Queen's University School of Nursing

Structure, Function and Procedures of the School of Nursing Academic Council

March 17, 1999
Approved at Faculty Board, Health Sciences, May 6, 1999
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Academic Council

1. Purpose

The School of Nursing Academic Council meets to administer the academic affairs of the School under authority of the following: the Senate of Queen's University, the Board of Trustees, the Queen's University School of Graduate Studies, and Faculty Board, Faculty of Health Sciences.

2. Functions

(2.1) To determine the principles, policies and priorities for the academic development of the School's programs.

(2.2) To recommend to the Faculty Board, Faculty of Health Sciences or School of Graduate Studies, programs of study leading to the degrees, diplomas or certificates, the requirements for admission and the qualifications and standards required for completion of these programs.

(2.3) To receive regular reports and consider recommendations from Standing Committees, Special Committees and Task Groups of Academic Council.

(2.4) To approve policies governing class, laboratory, clinical and research fieldwork and, examinations.

(2.5) To act on the delegated authority of Faculty Board, Faculty of Health Sciences about promotion, standing, supplemental privileges, the repeating of a portion of the program and the requirement to withdraw.

(2.6) To recommend to the Faculty Board, Faculty of Health Sciences, the names of undergraduate degree candidates, those graduating with Honours and the recipient of the University Medal in Nursing and the Governor General's Academic Medal nominee.

(2.7) To recommend to the Faculty Board, Faculty of Health Sciences, terms of reference for new permanent scholarships, medals and prizes for students in the School of Nursing.(2.8) To set the policy of non-academic discipline within the academic setting, academic dishonesty and the professional conduct of students, in conformity with University policy and the guidelines of the College of Nurses of Ontario.

(2.9) To approve and recommend to the Senate Committee on Academic Procedures (SCAP) the Sessional Dates for Undergraduate Nursing Programs.

3. Composition

Members of the School of Nursing Academic Council shall consist of the Director, all tenured, tenure-track and renewable term adjunct faculty members, one term adjunct faculty member, the Clinical Outreach Services Librarian, the President of the Nursing Science Society, the Presidents of each undergraduate class, one graduate student representative, one Health Quality student representative and one staff member. The Dean, Faculty of Health Sciences or delegate shall be an *ex-officio* member.

The Vice-Dean (Faculty of Health Sciences) and Director of the School of Nursing shall be the Chair. The chair will prepare the agenda, conduct the meetings and follow-up on decisions. The Vice-Chair will normally be the Associate Director, Graduate Nursing Programs and will conduct meetings in the Vice-Dean and Director's absence. The Vice-Dean and Director's administrative assistant will act as Secretary of the Council. The Secretary's responsibilities include: preparation of agenda for meetings of the Academic Council; to circulate the agenda and minutes of the Academic Council to members (see Article 7); to prepare minutes and submit them to the Academic Council for approval; to maintain an official and permanent record of all agenda and minutes of Academic Council; to maintain a current list of those eligible for membership in the Academic Council and to ensure that all new members of the Council have access to the Structure, Function and Procedures; to maintain a current list of all Standing and Special Committee memberships and ensure that all Chairs have access to the Structure, Function and Procedures; to ensure that each of the students and staff know how to access the Structure, Function and Procedures.

4. Meetings of the Academic Council

(4.1) Regular meetings

Regular meetings of Academic Council shall be held monthly except in June, July and August.

(4.2) Special meetings

The Chair or, in the absence of the Chair, the Vice-Chair may call a special meeting at any time. The Chair shall call a special meeting following a request in writing signed by 5 members of the Academic Council.

(4.3) Attendance

Regular attendance is expected of the members of the Academic Council.

(4.3.1) Invitees

The Chair may invite other persons whose presence would be useful to Council

meetings; such invited persons may speak but shall not vote.

(4.3.2) Appointees

Term adjuncts, Cross appointees, Adjunct (Group I), and Academic Assistants may attend Academic Council, but do not vote.

(4.3.3) Visitors

Space will be provided for up to 10 visitors who are not members of the Academic Council. Visitors may be invited by the Chair to speak, but they may not vote.

Persons wishing to attend the Academic Council meetings may apply to the Chair. Spaces will be issued on a first-come, first- served basis during the week of the meeting until 30 minutes before the meeting time. A lottery system may be instituted for a particular meeting if it appears from the agenda that there will be a strong demand for spaces.

Visitors who wish to speak to an item appearing on the agenda of the Academic Council shall apply to the Secretary of Council not later than 48 hours before the meeting. Such requests shall be ruled on by the Chair.

(4.4) Cameras and audio-recording devices are not normally permitted at Academic Council meetings. However, requests to use these may be made to the Chair.

(4.5) Closed session

If an agenda item is confidential and should be discussed in Closed Session, visitors shall leave the meeting unless requested by the Chair to remain.

If the confidential item pertains to a student matter, the student members of the Council shall leave the meeting.

