the tie.
C. Members of standing committees shall have voting privileges on committee matters. Decisions shall be made on the basis of simple majority vote of the members present. A quorum shall be two-thirds of the eligible committee membership. The Dean and Associate Dean are not voting members of committees.
D. Committees shall appoint a secretary to keep regular minutes and records of the committee. Committee minutes shall be sent to all committee members, one copy made available to the remaining Faculty and a copy sent to the Dean’s office.
E. Ad hoc committees may be established by Standing Committees or by a majority vote of the Faculty present at a meeting of the Faculty Organization. The committee/task force will report and are accountable to the appointing body.
F. The charge of the ad hoc committee and the date of the completion of the task must be designated in writing when the committee/task force is established.
G. Students will be members of the Undergraduate and Graduate Affairs Committees and the Library, Media and Informatics Committee and may be excused from the meetings at the discretion of the Chairperson.
H. Students may participate in the work of other standing or ad hoc committees upon invitation of the committee Chairperson.
I. Students may make recommendations but may not vote.

➤ SECTION 2: STANDING COMMITTEES

A. Nursing and Health Sciences Administrative Council
1. Membership – The members of the Committee consists of the Dean, Associate Dean, the Coordinators of the Nursing and the Health Science/Health Care Administration Programs, and Outreach Coordinator.
2. Chairperson – The Chairperson of the Committee is the Dean of the College.
3. Function – The Function of the Committee is to assist the Dean in planning and in the day-to-day operations and evaluation of the educational programs in the College.

B. Library, Media and Informatics Committee:
The College committee is charged with monitoring the acquisition of library resources relevant to the needs of the College's faculty and students. The Committee coordinates the division of library funds among the College.

1. **Membership** – The membership of the Committee is composed of individuals appointed annually by the Faculty Organization representing all programs within the College and two students nominated or volunteering who will represent the Graduate and Undergraduate programs in Nursing and the Health Sciences.

2. **Chairperson** – The Chairperson shall be a Faculty member within the Library, Media, and Informatics committee elected by the membership of the committee.

3. **University representative** – The University representative(s) shall be members of the College of Nursing & Health Sciences Library, Media, and Informatics committee.

3. **Function** – The functions include:
   a. Coordinating the ordering of library books.
   b. Recommending to the Dean requests for audio-visual and computer software.
   c. Maintaining active communication with campus and outreach Library staff regarding the College.
   d. Representing the College on the University Committee.

C. **Promotion and Tenure Committee**

1. **Membership** – The membership of the committee will be composed of at least four tenured Faculty members elected by the Faculty organization representing the Graduate and Undergraduate programs. The members shall hold the rank of the Associate Professor or Professor and have served on the Faculty at TAMU-CC College of Nursing and Health Sciences for a minimum of two full years. Members' terms will be staggered and will be for two years. Members may be reelected.

2. **Chairperson** – The Chairperson will be elected annually by and from the membership and also will serve as the representative to the College Committee for two years.

   The second representative to the College Committee will be the next elected Chair, who will serve as the representative to the College for two years. Thus, a new Chair will be elected each year to provide for staggered terms.

3. **Function** – The functions include:
   a. Assisting Faculty who are eligible for promotion and/or tenure to prepare their files for review.
   b. Reviewing eligible Faculty files, according to the designated criteria, and writing a letter of support/recommendations to the College Promotion and Tenure Committee.
   c. Reviewing eligible Faculty files, according to the designated criteria, and writing a letter of support/recommendation to the Graduate College of Biomedical Sciences UTHSC-SA and TAMUS HSC for appointment to the doctoral Faculty.
d. Reviewing annually the College Interpretation of the University and College Promotion and Tenure Guidelines and making recommendations for change to the Faculty of the Whole.

D. Peer Review Committee
1. Membership – The membership of the committee consists of three members who are elected by the Faculty organization, one of whom is an Administrator elected for a staggered three-year-term. Members may be reelected.
2. Chairperson – The Chairperson of the Committee will be elected annually by the Committee membership.
3. Function – the function of the committee is to implement the RN Peer Review Policy as outlined in the Texas Board of Nurse Examiners.

E. Research Committee

1. Membership – The membership of the Committee is composed of individuals elected annually by the Faculty Organization who represent Undergraduate and Graduate programs.
   a. Graduate students will be invited to participate in membership.
   b. Chairperson – The Chairperson will be elected every two years by and from the membership and will serve as the representative to the College Committee for that period.
2. Functions – the functions include:
   a. Committee will provide requested research consultation and peer review of research proposals to Faculty.
   b. A Research Colloquium will be offered during each semester.
   c. The Colloquia may include but not be limited to research presentations and/or roundtable discussion of research issues.

E. Evaluation Committee

1. Membership: The membership of the committee consists of four faculty members to represent tenure and clinical faculty. The Chairperson is elected by members of the committee.
2. Functions- the functions will include:
   a. Conduct review of annual self-evaluations and make recommendations to the appropriate department chair related to goal achievement.
   b. Evaluate faculty review process to monitor its effectiveness at least biennially.
   c. Monitor employee satisfaction and retention.

G. Continuing Education Committee
1. Membership – The membership of this committee consists of a Chair and a minimum of two faculty members from the College of Nursing and Health Sciences. Members serve on community programs as representatives of the College. Committee Members – The members will be elected by the College of Nursing and Health Sciences faculty and serve a 3-year term to coincide with the appointed chairperson.

2. Chairperson – The chairperson is appointed by the Associate Dean of the College of Nursing and Health Sciences and serve a 3 year term.

3. Function – The functions include:
   a. Plan continuing education for the College of Nursing and Health Sciences faculty on the identified needs.
   b. Co-provide community based programs based on identified needs.
   c. Annually and with each educational offering conduct a needs assessment to identify educational needs of the faculty and community.
   d. Committee conducts overall program evaluation annually to maintain TNA and ACCN standards.
      Chairperson maintains filing, storing, and securing continuing education records for 5 years.