

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
*SCHOOL OF NURSING*

**RULES AND REGULATIONS OF THE FACULTY ORGANIZATION**  
**BYLAWS**

**ARTICLE I – NAME**

This organization shall be known as the School of Nursing Faculty Organization of the Los Angeles County College of Nursing and Allied Health.

**ARTICLE II – PURPOSE**

The purpose of this organization shall be to:

1. Provide a means whereby faculty can share in the governance of the School of Nursing.
2. Promote free expression and exchange of opinions and information among faculty and between faculty and students.
3. Provide for the participation of faculty and students in academic decision-making.
4. Promote coordination and cooperation among all individuals associated with the School.
5. Promote the development of leadership within faculty and student groups.
6. Assure program quality necessary to maintain and/or exceed standards for accreditation and program approval.
7. Operate and maintain collaborative relationships within the administrative structure of the College of Nursing and Allied Health.

## **ARTICLE III – FUNCTIONS**

The functions of this organization shall be to:

1. Select, admit, promote, and graduate students.
2. Plan, review and revise the curriculum.
3. Plan and implement specific course offerings.
4. Plan and implement a faculty development program.
5. Develop appropriate personnel policies for faculty.
6. Select and utilize library and other instructional facilities, resources and services.
7. Promote student participation in various activities.
8. Evaluate all aspects of the School.
9. Review and revise the publications for the School of Nursing's marketing and informational services.

## **ARTICLE IV – MEMBERSHIP**

The active members of this organization shall be:

1. Provost
2. Director and Dean, School of Nursing.
3. Assistant Directors/Coordinators, School of Nursing.
4. Faculty, School of Nursing.
5. Director of Research
6. Dean, Administrative and Student Services

## **ARTICLE V – OFFICERS**

The Officers of the Faculty Organization shall be:

1. Chairperson: Director and Dean, School of Nursing.
2. Vice-Chairperson: Assistant Director, School of Nursing.
3. Treasurer: Elected Faculty Member, School of Nursing.

## **ARTICLE VI – ELECTION OF TREASURER**

The Treasurer shall be:

1. Elected at the annual meeting and may be re-elected for successive terms.
  - a. At least one month prior to the annual meeting, the chairperson shall appoint a nominating committee of two members to prepare a ballot of no fewer than two candidates for the office. All active members shall be notified of the ballot at least one week prior to the annual meeting. Nominations may be made from the floor if the individuals being nominated consent to serve if elected.
  - b. The candidate who receives the majority vote shall be elected treasurer and, upon being declared elected, shall assume the duties of the office for one year.

## **ARTICLE VII – DUTIES OF OFFICERS**

### ***CHAIRPERSON***

The Director and Dean shall serve as the Chairperson of the Faculty Organization. Duties of the chairperson include:

1. Preparing an agenda for meeting of the Faculty Organization.
2. Presiding at meetings of the organization.
3. Calling unscheduled faculty meeting.
4. Voting in case of a tie.

5. Appointing faculty members to the Standing Committees each year, giving consideration to one or more of the following:
  - a. Designated Membership
  - b. Equitable representation from Semester 1, 2, 3 and 4 faculty
  - c. Prior experience of and number of consecutive years served by an individual on a committee
  - d. Preferences of individual faculty.
6. Making administrative appointment to a Standing Committee at any time.

### ***VICE-CHAIRPERSON (S)***

The Director and Dean shall designate an Assistant Director to serve as Vice-Chairperson of the faculty. The Vice-Chairperson will assume the duties of the chairperson in his/her absence.

### ***TREASURER***

The Treasurer shall:

1. Maintain financial records and accounts for the Faculty Organization.
2. Collect and deposit faculty dues.
3. Pay bills at the direction of the Faculty Organization.
4. Prepare a financial report for each Faculty Organization meeting.
5. Deposit and withdraw funds from the **LACMC** School of Nursing Faculty Fund.

