

CLAS Council

7 March 2023

Zoom ~ 2:00 p.m.

MINUTES

Present: Ayala, M., Aragon, R., Bratcher, A., Bond, G., Cradock, K., Pasko, B., Rizza, M., Starr, C., Yan, J.

1. Curriculum proposal(s).
 - Discussed catalog changes for Nursing program.
2. Core Staff – (1) Legislative session is nearing its end. Many of our requests are still on the table (which is a positive), but very little has been finalized. (2) With only 1% proposed increase budgeted for I&G from state and the BoR's decision not to raise tuition and fees, we will have to observe a flat budget to deal with inflation. (3) Jamie will prioritize bumping adjunct pay using salary savings, but we aren't likely to get any other recurring budget requests.
3. There are great conversations taking place on campus with the new president, and he is asking good questions. Once legislative session is over, he will want to get out and meet with programs.
4. Questions from Faculty Senate: what internet issues have been occurring in Lea Hall and Science? Outside of the temporary issue with JWLA 205, what major Mediasite issues are occurring in JWLA? Are there any other pressing issues your senators have raised?
5. Reminder on retirements; any proposals for emeritus status have to come through the full FEC process and they go all the way to the BoR.
6. The new bookstore will send out --today or tomorrow-- textbook order forms (and you can use email to submit requests if needed). Please remind faculty that we are legally required to have textbook adoptions available for student review before registration opens.
7. Awards ceremonies –Foundation no longer wants to hold scholarship ceremonies. Departments should plan their own recognition of students.
8. John asked us to let people know that the state is investing heavily in summer internship opportunities for STEM students. Please encourage them to participate.
9. Purchasing (in addition to Business Office) now reviews all grant proposals, so that will add time; they are trying to automate time and effort reporting. Please do travel training and encourage your folks to do so.
10. **Out-of-Office Replies –DO use them for both internal and external senders. Remind faculty.**
11. Resource faculty evals: remember that we need to do them after their first semester teaching for us, and then yearly after that. **For all faculty and staff evals, the policy book says you cannot discuss them with the employee without first discussing with second-level supervisor.**
12. *Please emphasize the importance of checking and responding to emails in a timely manner, acting on student concerns promptly, and keeping folks in the loop up and down the chain (transparent communication for non-confidential matters). Due process is dependent on timely action. All communications to VP should go through chair and*

dean (director, if appropriate). Concerns should be resolved at the lowest level possible before going up the line. If you have policy questions, ask.

13. **Please provide search updates: for positions left unfilled or announced retirements.**
Make sure that you are moving forward as quickly as feasible on searches. Ask faculty considering retirement to notify you ASAP so that the department can prioritize justification/approval process. “Questions” tab on applications in neogov. Of course, we would greatly appreciate anything you can do to let them know that delaying notification could hamper the ability to do a timely search (and thus hurt the program and its students).
14. Please communicate to your faculty that if they represent CLAS on any committee, they need to report back to CLAS —preferably through their department chair to CLAS Council.
15. **Exit interviews and graduate tracking** –look ahead to coming year. This will likely feed into the next HLC Quality Initiative. Also, for program review and assessment, template for tracking faculty accomplishments by program/department.
16. Voted on catalog changes for the Nursing program.
 - **Motion to Approve:** Juchao Yan
 - **Seconded:** Chelsea Starr
 - **Vote:** unanimous – yes

DATE: 02/28/2022

TO: Mary Ayala, Dean, College of Liberal Arts and Sciences and CLAS Council

FROM: Kristin Kuhlmann, Nursing Program Director

RE: BSN Completion Program (BSN) -Undergraduate Catalog 2023-2025

Dear Dr Ayala and CLAS Council members:

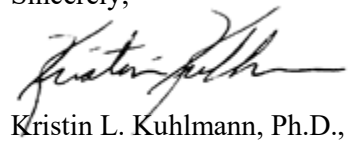
Enclosed in Appendix 1, File name 2023-2025_NURS_Appendix1_Marked, are the changes requested for the BSN Completion Program in the 2023-2025 undergraduate catalog. The changes to the UG catalog for the BSN Completion program are largely for clarification, except for changes made due to a revised curriculum, as noted below.

The BSN Completion Program revised the curriculum in Fall 2021, with two courses dropped and the two sets of practicum courses (NURS 415/415L and NURS 425/425L) combined from two 3 credit hour courses per set, to a 4-credit hour course for each. This resulted in students taking 10 courses (32 credit hours) for the BSN degree, instead of 14 courses (42 credit hours). While most changes were made for the 2021-2023 UG catalog, there were a few errors that needed to be amended.

With a reduction of 10 credit hours for the BSN degree, two course deletions, and two integrated in the two practicum courses, course rotation changes have been made. Full-time students can enter the program in the fall or spring, and rotate through the two-semester BSN curriculum, and the full-time student can complete the program in 10 months of coursework (Appendices 3 & 4). Except for the two practicum courses (NURS 415C and NURS 425C), courses are offered once a year on a rotating basis (Appendix 2). The global/diversity course, which is open to all majors, is offered in each 8-week semester, including the summer session. No other nursing courses are offered in the summer session. The BSN Completion Program had an instructor retire, and the two remaining BSN instructors are teaching all courses in the curriculum presently.

The course description changes are for the two combined courses, NURS 415C and NURS 425C, and NURS 329. For NURS 329, the course learning objectives (CLOs) have remained the same over the past four years, but the description did not clearly define the emphasis of the course, which has shifted to the dimensions of wellness, as well as exploration of CAM therapies. Additionally, the two practicum courses, NURS 415C and NURS 425C, were modified to a combined course of 4 credit hours for each. This necessitated a change in practicum clock hours from 90 to 75, and some integration of course materials. These changes are reflected in the revised course descriptions. Thank you.

Sincerely,



Kristin L. Kuhlmann, Ph.D., RN, FNP
Nursing Program Director