


**WEBER STATE UNIVERSITY**  
**Dr. Ezekiel R. Dumke**  
**College of Health Professions**  
**SCHOOL OF NURSING**

**BYLAWS**

**Revised: April 2009**

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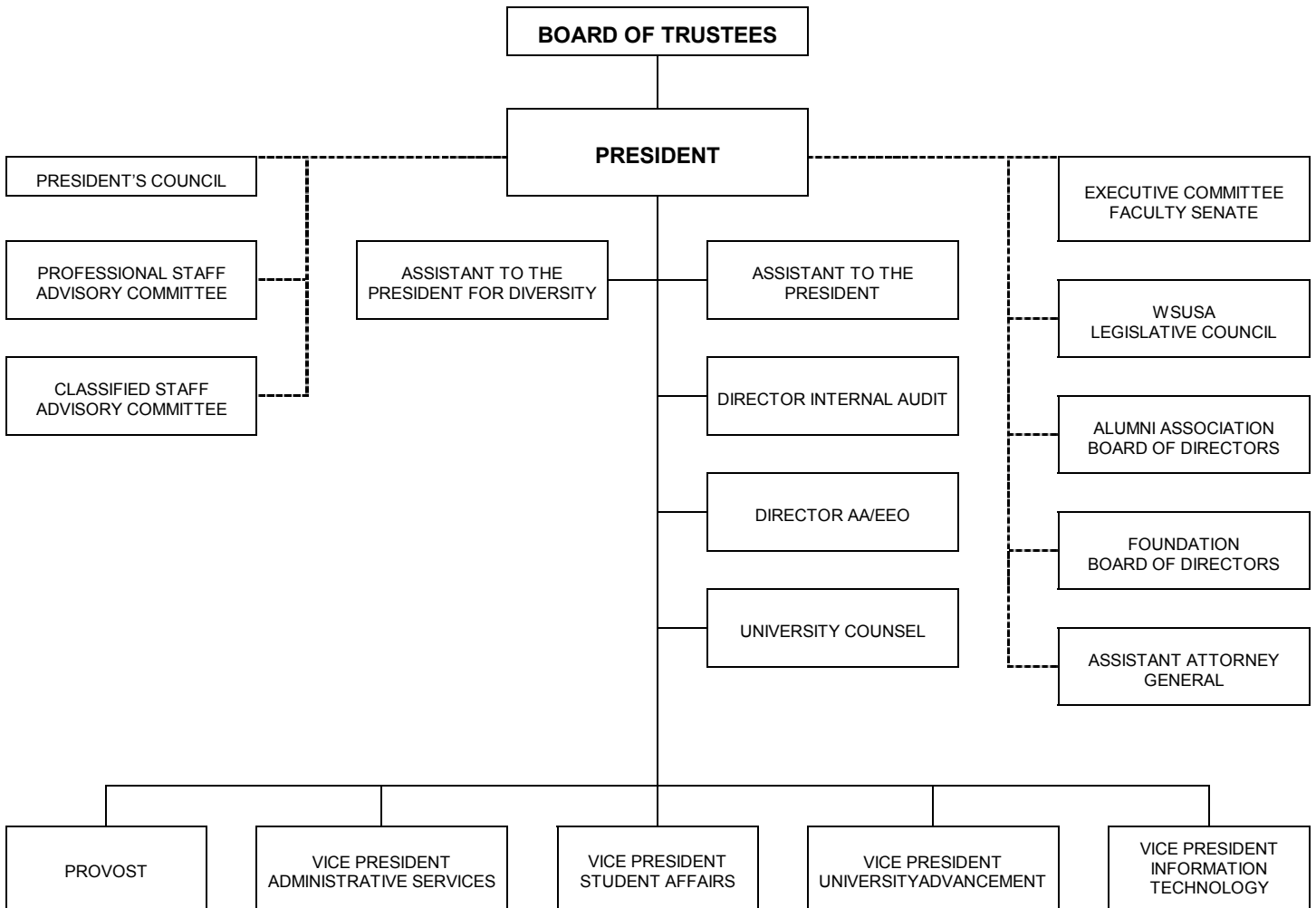
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	<b>BYLAWS</b>	<b>Date: January 2009</b>	
		<b>Revised: 04-20-2007</b>	
<b>Subject: University Mission Statement</b>			