## **ARTICLE VIII – FACULTY DUES**

The faculty dues include but are not limited to:

1. All active members of the Faculty Organization with the exception of non-R.N. support staff shall pay full dues.
2. The amount of the annual dues, as recommended by the Treasurer, shall be voted on at the second meeting of each School year.

3. Dues are payable within 30 days after the second meeting of each School year.
4. The dues for new faculty members shall be prorated on the basis of the starting date of employment.

## **ARTICLE IX – MEETINGS**

### ***REGULAR FACULTY ORGANIZATION MEETINGS***

The Faculty Organization and all Standing Committees shall meet monthly or as frequently as needed. The School of Nursing Annual Program Evaluation Report shall be reviewed and approved at the first regular meeting of the School year. A calendar of meetings for the Faculty Organization and the Standing Committees shall be prepared before the beginning of each School year. Opportunity for individual faculty members to suggest items for the agenda is open.

## **ARTICLE X – ORDER OF BUSINESS FOR THE FACULTY ORGANIZATION AT REGULAR MEETINGS**

Order of business for the Faculty Organization at regular meetings shall be:

1. Call to order.
2. Acceptance of minutes.
3. Treasurer's report.
4. Chairperson's report (announcements).
5. Committee reports.
6. Old business.
7. New business.
8. Adjournment.

## **ARTICLE XI – PARLIAMENTARY AUTHORITY**

Rules contained in Robert's Rules of Order Revised shall govern procedure for meetings in all cases to which they are applicable when they are not consistent with the rules and regulations of the organization. A parliamentarian may be appointed by the Chairperson.

## **ARTICLE XII – VOTING**

All active members of the Faculty Organization shall have the power to vote. A quorum for the Faculty Organization shall consist of two-thirds of the voting membership. A majority of those present is required for the adoption of motions, with the exception of a motion to amend the rules and regulations of the Faculty Organization. An absentee ballot shall not be used unless a majority of the voting Membership determines a need.

## **ARTICLE XIII – AMENDMENTS**

The rules and regulations of the Faculty Organization may be amended during any regular or special meeting of the organization by a vote of at least two thirds of the voting membership.

Proposed amendments must be distributed to and/or posted for all members for at least 5 working days prior to voting. Materials for voting are written clearly and concisely with rationale for change.

## **ARTICLE XIV – COMMITTEES**

### ***STANDING COMMITTEES***

The Faculty Organization shall have an Administrative Committee and the following Standing Committees:

1. Admissions/Promotions
2. Curriculum
3. Course Committees
4. Semester Committees

The responsibilities of the Standing Committees include but are not limited to:

1. Each Standing Committee shall have a chairperson and a recorder.
2. The chairperson shall serve no longer than a two year term and shall not be reappointed until two years have elapsed with the exception of the semester chairperson.
3. Each Standing Committee shall formulate its own policies and procedures for conducting its business and these shall be in agreement with the articles of these rules and regulations.
4. The Director and Dean, School of Nursing, Assistant Directors/ Coordinators, School of Nursing and Director of Research are ex-officio members of all Standing Committees.
5. Resource persons may be appointed as ex-officio members to standing committees.
6. A vote from the majority of standing committee membership eligible to vote is required for adoption of a motion.
7. Student representatives except who serve on Admissions/Promotions Committee shall have a vote when:
  - a. Student representatives who serve on the Admission/ Promotions Committee shall not have the power to vote when the decisions are being made with respect to the selection of the individual candidates for admission and when decisions are being made with respect to the promotion, graduation, and termination of individual students.
  - b. Students will be asked to leave the room when issues of confidentiality are discussed.
8. Minutes of the Standing Committees except the Semester Committees shall be distributed to committee members via Intranet electronic mail. Two copies of the minutes shall be placed in the appropriate notebooks by the recorder in the designated areas.