(4.6) Quorum

A quorum shall be one-third of the members plus one, with one-half plus one being tenured, tenure track and renewable adjunct faculty. Regular attendance shall be expected of the members of Academic Council. A record of attendance shall be taken and kept as part of the minutes.

(4.7) Order of business

1. Adoption of the Agenda

2. Adoption of the Minutes

3. Business arising from the minutes

4. Program reports:

4.1 Undergraduate Nursing Programs

4.2 Graduate Nursing Programs

4.3 Health Quality Programs

4.4 Undergraduate Student Report (NSS President)

4.5 Graduate Student Report (Graduate Student Representative)

5. Committee Reports:

5.1 Standing Committees

5.2 Special Committees

5.3 Task Groups

6. Director's Report

7. Motions

8. Report of representatives to other bodies Other Business

9. Other

10. Closed session

(4.8) Rules of Order

Unless otherwise specified in these rules of procedure, Bourinot's Rules of Order in its most recent edition, shall govern.

(4.9) Duration of meetings

Meetings shall normally not exceed 90 minutes unless two-thirds of the members present agree to continue with the business of the meeting. If the meeting is not continued, a special meeting may be called within 10 days to complete the agenda.

5. Motions

(5.1) Notice of motions

All motions and resolutions of substance shall be preceded by a notice of motion which is given in writing during the previous meeting or submitted to the Secretary in time to be included in the agenda circulated before the meeting at which the motion is to be considered. Otherwise, a two-thirds vote of the members present shall be required to proceed with a motion.

(5.2) Voting

Voting shall normally be by a show of hands. Ballot voting shall be used when there are two or more candidates for a position.

6. Agenda and Minutes

(6.1) Agenda

Any member may submit agenda items for a meeting. The agenda for a regular meeting shall normally be in the hands of members at least 4 working days prior to the meeting. Items to be placed on the agenda of regular meetings must be submitted to the Secretary 10 working days preceding the regular meeting, or 5 working days prior to meetings scheduled at other times. Notice of special meetings, together with the agenda, shall normally be in the hands of members at least 48 hours prior to the meeting but in cases of emergency the Chair may call a meeting at any time.

Copies of all reports, except those dealing with confidential matters, shall accompany the agenda of the meeting at which the report is to be considered. Otherwise, the report shall be deferred to the next meeting, unless there is the consent of two-thirds of the members present to proceed with the report.

(6.2) Minutes

Minutes of meetings shall be taken and maintained by the Secretary. A digital version of approved minutes shall be saved in the School of Nursing shared drive Committee folder. With the exception of those portions of meetings dealing with cases of individuals and declared confidential, the minutes of Academic Council meetings will be accessible to all persons and bodies who request them. Normally, the minutes of Academic Council meetings are approved at the next Academic Council meeting and the non-confidential portion is a matter of public record.

7. Standing Committees of Academic Council

(7.1) The Standing Committees of Academic Council are:

(See Appendix A for Terms of Reference of Standing Committees)

Graduate Program Committee

Health Quality Graduate Programs Committee

Health Quality Programs Evaluation Committee

Health Quality Research Committee

Nominating Committee

Program Evaluation Committee

Research Committee

Student Awards Committee

Undergraduate Curriculum Committee

Undergraduate Student Academic Progress and Graduation Committee

Undergraduate Student Admissions Committee

(7.2) Committees of the Academic Council are established by the Council and are responsible to the Council within the terms of reference provided. They may be suspended or discharged by resolution of the Academic Council.

(7.3) Committees deal with matters passed to them by Academic Council or initiated by the committees themselves and will bring recommendations and/or motions based on their deliberations to Academic Council.

(7.4) Committees must report at least annually, at the last Academic Council meeting of the academic year and at other times as needed.

(7.5) Committees should be small and the membership should rotate regularly. Normally, membership shall be for three-year term, with eligibility for renewal, and shall commence September 1.

(7.6) Normally one half of the membership of a committee shall constitute a quorum.

(7.7) Members of committees and task groups who are not members of the Academic Council may be invited to attend an Academic Council meeting at which a report of their committee is being presented and may speak to the report but may not vote.

(7.8) The Director shall appoint the Chair of each committee of the Academic Council. Normally, the chair of all committees shall serve for two years and shall be eligible for reappointment for one further term.

(7.9) Unless otherwise directed, each committee shall select a secretary from its membership.

(7.10) The agenda of Academic Council committees that are not considered confidential, shall be prepared and distributed to committee members and the Director at least 48 hours before the meeting of the committee.

(7.11) Normally, minutes of every committee meeting shall be saved in the School of Nursing Shared Drive Committee folder. In addition, the Director will receive a copy of the

minutes. With the exception of those portions of meetings dealing with cases of individuals and declared confidential, the minutes of meetings of committees will be accessible to all persons and bodies who request to see them.

(7.12) Committees may, by their own decision, have closed or open meetings. In the case of open meetings, the same general provisions as are utilized by the Academic Council shall be followed, with limitations on the number of visitors being set at a level appropriate to the committee concerned.

(7.12) If an agenda item is confidential and should be discussed in Closed Session, visitors shall leave the meeting unless requested by the Chair to remain.