## **MISSION STATEMENT**

Weber State University offers associate, baccalaureate and master degree programs in a broad variety of liberal arts, sciences, technical and professional fields. The university provides excellent educational experiences for its students through extensive personal contact among faculty, staff and students in and out of the classroom. To accomplish its mission, the university, in partnership with the broader community, engages in research, artistic expression, public service, economic development, and community-based learning experiences in an environment that encourages freedom of expression while valuing diversity.



Subject: University Organizational Plan



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<b>Subject: College of Health Professions Mission Statement</b>			

**Dr. Ezekiel R. Dumke**  
**COLLEGE OF HEALTH PROFESSIONS**

**MISSION STATEMENT**

The Dr. Ezekiel R. Dumke College of Health Professions will meet workforce needs by committing to the establishment, promotion and evaluation of standards of excellence in health care professional education. The college will continue to provide opportunities to meet, communicate, collaborate, and partner with the healthcare and academic communities.

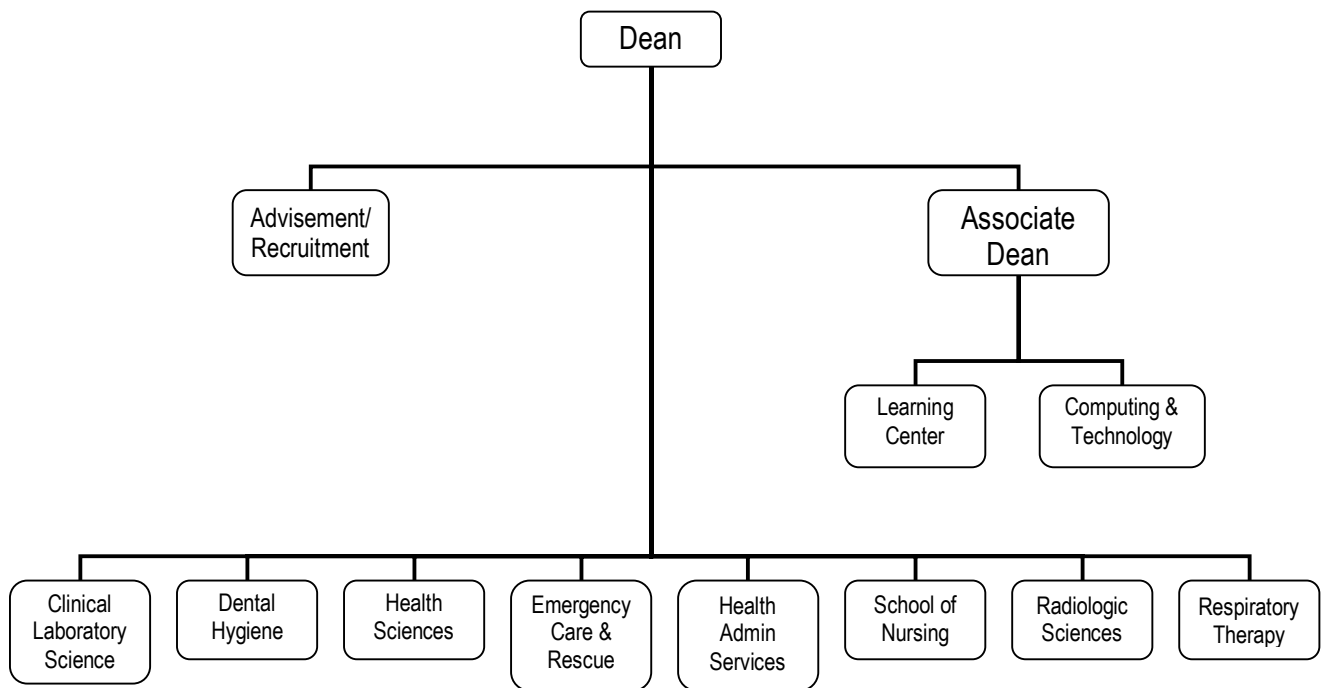
**VISION STATEMENT**


The DCHP will be the premier healthcare college for students, faculty, staff and community by meeting their evolving needs through traditional and innovative methods.



Subject: College of Health Professions Organizational Chart

Weber State University  
**DR. EZEKIEL R. DUMKE**  
COLLEGE OF HEALTH PROFESSIONS



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## **MISSION STATEMENT**

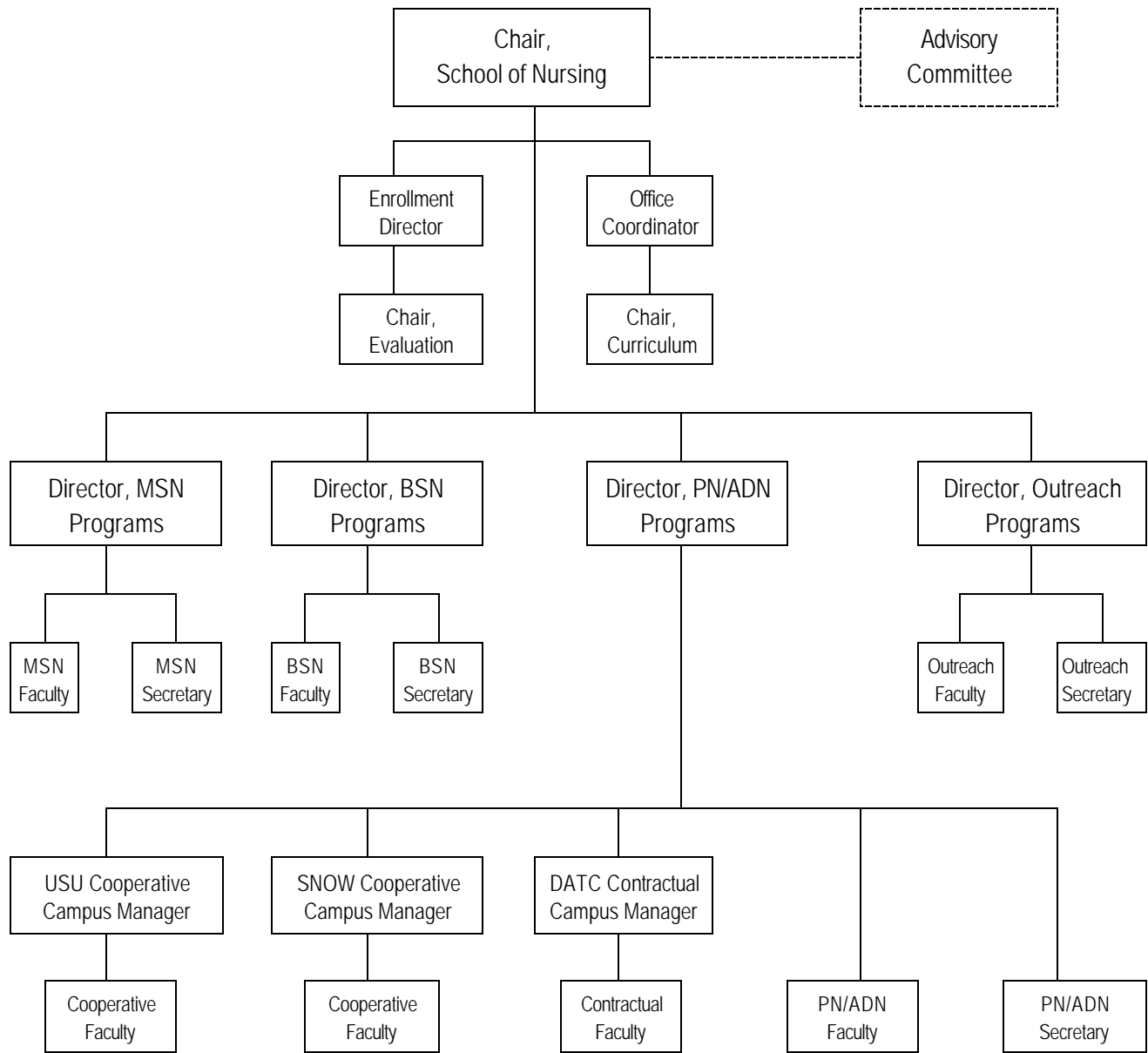
The Dr. Ezekiel R. Dumke College of Health Professions School of Nursing mission statement not only supports the mission of the University and the College, it is unique unto Nursing. The School's mission is to prepare nurses at the practical, associate, baccalaureate and master's degree levels while offering an academic setting wherein excellence, global awareness, and diversity are core values. To achieve this mission the School of Nursing prepares graduates who will competently practice nursing within a complex local, national, and international environment, understand the significance of evolving healthcare technology, and apply both professional and ethical principles with sensitivity to the diverse needs of individuals, groups, and communities.