9. Standing Committee recommendations for policy changes shall be referred to the Faculty Organization for approval.
  - a. Recommendations must be submitted in writing, to the Director and Dean, School of Nursing, at least 5 working days prior to the next scheduled meeting of the organization.
  - b. Written recommendations must be distributed to all faculty and posted 5 working days before they may be presented to the organization for consideration.
10. Prepare and submit an annual program evaluation report in accordance with established format/guidelines. Only applicable to Admissions/Promotions, Curriculum and Semester Committees. Course committees will submit a written report to Curriculum Committee and/or Admissions/Promotions.
11. Permit faculty members to attend meetings of the Standing Committees to which they are not appointed, with the permission of the Standing Committee Chairperson.
12. Standing Committees may refer problems or concerns, in writing, directly to other committees, as appropriate.
13. Maintain ongoing communication with other standing committees and follow through with requested actions or tasks for continuous program improvement.
14. Identify the short and long term goals for the committee and to set priorities for the committee actions.

### ***AD HOC COMMITTEES***

Ad Hoc Committees may be appointed and dissolved by the Chairperson of the Faculty Organization and/or by a Standing Committee when the need arises.

The Ad Hoc Committee activities include but are not limited to:

1. Achievement of the purpose for which the ad hoc committee was created.
2. Submission of a Summary Report by the Chairperson of the Ad Hoc to the Chairperson of the Faculty Organization and to the appropriate Standing Committee.



## **ARTICLE XV – ADMISSIONS/PROMOTIONS COMMITTEE**

### ***MEMBERSHIP***

The committee shall be composed of at least:

1. Four or more faculty.
2. One student representing each class.

### ***PURPOSE***

The purpose of the Admissions/Promotions Committee shall be to:

1. To develop, review or revise criteria that provide the school with students who are adequately prepared to pursue the course of study.
2. Ensure the policies and procedures for the transfer of credit are consistent with the Commission's (WASC) and Board (BRN) policy on transfer and award of academic credit.
3. Ensure educational standards for the admission, progression, promotion, and graduation of students.

### ***FUNCTIONS***

The functions of the committee shall be:

1. Maintain that the criteria, policies, and procedures for admission of prospective students to this School are applied and consistent with the Commission's (WASC) and Board (BRN) policy on transfer and award of academic credit.
2. Maintain that policies related to credit by challenge examination are implemented in accordance with BRN guidelines.
3. Maintain grading policies and their implementation throughout the program, and ensure that all students admitted to the program receive a curriculum plan.

4. Review and monitor information regarding the School's philosophy, conceptual framework, program objectives, curriculum requirements, admissions criteria, transfer credit, re-entry, challenge examinations, leave of absence, progression, promotion, and graduation requirements are:
  - a. clearly written
  - b. accurately published
  - c. correctly appealed and waived
  - d. appropriately evaluated.
5. Maintain that policies and procedures of the School are nondiscriminatory which are determined by: admission to, progression in and graduation from the School are not affected by: age, sex, race, creed, nationality, disability, color, and marital status.
6. Evaluate that all students have access to information
  - a. participate in the appropriate meetings of the Faculty Organization
  - b. participate in the evaluation processes of the School.
7. Evaluate test instruments used in the admission process are valid, reliable, and minimize cultural bias.
8. Review and determine that provisions for all exceptional admissions are based upon the School's educational purposes.
9. Determine that recommendations for revisions of admission criteria are based on annual evaluation reports and changes in California BRB regulations, WASC standards, curriculum and/or changes in program philosophy.
10. Determine that precise, accurate and current information is provided in the catalog concerning: educational purposes, degrees, curricular offerings, educational resources, course offerings, requirements for admission and for achievement of degrees.

## **ARTICLE XVI – CURRICULUM COMMITTEE**

### ***MEMBERSHIP***

The committee shall be composed of at least:

1. One member of the faculty from each semester.
2. One student representative from each class.

### ***PURPOSE***

The purpose of the committee shall be to:

Serve as a steering committee and provide oversight to course and semester committees on matters pertaining to curriculum development, evaluation, and revision to maintain integrity of the curriculum.