If the confidential item pertains to a student matter, the student members of the Committee Council shall leave the meeting, unless the student whose status is under review requests that the student members of the Committee Academic Council be present during the discussion of her or his record. All discussions and decisions arising from such discussions are considered confidential.

8. Special Committees

Special committees are formed to consider specific questions. A special committee is established, and its membership and terms of reference determined, by resolution of the Academic Council. A special committee serves until it is discharged by the Academic Council.

9. Task Group

From time to time the Director may appoint a task group to consider a specific issue. The appointment of such a group, with its mandate, shall be reported by the Director at the next Academic Council meeting and the Academic Council will be kept informed about the group's progress.

10. Amendment of Rules

The Structure, Functions and Rules of Procedure of the Academic Council may be amended on a two-thirds vote of the Academic Council, following notice of motion at the previous meeting. A copy of the document, in the latest revised form, shall be distributed to all members of the Academic Council, and the Dean, Faculty of Health Sciences.

Appendix A

Terms of Reference for Standing Committees of Academic Council

Graduate Program Committee

Terms of Reference

The Graduate Program Committee has a dual reporting function: 1) to Academic Council (Program changes) then Faculty of Health Sciences Graduate Council, and 2) to the School of Graduate Studies (Admissions, Awards, Ph.D. Oral Examining Committees, Graduations, Periodic Reviews).

The Graduate Program Committee (GPC) has the following functions:

1. Program admissions, granting of course waivers and, special student status, academic progress monitoring and reporting.
2. Reviews, monitors and makes recommendations on individual student progress reports.
3. Advises the Director on problems arising between students and supervisors.
4. Approves the supervisory committee for a student in consultation with supervisors.
5. Responsible for adjudication of applications for scholarships and awards as requested by agencies and Queen's School of Graduate Studies
6. Proposes policies and procedures for the School of Nursing graduate programs and implements policies and directives from the School of Graduate Studies.
7. Undertakes program evaluation for all programs/fields on a regular basis. *

Membership

- Vice Dean (Health Sciences) and Director, School of Nursing (ex-officio)
- Associate Director, Graduate Nursing Programs (Chair)
- Three members of the Faculty who supervise graduate students
- One graduate student representative (for policy discussions only)
- One staff member for administrative support (recorder, non-voting)

*An ad hoc committee will be struck for program evaluation.

Terms of Membership

Faculty members will be elected for a three-year term with eligibility to renew once. Students will serve for a one-year term with potential for renewal however, effort will be made to rotate representation between programs.

Responsibilities of Members

All members will participate actively in the committee by:

- Reviewing all pre-circulated material;
- Attending meetings; and,
- Communicating the committee's activities and decisions regarding policies, as appropriate.

Quorum

50% of the voting members plus one must be in attendance for quorum to be achieved.

Meetings

Meetings will be held monthly. Additional meetings may be held at the call of the Chair.

Special Procedures

Email voting may occasionally be required. Unanimous voting will be required for motions to pass.

Rules of Order

The School of Nursing's academic council and internal committees follow *Bourinot's Rules of Order*. A summary of *Bourinot's Rules of Order* is available at https://www.queensu.ca/secretariat/senate/rules-procedure

Approved Academic Council, April 13, 2011
Revised and approved at Academic Council, September 10, 2014, October 21, 2015, February 27, 2019, May 27, 2020
Revised and approved at Faculty Board, March 7, 2019, February 4,2021

Health Quality Graduate Program Committee

Terms of Reference

The Health Quality (HQ) Graduate Program Committee oversees admissions, academic progress, graduation, research, curriculum and program evaluation. This Committee reports to: 1) Faculty of Health Sciences Graduate Committee and, 2) to the School of Graduate Studies. The Committee will provide an update to the School of Nursing Academic Council (SONAC) as required.

The Graduate Program Committee has the following functions:

1. Program admissions, granting of course waivers and special student status, academic progress monitoring and reporting.
2. Adjudication of applications and make recommendations for awards and scholarships.
3. Approve thesis supervisory committees for students in the PhDHQ Program.
4. Ensure program curriculum is aligned with the program level outcomes and the Graduate Degree Level Expectations.
    i. Review syllabi to ensure that individual course descriptions and assessment processes are in alignment with course and program level outcomes.
5. Receive reports from the Programs Evaluation Committee and the Research Committee and develop implementation strategies for recommendations where required.
6. Propose policies and procedures for HQ Programs and implement policies and directives from the School of Graduate Studies.
7. Provide an annual report on committee activities to School of Nursing Academic Council (SONAC) and the Department of Anesthesiology & Perioperative Medicine.

Membership Requirements and Representation

- Graduate Programs Associate Director (Chair)
- Medical Lead, HQ programs
- The Chairs of Research and Programs Evaluation committees
- One HQ Programs student
- One (1) HQ Program Staff Member (non-voting administrative support)
- Ex Officio
    - Vice-Dean Health Sciences and Director of School of Nursing
    - Head of the Department of Anesthesiology and Perioperative Medicine

Terms of Membership

One (1) year renewable term for students, with a two (2) term limit.
One (1) year renewable term for community members, with a three (3) term limit.