Subject: School of Nursing Organizational Chart

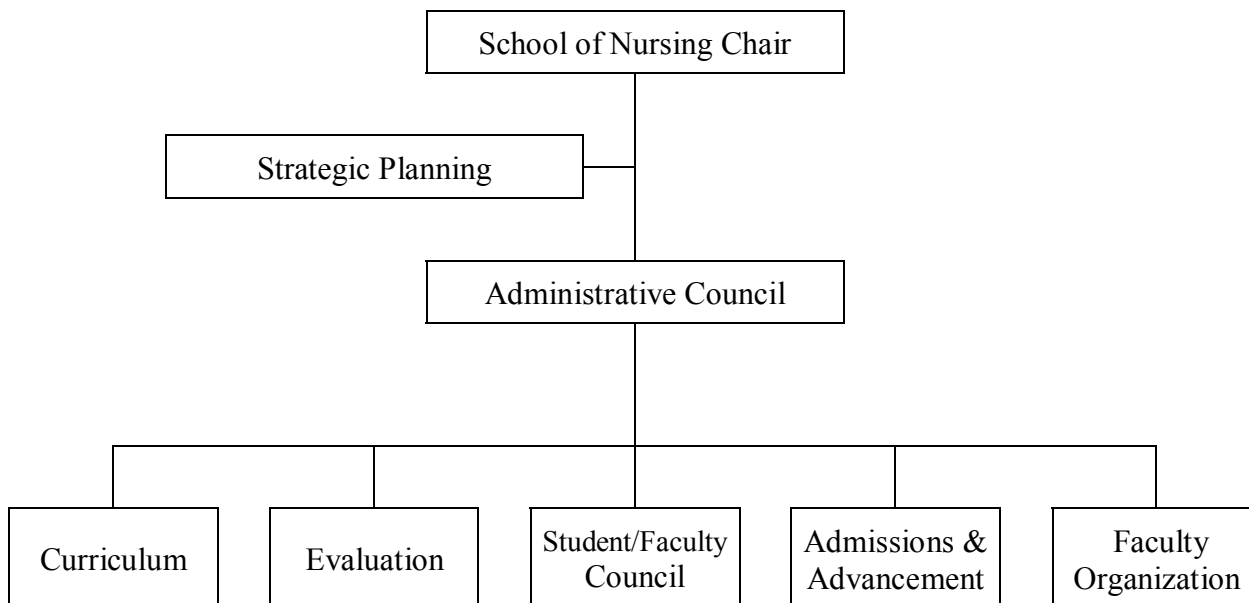
Weber State University  
Dr. Ezekiel R. Dumke College of Health Professions

