SOUTH DAKOTA STATE UNIVERSITY
COLLEGE OF NURSING
ORGANIZATION BYLAWS

PREAMBLE

The Organization of the College of Nursing, South Dakota State University (SDSU), Brookings, South Dakota, has adopted the following bylaws to assist in the orderly conduct of its affairs and to expedite the performance of its obligations in accordance with the policies and guidelines of the South Dakota Board of Regents (BOR) and SDSU.

These bylaws and any amendments thereto are subject to the approval of the President of SDSU.

It is acknowledged that the current BOR and Council of Higher Education Agreement (COHE) University Faculty Collective Bargaining Agreement requires the College of Nursing Organization or other organizational units to comply with its provisions, and that the agreement supersedes these bylaws. It is recognized that the university organizational structure requires College of Nursing participation in its academic senate, councils, and committees.

Article I
Name

The name of this body is the Organization of the College of Nursing, South Dakota State University, hereafter referred to as the College of Nursing Organization.

Article II
Purposes

The purposes of the College of Nursing Organization are to:

1. Assure the quality and integrity of curriculum and instruction of academic and non-academic education offered through the College of Nursing;
2. Provide an infrastructure for the College of Nursing to fulfill its goals, objectives, and obligations as an integral part of the university and community;
3. Align the College of Nursing’s strategic plan with the university’s strategic plan.
4. Provide a forum for discussion and formulation of positions and policies on matters concerning the College of Nursing.

Article III
Membership

Section 1. Types of Membership and Responsibilities.

A. Full Membership – Full membership, with full voice and vote, is accorded to:

1. Administrators. The dean and the associate deans, assistant deans and directors in the College of Nursing oversee the administration of the college. The dean and the administrators convene as often as necessary to lead administrative functions for the college. This leadership team includes the dean, assistant/associate deans, the Director of Nursing Student Services, and faculty who serve as site coordinators as recommended by the dean.
2. Faculty. Full-time and part-time permanent faculty with the rank of instructor, assistant professor, associate professor, professor, assistant clinical professor, associate clinical professor, clinical professor, lecturer, and senior lecturer, are considered full members.
B. Associate Membership – Associate members are professional staff who fill important advising, coordinating, and research roles within the College of Nursing. Professional staff are associate members who serve on committees and task forces with voice and vote in this service. Associate members have full voice without vote at College of Nursing Organization meetings due to their non-teaching, non-faculty role.

C. Affiliate Membership – Affiliate membership with voice but without vote, is accorded to:

1. Student members
2. Temporary, emergency, and hourly faculty
3. Adjunct faculty
4. Clinical assistants
5. Civil service staff

Section 2. Responsibilities of Full, Associate, and Affiliate Members.

College of Nursing Organization members participate and regulate faculty and students’ academic endeavors within the guidelines of the SDSU Faculty Handbook, the College of Nursing Faculty Performance Standards, SDSU Policies and Procedures, College of Nursing policies and procedures, and SD Board of Regents policies, procedures and academic guidelines. College of Nursing activities are further guided by the American Nurses Association Code of Ethics, federal and state laws, accreditation standards, and other applicable professional codes and standards as defined by individual employment status and assigned duties for the position. Full, associate, and affiliate members of the College of Nursing Organization are engaged in a breadth of responsibilities as relevant to their assignment and position, including:

A. Teaching and advising
B. Research, scholarship, and creative activity
C. General service to the college, university, profession, and community
D. Assigned professional service (such as clinical practice for advanced practice nurses [APRNs]).
E. Provision of support services to accomplish the college goals, objectives, and obligations.
F. Other duties as assigned in accordance with specific positions within the college.

Article IV
Officers

Section 1. Officers.

A. Chair – The chair of the College of Nursing Organization is the dean of the College of Nursing.
B. Vice-chair – The vice-chair is an administrator appointed to serve by the dean. The vice-chair assumes duties of the chair in his/her absence or at the discretion of the chair.
C. Secretary – The secretary is a full member elected at the spring or fall meeting of the College of Nursing Organization and serves for one academic year. The secretary is responsible for assuring meeting minutes are accurately recorded and permanently filed.

Article V
College of Nursing Organization Meetings

Section 1. Regular Meetings.

The College of Nursing Organization meets once each semester and as necessary.

Section 2. Special Meetings.
The chair calls special meetings of the College of Nursing Organization as deemed necessary and upon the written petition of five or more full members of the College of Nursing Organization.

Section 3. Executive Sessions.

The College of Nursing Organization may convene an executive session of full members to discuss confidential issues at regular or special meetings without debate by a majority vote. Guests may be invited to attend. Members are honor bound not to divulge information discussed during executive session. No minutes are recorded. After the executive session is closed by majority vote, actions are taken, and official minutes are recorded.

Section 4. Notice of Meetings.

The chair must distribute to all members a written notice of the place, day, time, and agenda of regular and special meetings. Agenda items must be sent to the chair prior to the meeting date.

Section 5. Quorum.

The presence of a simple majority of full members constitutes a quorum.

Section 6. Voting.