Three (3) year renewable term for committee chair and general committee members, with a two (2) term limit.

Responsibilities of Members

All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending meetings
- Communicating the committee's activities and decisions regarding policies, as appropriate

Quorum

50% of voting members plus one (1) must be in attendance.

Frequency

The Committee shall meet ten (10) times per year.

Special Procedures

Minutes arising from closed session meetings shall be held in confidence and shall be accessible by faculty members of the committee.

Rules of Order

The School of Nursing's academic council and internal committees follow Bourinot's Rules of Order. A summary of Bourinot's Rules of Order is available at: https://www.queensu.ca/secretariat/senate/rules-glance

Approved at Academic Council, April 4, 2012
Approved at HQ GPC November 11, 2020
Revised and approved at Academic Council May 15, 2019, December 7, 2020
Approved at Faculty Board February 4, 2021
Revised and approved at FHSCG Faculty of Health Sciences Graduate Council May 21, 2019

Health Quality Programs Evaluation Committee

Terms of Reference

The Health Quality (HQ) Program Evaluation Committee develops and oversees key indicators reflective of the measurable program outcomes and goals of HQ activities. This Committee reports to the HQ Graduate Program Committee.

The Program Evaluations Committee has the following functions:

1. Develop, distribute, analyze, update and triangulate survey data and psychometrics to evaluate student satisfaction, perceived program effectiveness, and longitudinal aspirations.
2. Develop and propose curricular improvements/recommendations based on survey data analysis and other evidence of program/course effectiveness to GPC.
3. Integrate reporting from the HQ Admissions, Progress, and Graduation Committee to collect and report on year-over-year program application growth, applicant demographics, promotional outputs and student progression indicators.
4. Receive reports regarding yearly research outputs: HQ related peer reviewed publications, grant funding dollars, presentations, and other academic activities (e.g. workshops, symposium, guest speakers).
5. Provide a monthly report to the HQ Graduate Program Committee.
6. Establish a working group to develop Cyclical Program Review documentation for Queen's University Quality Assurance Process (QUQAPs) and other accreditation activities as needed.

Membership Requirements and Representation

- Chair - Faculty Member (SON/DAPM)
- Chair of HQ Research committee
- One Faculty Member
- HQ Medical Lead
- One HQ Program Staff (non-voting administrative support)

Term of Membership

One (1) year renewable term for students, with a two (2) term limit.
One (1) year renewable term for community members, with a three (3) term limit.
Three (3) year renewable term for committee chair and general committee members, with a two (2) term limit.

Responsibilities of Members

All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending meetings
- Communicating the committee's activities and decisions regarding policies, as appropriate

Quorum

50% of voting members plus one (1) must be in attendance.

Meetings

The Committee shall meet quarterly or on an as-needed basis.

Special Procedures

Minutes arising from closed session meetings shall be held in confidence and shall be accessible by faculty members of the committee.

Rules of Order

The School of Nursing's academic council and internal committees follow Bourinot's Rules of Order. A summary of Bourinot's Rules of Order is available at:
https://www.queensu.ca/secretariat/senate/rules-glance

Approved at Faculty and Staff meeting March 4, 2020
Approved at HQ GPC November 11, 2020
Approved at Academic Council December 7, 2020
Approved at Faculty Board February 4, 2021

Health Quality Research Committee

Terms of Reference

The Health Quality (HQ) Research Committee provides opportunities and advocates for HQ research and scholarly activities for graduate students and faculty. This Committee reports to the HQ Graduate Program Committee.

The Research Committee has the following functions:

1. Develop and implement a research strategy ensuring adequate infrastructure support for HQ research and scholarship across the Faculty of Health Sciences.
2. Actively engage with research groups (i.e, HSPRI, QNHQR) to promote HQ research and scholarship.
3. Support the coordination and activities of International Visiting Scholars in Health Quality as funded.
4. Review report of peer reviewed publications, grant funding, presentations and other academic activities for HQ faculty, students and alumni annually.
5. Report to HQ Graduate Program Committee on committee activities as required.
6. Collaborate with Program Evaluation Committee as required.

Membership Requirements and Representation

- Chair – Faculty member (SON/DAPM)
- Graduate Programs Associate Director
- HQ Medical Lead
- Chair of HQ Program Evaluation Committee
- Three Faculty (SON/DAPM/SOM/SSB/LAW etc.)
- One HQ alumnus
- One Health Quality Programs PhD student
- Two community members
- One HQ Program Staff Member (non-voting administrative support)
- Ex Officio
    - Sally Smith Chair in Nursing Research/ICES Director
    - Chair, DAPM Research Committee

Term of Membership

One (1) year renewable term for students, with a two (2) term limit.
One (1) year renewable term for community members, with a three (3) term limit.
Three (3) year renewable term for committee chair and general committee members, with a two (2) term limit.