SCHOOL OF NURSING  
Organizational Chart



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<b>Subject: Committee Structure</b>			

**WEBER STATE UNIVERSITY**  
**COLLEGE OF HEALTH PROFESSIONS**  
**SCHOOL OF NURSING**




**Section 1. Purposes**

Committees shall be established to effectively conduct School of Nursing functions. In general, committees include nursing program faculty, students, and community representatives as voting members. Contractual faculty are eligible to be voting members of committees.

Ad hoc committees shall be designated and appointed with definite assignment and completion period. Committee structures are delineated in appendices to this document.

**Section 2. Committee Types**

- a. Administrative
- b. Program
- c. Course
- d. Ad Hoc and Subcommittees

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### **ADMINISTRATIVE COMMITTEES**

Administrative committees shall coordinate, communicate and articulate matters for the School of Nursing. These committees include: Administrative Council, Strategic Planning, and Advisory Councils.

The School of Nursing Chair serves as the chair for all administrative committees. Members are designated by position or by appointment of the School of Nursing Chair.

### **SCHOOL OF NURSING COMMITTEES**

School of Nursing Committees shall serve to coordinate, communicate and articulate matters for designated program issues. These committees include: Curriculum, Evaluation, Student/Faculty Council, Admissions and Advancement, and Faculty Organization.

Chair and members of each statewide committee shall be appointed by the School of Nursing Chair, with consultation of the Directors. Vice Chair shall be elected from among committee members. All committees shall meet as needed.

### **COURSE COMMITTEES**


Course committees shall coordinate, communicate and articulate matter for designated courses of the curriculum. There will be one committee formed for each course taught in the Nursing Program.

Course Committee chairs will be appointed by the Directors with consultation of Curriculum Chair. Members will include all faculty who teach the course on any of the program campuses.

### **AD HOC AND SUBCOMMITTEES**

Ad Hoc and Subcommittees will be formed at the discretion of the School of Nursing Chair to facilitate special needs of the program. The committees will be self limiting with specific goals and time frame.

Chairs and members will be appointed at the discretion of the School of Nursing Chair.

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		<b>Revised: April 2007</b>	
<b>Subject: Committee Structure &amp; Function – Administrative Council</b>			

**Name of Committee:**

Administrative Council

**Membership:**

School of Nursing Chair (Committee Chair)

Directors

Outreach Coordinator

Enrollment Director

Campus Managers


Faculty Organization Chair

**Functions of Committee:**

Responsible for the coordination and implementation of the program across all campuses.

1. Formulates policies and exercises primary authority to make decisions related to the program.
2. Directs long range program planning.
3. Assures articulation within the program between the program, college, university and affiliating agencies.
4. Advises appropriate committees on available resources.
5. Serves as a clearing house for program committee actions.
6. Analyzes and evaluates special issues or problems within the program, college or university and identifies strategies to address/resolve issues.
7. Researches current trends and issues that may impact the program and initiates appropriate actions.
8. Receives and acts on recommendations from the Faculty Organization.
9. Facilitates consistency of teaching loads for faculty.
10. Coordinates business operations between levels.
11. Oversees the development and implementation of curriculum.
12. Assures program compliance with University policies and directs input for change of policies when they are not meeting the needs of the program.

Note: Meetings may include the entire committee or portions thereof as dictated by the agenda.