### ***FUNCTIONS***

The functions of the Committee shall be to:

1. Evaluate that the program philosophy is congruent with the Los Angeles County DHS, the College and School's Mission and Goals, and the needs of society.
2. Evaluate the nursing curriculum concepts to ensure correlation with the established program philosophy and to meet the required standard of the regulatory agencies.
3. Evaluate that the nursing curriculum concepts correlate with the established program philosophy and required standards of the regulatory agencies.
4. Evaluate that the Student Learning Outcomes: Program (SLOP) support the School's Philosophy, reflects the Student Learning Outcomes, and contains elements required by regulatory agencies.
5. Evaluate that the conceptual framework identifies relating concepts, sub-concepts, and theories congruent with the program philosophy and Student Learning Outcomes: Program.
6. Evaluate that the curriculum content progresses from simple to complex.
7. Evaluate that course descriptions reflect the philosophy, conceptual framework, and the Student Learning Outcomes: Program.

8. Evaluate all recommendations brought to the Curriculum Committee and propose curriculum changes with rationale as needed to the Faculty Organization for approval.

## **ARTICLE XVII – SEMESTER COMMITTEE**

### ***SEMESTER COMMITTEE***

The Semester Committees of the Faculty Organization shall be:

1. Semester 1
2. Semester 2
3. Semester 3
4. Semester 4

### ***MEMBERSHIP***

The committee shall be composed of the teaching faculty assigned to each semester.

### ***PURPOSE***

The purpose of the semester committee shall be to:

1. Plan, implement, and evaluate courses within the semester.
2. Ensure that there is open on-going communication maintained within a semester course and all other committees.

### ***FUNCTIONS***

The functions of the semester committee shall be to:

1. Maintain and implement the consistent and appropriate use of the School of Nursing policies with the semester.
2. Conduct a review of teaching methodologies, tools, and clinical experiences to assist the student in achieving the Student Learning Outcomes.
3. Maintain effective communication with the college and clinical affiliations.

4. Evaluate the progress and adequacy of clinical areas for identification of completion of course objectives and achieving Student Learning Outcomes.
5. Maintain consistent use of grading methods, course objectives, syllabi, test blueprint, and schedules utilized within the semester.
6. Make recommendations for changes as needed by semester to achieve Student Learning Outcomes.
7. Accomplish the tasks essential to the planning, implementation, and evaluation of the semester courses.
8. Evaluate the consistent and appropriate use of format in the development of materials within a semester.
9. Accomplish the tasks essential to the planning, implementation, and evaluation of the semester courses.

## **ARTICLE XVIII – COURSE COMMITTEE**

### ***COURSE COMMITTEE***

The Course Committees of the Faculty Organization shall be:

1. Nursing Practice (Medical-Surgical Nursing, Maternal-Child Nursing, Nursing Assessment, and Nursing Pharmacology).
2. Professional Practice.
3. Clinical Practice.

Note: The above was not on the document submitted by the course committee.

## **NURSING PRACTICE COMMITTEE**

### ***MEMBERSHIP***

The committee membership shall be composed of at least one member from each semester.

## ***PURPOSE***

The purpose of the course committee shall be to provide guidance in the planning, implementation, and evaluation of nursing (practice) courses:

Ensure that consistency, continuity, and progression within nursing (practice) courses are congruent with the School's philosophy, conceptual framework, curriculum threads, level objectives, and course objectives.

## ***FUNCTIONS***

The functions of the committee shall be to:

1. Monitor the consistent and appropriate use of curriculum concepts, principles and course objectives from simple to complex across all levels of the Curriculum.
2. Evaluate the consistent and appropriate use of teaching methodologies, tools, clinical experiences and course requirements following established format.
3. Evaluate the consistent and appropriate use of the test blueprint, grading methods, and content placement to achieve Student Learning Outcomes.
4. Evaluate the need for course revisions/changes and make recommendations to the appropriate committees.
5. Ensure the consistent and appropriate use of School of Nursing policies utilized within nursing practice courses.

## **PROFESSIONAL PRACTICE COMMITTEE**

### ***MEMBERSHIP***

The committee membership shall be composed of at least one faculty representative from each semester. Membership will not be less than four faculty.