Responsibilities of Members

All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending meetings
- Communicating the committee's activities and decisions regarding policies, as appropriate

Quorum

50% of voting members plus one (1) must be in attendance.

Meetings

The Committee shall meet twice a year or on an as-needed basis.

Special Procedures

Minutes arising from closed session meetings shall be held in confidence and shall be accessible by faculty members of the committee.

Rules of Order

The School of Nursing's academic council and internal committees follow *Bourinot's Rules of Order*. A summary of *Bourinot's Rules of Order* is available at: http://www.queensu.ca/secretariat/senate/Rules.html

Approved at HQ GPC November 11, 2020
Approved at Academic Council December 7, 2020
Approved at Faculty Board February 4, 2021

Nominating Committee

Terms of Reference

1. To prepare a slate of nominations of faculty and staff members for Standing Committees, Renewal, Promotion, and Tenure Committee, Appointments Committee representation by May of each year.
2. To solicit nominations for vacancies or new positions that arise during the year.

Membership

Two faculty members.

Revised and approved at Academic Council, September 20, 2006, February 27, 2019
Revised and approved at Faculty Board, March 7, 2019

Program Evaluation Committee

Terms of Reference

1. To monitor the program evaluation plan for Undergraduate, Graduate and Health Quality programs.
2. To advise on resources required for program evaluation activities.
3. To serve as a resource and coordinate program evaluation activities.
4. To collaborate and liaise with the Undergraduate Curriculum Committee, the Undergraduate Student Admissions Committee, the Undergraduate Student Academic Progress and Graduation Committee, the Graduate Program Committee, the Health Quality Programs Committee and other committees as necessary.
5. To report to the Academic Council and to the relevant committees, with any necessary recommendations.
6. To collect and prepare data for candidacy review, including but not limited to CASN Accreditation, CNO Program Approval and internal reviews as required by Queen's.

Membership

- Vice Dean (Health Sciences) and Director, School of Nursing (Chair)
- Associate Director, Undergraduate Nursing Programs
- Associate Director, Graduate Nursing Programs
- Associate Director, Health Quality Programs
- One staff member for administrative support (alternate years between Undergraduate/ Graduate/Health Quality staff)

Revised and approved at Academic Council, September 20, 2006, November 1, 2017, February 27, 2019, October14, 2020
Revised and approved at Faculty Board, Faculty of Health Sciences, February 15, 2018, March 7, 2019, February 4, 2021

Research Committee

Terms of Reference

1. To enhance the scholarly and research environment in the School of Nursing.
2. To advertise, review, award, monitor and report on research applications submitted to internal School of Nursing administered funds.
3. To advise, as requested, on the adequacy or need for resources to support scholarship and research activities including, but not limited to library and informational resources, computing and office support, clinical research space etc.
4. To enhance the research environment of the School of Nursing through the planning, implementing of activities such as seminars, workshops, visiting scholar programs, and annual research symposia.
5. To promote, support and collaborate in inter-agency and interdisciplinary research initiatives.
6. To provide advice and recommend directions for consideration by Academic Council in regard to research requests from investigators wishing to access nursing students as participants.
7. To provide advice, as requested, on research or scholarship matters within the School of Nursing.
8. To Submit to Academic Council an annual report on the business of the Committee.

Membership (three-year term)

- Vice Dean (Health Sciences) and Director, School of Nursing (ex-officio)
- Three faculty members (one will be appointed as Chair by the Director)
- One external nurse researcher
- One graduate student representative will attend meetings for policy discussions only
- One undergraduate student representative will attend meetings for policy discussions only

Meetings

Meetings will be held monthly between September and April, or at the call of the Chair.

Approved at Academic Council February 14, 2001
Revised and approved at Academic Council, November 8, 2006, May 6, 2009, February 27, 2019
Faculty Board, Faculty of Health Sciences May 13, 2010, March 7, 2019

Student Awards Committee

Terms of Reference

The Student Awards Committee has the following functions:

The Student Awards Committee has oversight over Undergraduate School of Nursing student awards. The Graduate Nursing and Health Quality student awards are adjudicated by the Nursing Graduate Program Committee, and the Health Quality Programs Committee as applicable. The Graduate program and Health Quality programs will submit an annual report in October each year regarding their awards to the Student Awards Committee for reporting purposes only.

The functions of the Awards Committee include:

1. Review procedures for awards administered and/or recommended through the School of Nursing.

2. Develop terms of reference for new awards and seek approval for new awards from Academic Council.

3. Select recipients of undergraduate awards administered through the School of Nursing. The committee may seek consultation with the Associate Director, Undergraduate Nursing Programs, when the criteria involve more than academic standing.

4. Notify the applicants of the result of undergraduate awards administered through the School of Nursing.

5. Liaison with the Nursing Science Society (NSS) to promote availability of aware and application procedures through the membership of one upper level NSS executive member undergraduate student in the awards committee.

6. Liaison with the Faculty of Health Sciences Development Officer, and with the Student Awards Office.

7. Provide a report to Academic Council with the School of Nursing award recipients names for both undergraduate and graduate awards.