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		<b>Revised: 01/10/2009</b>	
<b>Subject: Committee Structure &amp; Function – Statewide Curriculum Committee</b>			

**Name of Committee:**

Statewide Curriculum Committee

**Membership:**


Curriculum Chair  
School of Nursing Chair  
Directors  
Subcommittee Reps  
Community Member

**Functions of Committee:**

Responsible for the articulation of all facets of program curriculum development and curriculum evaluation. This function is carried out through the following mechanisms:

1. Monitor the progress of curriculum development to ensure integrity of total program curriculum.
2. Implement the curriculum components of the Systematic Plan for Evaluation by developing a time line for comprehensive review of courses, criteria by which courses will be evaluated, and process that ensures reviews are completed and changes made as needed.
3. Corroborate that support courses prepare students with necessary foundations to be successful in nursing course work.
4. Identify common trends in curriculum evaluation data and take appropriate action.
5. Provide feedback to course committees to ensure consistency in the curriculum.
6. Coordinate interface of curriculum with clinical faculty and nursing practice lab.
7. Responsible for appropriate leveling and placement of course content.
8. Responsible for submission of substantive and non-substantive curriculum changes to college and university curriculum committees.
9. Review and approve textbook changes.
10. Support use of educational resources within each course.
11. Prioritize educational resource requests from course committees for funding (utilizing lab fee funds) and forward to Director.
12. Develop short and long range goals for the acquisition of educational resources that ensure the program is current with technological advancements.
13. Maintain meeting minutes and submit two copies to Director's secretary (one copy for Director and one copy for master minutes log).

Note: This committee falls under the guidelines of the college and university curriculum committees for guidelines and time lines. The committee will be looked at as a flexibly structured group--meetings may include the entire committee or portions thereof as dictated by the curriculum agenda.

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<b>Subject: Committee Structure &amp; Function – Statewide Curriculum Committee</b>			

**Process:**

Course chairs meet with all faculty and a student representative to review course evaluations and initiate course syllabus, text book, and resource changes. This meeting must occur once a semester and the minutes must be recorded and copied to the curriculum chair by the end of final week.

Level subcommittees of all of the course chairs in that level will meet at least once a semester to discuss courses within the level and to provide input to the subcommittee representative to the statewide curriculum committee. This meeting must occur once a semester and the minutes must be recorded and copied to the curriculum chair by the end of final week.

The state wide curriculum committee will meet at least once a semester to discuss curriculum issues through the program. This meeting must occur once a semester and the minutes must be recorded and copied to the program director and the administrative council at the meeting immediately following the state wide curriculum committee meeting.


**Time line:**

All course chairs will have committee minutes typed and turned in at the end of final week.  
All course syllabi will be completed and submitted for statewide review by April 15.  
All on line courses will be complete and ready for download July 15 for fall semester, November 1 for Spring Semester, and April 15 for summer semester.

All course chairs will summarize the course meetings through the academic year and submit a summary report to the curriculum chair by the last day of final week for spring semester.

**Times to consider:**

March 1 is textbook ordering deadline for fall semester.

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		<b>Revised: August 2008</b>	
<b>Subject: Committee Structure &amp; Function – Evaluation Committee</b>			

**Name of Committee:**

Evaluation Committee

**Membership:**

Chair

Minimum of 1 member from Administrative Council


Faculty representation from AD, BSN, & MSN programs

Student Representative from AD, BSN, & MSN programs

**Functions of Committee:**

Responsible for the development and monitoring of the ongoing Systematic Plan for Evaluation (SPE), development and revision of program evaluation tools, initiation of program evaluation processes, analysis and interpretation of evaluation data, distribution evaluation data to appropriate program committees (e.g., Administrative Council, Statewide Curriculum Committee, Program directors). These functions are carried out through the following mechanisms:

1. Develop the nursing program SPE and annually review for compliance with NLNAC Standards and Criteria.
2. Develop/identify instruments for measurement of program outcomes using best practices related to determining achievement of established program outcomes.
3. Following evaluation schedule outline in SPE, initiate and monitor program evaluation processes.
4. Aggregate, analyze, and interpret SPE data and identify trends.
5. Distribute summarized and trends within SPE data to appropriate program committees and/ or program faculty.
6. Document in SPE Annual Report the actions taken in response to the SPE evaluation processes and data (development and/or revision).
7. Review and change program evaluation plans as needed based on program/college/ university changes and NLNAC Standards and Criteria.
8. Maintain meeting minutes and submit two copies to Director's secretary (one copy for Director and one copy for master minutes log).