Voting on main motions and bylaws amendments may be conducted by voice vote, paper ballot, or electronically at the discretion of the chair. Voting in elections will be conducted by paper ballot or electronically unless there is only one candidate. A majority of those casting a vote carries a motion.

Section 7. Order of Business.

A. Roll call
B. Approval of agenda
C. Approval of minutes
D. Announcements
E. Unfinished business
F. New business
G. College dean’s report
H. Other reports from departments, standing committees, or ad hoc committees as needed.
I. Adjournment

The Order of Business can be modified to accommodate schedules and competing circumstances.

Section 8. Minutes.

The elected faculty secretary reviews the minutes before a dean’s office staff member distributes an electronically accessible copy to each organization member for review. A permanent record of minutes is saved electronically by the dean’s office staff.

Article VI
Department and Teaching Teams

Section 1. Department of Graduate Nursing.

A. Purpose: The purpose of the Department of Graduate Nursing is to provide the research, practice, instructional and curriculum expertise, and educational services to facilitate students to complete the
Master of Science (MS), Doctor of Nursing Practice (DNP), or Doctor of Philosophy (Ph.D.) degree programs in nursing.

B. Membership and Reporting in the Department of Graduate Nursing.
The members of the Department of Graduate Nursing include:
- the associate dean for graduate nursing who serves as chair of the graduate nursing faculty committee,
- graduate nursing program teaching faculty with SDSU graduate school approved graduate faculty status, and
- faculty members with a role in graduate teaching due to their clinical specialty,
- and, the assistant director of student services, graduate nursing (ex-officio).

C. Meetings of the Department of Graduate Nursing (i.e., graduate nursing faculty) are convened by the associate dean for graduate nursing, to assess, plan, implement, and evaluate the activities of the department. The graduate faculty develop, review, revise, and communicate graduate policies that reflect the current structure and function of the Department of Graduate Nursing, the College of Nursing Organization, and the Graduate School at SDSU.

1. Graduate faculty meetings are chaired by the associate dean for graduate nursing. In the absence of the chair, the associate dean for graduate nursing or the dean of the College, appoints a substitute chair from among the members.
2. The associate dean for graduate nursing reports at College of Nursing Organization meetings the activities of the department.
3. The associate dean for graduate nursing may from time to time appoint and meet with subcommittees of the department to carry out the mission of the department.

Section 2. Department of Nursing Student Services.

A. Purpose: The purpose of the Department of Nursing Student Services is to provide guidance and services to recruit, retain, and support pre-nursing, undergraduate nursing, and graduate nursing students at SDSU through admission, progression, and degree completion. Nursing student services personnel are involved with pre-nursing academic advisement and support through admission into the undergraduate major, professional advising to nursing students, and professional advising to graduate nursing students. The department is responsible for planning, implementing and evaluating recruitment, marketing, communications, and events.

B. Membership and Reporting in the Department of Student Services. Membership in the Department of Nursing Student Services (NSS) includes the director of nursing student services (administrator), assistant director of student services, graduate nursing, student services coordinators, and professional advisors. Professional advisors may report to the director or another supervisor for their specific program or delivery site. Other personnel may participate in the Department of NSS meetings on an ex-officio basis.

C. Meetings of the Department of NSS are convened by the director to assess, plan, implement, and evaluate the activities of the department.
1. Meetings are chaired by the director of the Department of NSS. In the event this is not possible, the director or the dean of the college will appoint a substitute chair from among the department members.
2. The Director of NSS reports at the College of Nursing Organization meetings the activities of the department, and may from time to time appoint and meet with subcommittees of the department to carry out the mission of the department.
Section 3. Department of Undergraduate Nursing.

A. Purpose: The purpose of the Department of Undergraduate Nursing is to provide expertise in curriculum, instruction, and both scholarship and service that facilitates students’ progression through the undergraduate nursing program options and the health science minor. Undergraduate program options include the standard Bachelor of Science (BS) in Brookings, Sioux Falls and Rapid City, the on-line RN to BS (i.e., RN Upward Mobility program) and the accelerated post-baccalaureate BS (Aberdeen and Sioux Falls).

B. Membership and Responsibilities in the Department of Undergraduate Nursing. The members of the Department of Undergraduate Nursing include the associate dean for undergraduate nursing (administrator) as well as assistant deans, undergraduate teaching faculty, and other staff members whose work involves undergraduate students (e.g., laboratory coordinators, simulation technician, site coordinators, and professional advisors). Meetings of the Department of Undergraduate Nursing are convened by the associate dean for undergraduate nursing to assess, plan, implement, and evaluate the activities of the Department of Undergraduate Nursing.

1. The meetings are chaired by the associate dean for undergraduate nursing. In the absence of the associate dean, the associate dean or the dean of the College will appoint an assistant dean to serve as chair.
2. The associate dean for undergraduate nursing reports activities of the department at the College of Nursing Organizational meetings, and may from time to time appoint and meet with subcommittees of the department to carry out the mission of the department. The associate dean or site-based assistant dean/coordination serves as the chair for the site-specific semester coordinator meetings. The purpose of these meetings is to assess, plan, implement, and evaluate undergraduate teaching needs and curriculum implementation.