8. Submit an annual report on the business of the Committee to Academic Council.

9. Create and maintain a database of all undergraduate nursing awards to facilitate review of available funds and application deadlines.

10. Annually review the undergraduate awards section in the School of Nursing Calendar and

School of Nursing website for revisions or changes.

Membership Requirements and Representation

Three faculty members, one upper level NSS executive member undergraduate student, one Undergraduate Program Coordinator, and the Coordinator, Technology & Instructional Design.

Term of Membership

Members will be elected for a three-year term with eligibility to renew once.

Responsibilities of Members

All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending meetings
- Communicating the committee's activities and decisions regarding policies, as appropriate

Quorum

- Quorum will be 50% of voting members plus one of all voting members either present in person, via teleconference or via email
- Committee members are encouraged to work towards consensus-based decision making
- Voting regarding award recipients occurs in closed sessions which includes the School of Nursing faculty committee members only

Meetings

Meetings will be held quarterly. Additional meetings may be held at the call of the Chair.

Special Procedures

Minutes are confidential unless they relate to policy discussion.

If an agenda item is confidential and should be discussed in Closed Session, students shall leave the meeting unless requested by the Chair to remain.

Rules of Order

The School of Nursing's academic council and internal committees follow *Bourinot's Rules of Order*. A summary of *Bourinot's Rules of Order* is available at: http://www.queensu.ca/secretariat/senate/Rules.html

Undergraduate Curriculum Committee

Terms of Reference

The Undergraduate Curriculum Committee has the following functions:

1. To ensure that the curriculum enables students to achieve the stated program goals.
2. To ensure the curriculum meets the standards for program approval and accreditation.
3. To coordinate discussions with teaching teams in each year of the program to ensure consistency across the curriculum, avoid duplication of content, and ensure all courses contribute to the overall goals and standards of the School of Nursing undergraduate programs.
4. To review proposed changes to course objectives and/or major areas of content in order to assess the impact of such changes on the curriculum.
5. To monitor and utilize curriculum evaluation.
6. To recommend curriculum changes to Academic Council.
7. To submit to Academic Council an annual report on the business of the Committee.

Membership Requirements and Representation

- Vice-Dean (Health Sciences) & Director, School of Nursing (Ex-officio)
- Associate Director, Undergraduate Programs (Chair)
- Three or four faculty members
  - Minimum of one faculty member teaches in a clinical course
- Two undergraduate student representatives (one four-year track, one AST track).
- One external member
  - Health Sciences Bracken Library representative (External member, Ex-officio, Non-voting)
- Administrative Support
  - Undergraduate Program Coordinator – Curriculum, Evaluation & Exams (Recorder, Non-voting)

Term of Membership

- The Chair is the Associate Director, Undergraduate Programs
- Members will be elected for a three-year term with eligibility to renew once.
- Students will be elected for a one-year term with eligibility to renew once.

Responsibilities of Members

All members will participate actively in the committee by:

- Attending meetings
- Reviewing all pre-circulated material
- Participating in discussions
- Communicating committee activities to colleagues
- Reporting any feedback at meetings

Quorum

- Quorum will be 50% of voting members plus one of all voting members either present in person, via teleconference or via email
- Committee members are encouraged to work towards consensus-based decision making

Meetings

- Meetings will be held monthly
- Additional meetings may be called at the discretion of the Chair

Rules of Order

The School of Nursing's academic council and internal committees follow Bourinot's Rules of Order. A summary of Bourinot's Rules of Order is available at: http://www.queensu.ca/secretariat/senate/Rules.html

Approved at Academic Council, October 14, 2009, Faculty Board, Faculty of Health Sciences, May 13, 2010
Revised and approved at Academic Council November 5, 2014, January 17, 2018, September 4, 2018, February 27, 2019, May 27, 2020
Revised and approved at Faculty Board, Faculty of Health Sciences, February 15, 2018, March 7, 2019, February 4, 2021

Undergraduate Student Academic Progress and Graduation Committee

Terms of Reference

1. To review the grades and progress for all students for each term and determine those students who have met requirements for promotion and those who will be placed on academic probation or required to withdraw from the School of Nursing.
2. To consider records of students who are struggling academically or failing and make recommendations to students to seek counsel from the Undergraduate Academic Advisor about policies, procedures and resources available.
3. To recommend students to Faculty Board, Faculty of Health Sciences for graduation, graduation with Honours, the University Medal in Nursing and the Governor General's Academic Medal nominee.
4. To identify recipients of awards and scholarships based on academic performance.
5. To review student appeals as outlined in Academic Regulation 22 "Procedures for review of student progress and appeal processes" with respect to procedure, progression and graduation.
6. To recommend to Academic Council changes to Academic Regulations.
7. To report to Academic Council at the end of Fall, Winter, and Summer terms on academic progress of students.
8. To submit to Academic Council an annual report on the business of the Committee.