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		<b>Revised: April 2007</b>	
<b>Subject: Committee Structure &amp; Function – Student/Faculty Council</b>			

**Name of Committee:**

Student/Faculty Council

**Membership:**

AC Council Rep (Enrollment Director) Co-Chair with appropriate Program Director

PN/ADN Program Director – Co-chair

BSN Program Director – Co-Chair

MSN Program Director – Co-chair


Campus Managers

All WSU nursing students

**Functions of Committee:**

Responsible for the coordination of statewide student activities. This function is carried out through the following mechanisms:

1. Facilitates communication between students and School of Nursing Administration regarding student issues.
2. Facilitates selection of student representatives for program committees and meetings that require student representation.
  - a. Curriculum Committee: Student representative for each level (PN, ADN, BSN and MSN) to attend at least once each semester.
  - b. Evaluation Committee: Student representative for each level (PN, ADN, BSN and MSN) to attend at least once each semester.
3. Maintain meeting minutes and submit two copies to the School of Nursing Chair's secretary (one for the Chair and one for the Master minutes log).

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<b>Subject: Committee Structure &amp; Function – Admissions and Advancement</b>			

**Name of Committee:**

Admissions and Advancement Committee

**Membership:**

Co-Chair (School of Nursing Chair or Designee)

Co-Chair (Enrollment Director)

Directors


Campus Coordinators

CHP Admissions Advisor

**Functions of Committee:**

Responsible for developing, monitoring, and implementing admissions policies and procedures. These functions are carried out through the following mechanisms:

1. Develop admissions and advancement policies.
2. Review petitions from students for readmittance to the nursing program and make final decision.
3. Review petitions from students for exception to admission and advancement policies.
4. Review current admissions and advancement policies for effectiveness and make appropriate changes.
5. Monitor admission criteria for articulation with university admissions policies.
6. Handle correspondence related to committee issues.
7. Maintain meeting minutes and submit two copies to Director's secretary (one copy for Director and one copy for master minutes log).

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		<b>Revised: 04-28-2009</b>	
<b>Subject: Committee Structure &amp; Function – Faculty Organization</b>			

### **Article I. Name**

The name of this association shall be Weber State University Nursing Faculty Organization.

### **Article II. Purposes and Functions**

The purposes and functions of this association shall be to provide a structure wherein members:

1. Function as the coordinating body for the faculty voice related to concerns and ideas of the School of Nursing (SON).
2. Coordinate presentation of faculty ideas to Administration and faculty members as appropriate.
3. Participate in bi-annual faculty meetings to ensure dissemination of faculty development programs.
4. Disseminate faculty organization information to all faculty organization members.
5. Make recommendations for faculty development programs.
  - a. Review individual faculty requests for development opportunities including but not limited to conferences and in-services.
  - b. Coordinate with Directors and SON Chair related to faculty development.

### **Article III. Membership**

Members of this organization shall be all Weber State University Nursing Faculty as described below:


- a. Professors
- b. Associate Professors
- c. Assistant Professors
- d. Instructors
- e. Contractual Faculty

### **Article IV. Structure**

#### **Section 1. Officers**

The elected officers of this association shall be:

1. Chair
2. Chair-Elect
3. Faculty Organization Committee:
  - a. The Faculty Organization Committee will consist of the Chair and Chair-Elect who are selected by the faculty at large and one committee member chosen from the committee at large. This member may be a volunteer.