**PURPOSE:**

The purpose of the committee is to create an environment that advances the development, growth, and success of each student. The committee's purpose is to provide guidance and counsel to the Faculty Organization and Administrative team in the areas of planning, implementation, and evaluation to help ensure that the Professional Role course is in alignment with and congruent with the School of Nurslings' Mission, Philosophy, Conceptual Framework, Curriculum Threads, Learning Objectives, Course Objectives and to help ensure that Student Learning Outcomes are achieved and course thresholds are met.

**FUNCTIONS:**

The functions of the committee shall be to:

1. Evaluate the continuity and appropriate use of curriculum progression, correlation of theory to clinical, organizing principles and course objectives from simple to complex across all levels of the curriculum (e.g. content mapping, rubrics, content matrix, test grids, SLOs).
2. Evaluate the consistent, effective and appropriate use of teaching methodologies, tools, learning activities, assessment and evaluation strategies (e.g. test construction, test grids, test review) and clinical experiences that contribute to course effectiveness and Student Learning Outcomes.
3. Promote and ensure that consistent and appropriate use of School of Nursing grading practices, NCLEX test plan, Nursing Process, Bloom's Taxonomy and matching test questions to course objectives. Participate in the design and evaluation of program outcomes to ensure SLOs are met.
4. Review for the consistent and appropriate use of established format in the development, design of course materials and evaluation of course and program objectives.
5. Monitor course evaluation data for patterns that may lead to opportunities for improvement and/or threshold for action.
6. Review, recommend and disseminate information regarding course changes to Standing Committees (e.g. Curriculum, Admissions and Promotions and Semester committees).
7. Collaborate with and review reports, proposals and recommendations from other committees. Consultation/partner/collaborate/dialogue with peer and content experts. Review and evaluate implemented changes and support faculty research.

# CLINICAL PRACTICE COMMITTEE

## ***MEMBERSHIP:***

The School of Nursing Director and Dean appoints members to the Clinical Practice Committee from the faculty as follows:

1. At least one faculty member from each semester.
2. The Skills Lab Coordinator.

## ***PURPOSE:***

The purpose of the Committee shall be to:

To examine the effectiveness of implementation of clinical courses within the School of Nursing curriculum in order to strengthen Student Learning Outcomes.

## ***FUNCTIONS:***

The functions of the Committee shall be to:

1. Monitor the clinical course evaluation data for patterns that may lead to an opportunity for improvement and/or threshold for action.
2. Evaluate the effectiveness of student placement in clinical settings.
3. Assess the utilization of skills laboratory to optimize student learning.
4. Ensure the correct and consistent implementation of clinical related Policies.
5. Making recommendations to the Curriculum Committee regarding Clinical Practice issues based upon pertinent data and practice trends.
6. Reporting findings to the Faculty Organization Committee.



# **ARTICLE XIX – ADMINISTRATIVE COMMITTEE**

## ***MEMBERSHIP***

The membership of the committee shall include:

1. Director and Dean, School of Nursing
2. Assistant Directors of Nursing
3. Semester Coordinators

## ***PURPOSE***

To provide a system for operationalizing activities that maximize the use of allocated resources.

## ***FUNCTIONS***

The functions shall be to:

1. Maintain relationships within the administrative structure of the College of Nursing and Allied Health.
2. Maintain formal and informal communication between local, state, regional agencies and cooperating institutions and their representatives.
3. Ensure administration, faculty and staff possess the necessary qualifications prescribed by job descriptions/regulatory agencies (BRN&WASC) to implement the total education program.
4. Use the allocated financial resources to implement the Program Outcomes and to provide an approved/accredited program.
5. Ensure the School's Annual Program Evaluation is an integral part of the School and involves:
  - a. Administration
  - b. Faculty
  - c. Staff
  - d. Students.
6. Promote an effective decision making process with regards to planning, implementing, and evaluating educational policies, by allowing for expression and exchange of opinion and information.