Membership Requirements and Representation

Vice Dean (Health Sciences) & Director, School of Nursing (ex-officio). Three to four faculty members from Queen's University will be members of the committee. A minimum of one faculty member teaches in a clinical course. One undergraduate student will attend meetings of the Committee for policy discussions. The student may also be in attendance and participate in discussion and decision-making regarding student appeals when the presenting student has knowledge of and has given permission for the inclusion of the student member. The student member will be excluded from such discussion when permission has not been obtained. The student member will not attend when academic progress of students is discussed, or academic award recipients are identified. Administrative support is provided by the Undergraduate Program Coordinator.

Term of Membership

Members will be elected for a three-year term with eligibility to renew once.

Responsibilities of Members

All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending meetings

- Communicating the committee's activities and decisions regarding policies, as appropriate

Quorum

- Quorum will be 50% of voting members plus one of all voting members either present in person, via teleconference or via email
- Committee members are encouraged to work towards consensus-based decision making

Meetings

Meetings will be held after final grades have posted each term. Additional meetings may be held at the call of the Chair.

Special Procedures

Minutes are confidential except when they concern policy discussions.

Closed Sessions

If an agenda item is confidential and should be discussed in Closed Session, visitors shall leave the meeting unless requested by the Chair to remain.

If the confidential item pertains to a student matter, the student members of the Committee shall leave the meeting, unless the student whose status is under review requests that the student members of the Committee be present during the discussion of her or his record. All discussions and decisions arising from such discussions are considered confidential.

Degree Lists

Once approved, send scholarship, award and degree lists to the Executive Assistant to the Dean, Faculty of Health Sciences by the designated date for Faculty Board approval.

Once approved by Faculty Board, send scholarship and awards list to the Office of the University Registrar Student Awards, and degree list to the Office of the University Registrar Student Records by the designated date.

Motions must be preceded by "On the delegated authority of Faculty Board" and must also delegate authority to the Dean to add to the list any additional students who have completed the requirement up to and prior to convocation.

Sample Motions:

On the delegated authority of Faculty Board, the Undergraduate Student Academic Progress and Graduation Committee, School of Nursing has approved the students whose names appear on the degree list to be granted standing and would like to submit to Senate for the granting of the degree of Bachelor of Nursing Science with Honours.

On the delegated authority of Faculty Board, the Undergraduate Student Academic Progress and Graduation Committee, School of Nursing has approved the students whose names appear on the degree list to be granted standing and would like to submit to Senate for the granting of the degree of Bachelor of Nursing Science.

That the Dean of Health Sciences be authorized to add to the degree list the names of additional students who complete the BNSc requirements prior to convocation.

That the Dean of Health Sciences be authorized to put forward to Senate for Fall Convocation the names of students who do not complete the BNSc requirements prior to the Spring Convocation but who complete the requirements prior to the Fall Convocation.

On the delegated authority of Faculty Board, the Undergraduate Student Academic Progress and Graduation Committee, School of Nursing has approved and would like to submit the list of students receiving scholarships and prizes.

That the Dean of Health Sciences be authorized to add additional names of students to the prize list as nominations are received.

Rules of Order

The School of Nursing's academic council and internal committees follow Bourinot's Rules of Order. A summary of Bourinot's Rules of Order is available at: http://www.queensu.ca/secretariat/senate/Rules.html

Approved at Academic Council, March, 2005, effective July 1, 2005
Revised and approved at Academic Council, September 20, 2006, October 14, 2009, February 27, 2019, May 27, 2020
Revised and approved at Faculty Board, Faculty of Health Sciences, May 13, 2010, February 14, 2018, March 7, 2019, February 4, 2021

Undergraduate Student Admissions Committee

Terms of Reference

The Undergraduate Student Admissions Committee has the following functions:

1. To recommend to Academic Council on matters relating to the admission criteria for Undergraduate Nursing programs.
2. To recommend to Academic Council guidelines and policies for admission to the Undergraduate Nursing programs.
3. To advise, when requested, on the interpretation of the guidelines and policies for admission that have been approved by Academic Council.
4. With the Executive Director, Undergraduate Admission and Recruitment, select recipients for the undergraduate programs in accordance with admission policies.
5. In collaboration with Undergraduate Admission and Recruitment, participate in and make recommendations on student recruitment.
6. To submit to Academic Council an annual report on the business of the Committee and a summary of information on applications and enrollment for the incoming class.

Membership Requirements and Representation

- Vice Dean (Health Sciences) & Director, School of Nursing (ex-officio)
- Three faculty members (one appointed as Chair by the Director)
- One undergraduate student representative will attend meetings for policy discussions only
- One staff member for administrative support (Undergraduate Academic Advisor, ex-officio). This staff member also provides administrative support to the Committee

Special Procedures

Minutes are confidential unless they relate to policy discussion.