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- b. The members of the committee will consist of at least:
  - 1.) one BSN faculty member
  - 2.) one ADN / AD faculty member
  - 3.) one member at large
  - 4.) one MSN faculty member


### Section 2. Duties

Duties of the officers shall be as follows:

1. The Chair shall be the presiding officer and shall work closely with the SON Chair in administering all Faculty Organization business as provided for by the Bylaws. The Chair, in collaboration with the SON Chair and Faculty Organization Committee, may be responsible for initiating, implementing, and directing a faculty development program.
2. The Chair will be a voting member of the Administrative Council and shall function as the formal liaison for faculty organization members with the Administrative Council.
3. The Chair Elect shall serve in absence of the Chair and shall carry out all functions delegated by the Chair. The Chair Elect succeeds the Chair at time that position is vacated.
4. The Chair and/or Chair Elect shall provide biannually during the School of Nursing meeting an update on budget, activities, and other pertinent faculty information to all members. This will be in both a verbal and a written form.
5. The Faculty Organization Committee will manage the faculty development funds.
  - a. Faculty requests must be submitted on the approved form along with conference or in-service information for committee review 30 or 60 days prior to the proposed event.
  - b. Requests are reviewed by Faculty Organization Committee and submitted for approval to the SON Chair.
  - c. Requests will be evaluated and prioritized according to the benefits of the conference and the available funds.
  - d. Faculty member is informed of final decision on request and disbursement of funds will be coordinated per School of Nursing guidelines.

### Section 3. Agenda

The Chair, in collaboration with SON Chair, shall be responsible for setting the agenda. Agenda items may be submitted by any faculty member. Preparation, posting, and distribution of agenda shall be the responsibility of the Chair.

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<b>Subject: Committee Structure &amp; Function – Faculty Organization</b>			

Section 4. Meetings

Meetings of the Faculty Organization shall be held semiannually, in the spring and in the fall, in conjunction with the School of Nursing faculty meeting. The time and place will be set by the SON Chair. Issues to be voted on shall be circulated at least ten working days prior to the scheduled meeting by the faculty organization Chair.

Special meetings may be called by the Chair, in collaboration with the Program Directors, or upon written request of at least 20% of the faculty. Business at the special meeting shall be limited to the subject for which meeting was called. Special meetings must be called within ten working days of the request. Seventy two hours notice must then be given to faculty. Publication of agenda; recording, distributing, and maintaining minutes; and disseminating all communication pertaining to Faculty Organization business shall be responsibility of a staff secretary as delegated by the SON Chair.

Section 5. Voting

Chair shall only vote in case of a tie. Plurality of those voting shall be required to carry a motion. Voting may be conducted by written ballot, show of hands, or absentee ballot.

**Article V. Nominations and Elections**

Section 1. Positions


Elected positions shall be Chair and Chair Elect of the Faculty Organization and a four member Faculty Organization Committee.

Section 2. Nominations

The Chair shall elicit nominations for Chair Elect and Faculty Organization Committee members during the Spring Faculty Meeting. Nominations shall be solicited from floor or by written communication to all faculty.

Section 3. Elections

Elections shall take place during the spring School of Nursing meeting. The Chair shall conduct the elections, the vote may occur on the floor, and a majority vote will determine the new Chair-Elect.

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Section 4. Term of Office and Eligibility

1. Chair shall serve for a one year term after serving a one year term as Chair-Elect.
2. Chair-Elect shall be elected one year prior to assuming Chair position in the succeeding year.
3. Faculty Organization Committee members will be elected for a one year term. Committee members can serve two consecutive terms.
4. Members shall not hold more than one elected office at a time.
5. Administrative Council members may not hold offices in the Faculty Organization. These include SON Chair, Directors (MSN, BSN, PN, ADN), or Campus Coordinators.

**Article VII. Parliamentary Authority**

Rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the organization in all cases in which they are not inconsistent with these Bylaws.

**Article VIII. Amendments**

**WEBER STATE UNIVERSITY**

These bylaws may be amended at any regular meeting of the Faculty Organization by a two thirds vote, provided amendment has been submitted in writing to faculty 21 days before the meeting.