Term of Membership

Members will be elected for a three-year term with eligibility to renew once
Students will be elected for a one -year term with eligibility to renew once

Responsibilities of Members

All members will participate actively in the committee by:

- Attend all meetings
- Review and Score PSE's

- Participating in discussions regarding applications
- Communicating the committee's activities and decisions regarding policies

Quorum

- Quorum will be 50% of voting members plus one of all voting members either present in person, via teleconference or via email
- Committee members are encouraged to work towards consensus-based decision making

Responsibilities of Members

A Fall meeting when required for policy discussion.
Two or three meetings in the Winter term.
Additional meetings if needed at the discretion of the Chair.

Rules of Order

The School of Nursing's academic council and internal committees follow *Bourinot's Rules of Order*. A summary of *Bourinot's Rules of Order* is available at:
http://www.queensu.ca/secretariat/senate/Rules.html

Approved at Academic Council April, 2006, effective immediately.
Revised and approved at Academic Council, September 20, 2006, February 27, 2019
Faculty Board, Faculty of Health Sciences, February 1, 2007, March 7, 2019

Appendix B

Representation on External Body

While faculty members may apply as individuals to University committees, formal provision is made for official School of Nursing representation on the following external body.

Council of Ontario University Programs in Nursing (COUPN) Faculty Representative

Description

The COUPN is one of the constituent parts of the Canadian Association Schools of Nursing (CASN). Its purpose is to provide an organized body to promote the advancement of nursing in Ontario Universities and other degree granting institutions in Ontario. There are usually two meetings a year.

Membership

Membership in COUPN is by Faculty or School. Each member institution is represented by the Dean or Director and the Associate Director, Undergraduate Nursing Programs. Schools may set their own term of office for the faculty representative. At Queen's University it is usually five years.

Queen's University, School of Nursing: Other School Committees

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School of Nursing Advisory Council 36

Administrative Advisory Committee

Terms of Reference

1. To examine administrative issues related to the School's operation.
2. To monitor the Strategic Plan on a regular basis.
3. To propose administrative policies for the School and to review such policies on a regular basis.
4. To act in an advisory capacity to the Director.

Membership

- Director (Chair)
- Associate Director (Undergraduate Nursing Programs)
- Associate Director (Graduate Nursing Programs)
- Associate Director (Healthcare Quality)
- Administration Manager
- Finance Manager

Meetings

Every four weeks during Fall and Winter terms and as required.

Appointments Committee

Terms of Reference

To implement Article 12 of the Collective Agreement, specifically sections 12.6.2 (a), (b), (c), (d) & (e).

Membership

Members of the Renewal, Tenure and Promotion (RTP) Committee, plus the Director (as chair).

Term: 1 year, Committee elected by May 1 of each year.

Faculty Committee

Terms of Reference

1. To identify School priorities and plans for a five-year period and to review these on a regular basis.
2. To discuss academic and administrative issues for the School.

Membership*

- All tenured/tenure track faculty
- All renewable adjunct Faculty

Meetings

Meetings are called by the Chair. Any faculty member may submit items for discussion at a meeting or request that a meeting be called. Special Faculty Committee meetings are held at the end of fall & winter term, usually for a 2-day period.

*Note: Academic Assistants, Clinical Tutors and Adjunct (Group I) may be invited to attend and participate about specific items.

Renewal, Tenure and Promotion Committee (RTP)

Terms of Reference

To recommend on personnel decisions of promotion, renewal, tenure and continuing appointments to the Director of the School of Nursing in accordance with Article 30 of the Collective Agreement between Queen's University Faculty Association and Queen's University at Kingston.

Membership

Based on Article 30.2 of the Collective Agreement between Queen's University Faculty Association and Queen's University at Kingston.

- Minimum of three (3) Members of the Bargaining Unit in the School of Nursing who shall be Tenure-Track or Tenured Members, and the majority of the committee members shall be Tenured Members
- A student representative from the undergraduate and/or graduate level may be elected
- Term: 1 year, Committee elected by May 1 of each year

School of Nursing Advisory Council

Terms of Reference

1. To provide the School of Nursing with advice on current and future educational programs.
2. To promote collaborative projects between faculty and agencies providing nursing services.
3. To support undergraduate and graduate student education and research in health care settings.
4. To discuss issues and trends in education, health and research and how these might influence the ongoing development of the School of Nursing.

Membership

The membership term will be three (3) years, with the initial membership terms staggered to provide continuity.

Vice Dean (Health Sciences) and Director, School of Nursing

Associate Director, Graduate Nursing Programs

Associate Director, Health Quality Programs

Associate Director, Undergraduate Nursing Programs

Faculty member elected by Academic Council

Graduate student representative (from Academic Council)

Undergraduate student (NSS President or delegate)

Health Sciences Faculty Representative

Alumni Representative

Community Health Representative

Acute Care Representative

Acute Care Representative (Community)

Continuing Care Representative & Mental Health Practice Representative

Ambulatory Care Representative

National Representative

National/International Health Representative

Director/Dean of a Canadian University School of Nursing

Public Representative

Meetings

The Council will meet at least annually, at the call of the Chair. The Chair will be elected by members of the Council for a three-year term. The Chair and Director of the School will collaborate on the preparation of an agenda.