Section 4. Department of West River Nursing.

A. Purpose: The purpose of the West River Department of Nursing is to provide expertise to facilitate recruitment, retention, and quality academic instruction and scholarship to support and deliver the standard undergraduate and graduate programs located in Rapid City. Program planning, implementation, and evaluation is done collaboratively with the associate deans of undergraduate nursing and graduate nursing.

B. Membership: The members of the West River Nursing Department include the assistant dean, West River Nursing Department, undergraduate and graduate faculty members, and other staff who support the program and its services.

C. Meetings: Meetings of the Department of West River Nursing are convened by the Assistant Dean, West River Nursing Department, to assess, plan, implement, and evaluate the activities of the department.

1. The meetings are chaired by the assistant dean of West River nursing. A substitute chair may be appointed from among the department members by the dean or assistant dean in the absence of the assistant dean of West River Nursing.
2. The assistant dean of West River Nursing Department reports activities of the department at the College of Nursing Organization meetings, and may from time to time, appoint and meet with subcommittees of the department to carry out the mission of the department.

Section 5. Faculty Roles as Coordinators.

A. Purpose: The purpose of the faculty role as a semester, program, specialty, or site coordinator is to provide leadership expertise and mentorship for teaching activities, instructional planning, orientation of new team members, and curriculum design, implementation, and evaluation. Coordinator roles vary, but generally involve oversight of curriculum or program activities including clinical laboratory, preceptorships, didactic instruction, student orientation, or simulation activities. Collaboration across
program delivery sites and with other coordinators is part of the role. Coordinators participate in regular meetings as scheduled by the associate or assistant dean who has supervisory authority over the role. A site coordinator may convene the semester coordinators for the programs delivered at that site for planning, implementation, and evaluation purposes.

B. Membership: Faculty members who accept a coordinator assignment.

C. Site-specific meetings of the undergraduate semester coordinators are convened by the site supervisor responsible for undergraduate nursing.

D. Coordinators meet regularly with their teaching team and administrative supervisor.

Section 6. Teaching Teams: The purpose of the teaching teams is to design, implement, and evaluate the curriculum for students in either a face-to-face or an on-line format.

A. Health Science Team
Faculty assigned to teach health science courses are convened at least once per year by the associate dean for undergraduate nursing, who acts as chair of this team, which plans and implements the health science minor and oversees implementation of all graduate and undergraduate courses.

1. Minutes of the meetings are recorded, sent to each team member, and saved by the electronically by the dean’s office secretary.

2. The chair submits an annual written report to the College of Nursing Organization at the spring meeting.

B. RN Upward Mobility Team
Faculty assigned to teach RN Upward Mobility courses are convened at least once per academic year by the associate dean of undergraduate nursing, who acts as chair of this team.

1. Minutes of the meetings are recorded, sent to each team member, and the dean’s office secretary for saving electronically.

2. The chair submits an annual written report to the College of Nursing Organization at the spring meeting.

C. Undergraduate Semester Teams
There are five semester teams, corresponding to each of the semesters in the curriculum, at the Brookings, Sioux Falls, Aberdeen, and Rapid City sites. Each semester coordinator convenes meetings of faculty who teach in the respective semester monthly or more frequently, to assess, plan, implement, and evaluate instruction of students as well as curriculum processes and outcomes.

1. Meetings are chaired by the semester coordinator. A team member by be appointed as substitute chair by the coordinator or the respective supervisor in conjunction with the coordinator.

2. Semester coordinators collaborate within and between sites to ensure consistency of curriculum implementation.

3. Minutes of the meetings are recorded, sent to each team member, and the dean’s office secretary for saving electronically.

4. The semester coordinator submits an annual written report to the College of Nursing Organization at the spring meeting.

5. The semester coordinator may appoint and meet with subcommittees to accomplish the mission of the team.

6. Student representatives are elected by students enrolled in the nursing major of that respective semester and attend with voice but without vote.

D. Graduate Teaching Teams
The faculty who teach in a specific graduate program or specialty will convene at least once per semester to plan, implement, and evaluate the activities within that program (e.g., APRN team, DNP team, Ph.D. team, and MS specialty teams).

1. Meetings are chaired by an appointed program coordinator or a faculty member who has a key role in the program.
2. Graduate teaching teams ensure quality program implementation within degree offerings and between degree offerings when courses meet requirements for more than one program.
3. Minutes of the meetings are recorded, sent to each team member, and the dean’s office secretary for saving electronically.
4. Each graduate teaching team for a specific program submits an annual written report to the College of Nursing Organization at the spring meeting.

Article VII
Committees

Section 1. Executive Committee

A. Composition:
The Executive Committee consists of the following members:
1. College of Nursing administrators (the dean and two appointed assistant or associate deans).
2. Three faculty members (two from East River—elected in alternate years—and one from West River) are nominated and elected for two-year terms at the spring or fall College of Nursing Organization meeting.

B. Officers:
1. The dean of the College of Nursing chairs the Executive Committee.
2. In the event the dean is unable to chair, the vice-chair of the College of Nursing Organization substitutes as chair of the Executive Committee.

C. Functions:
1. Schedule and plan meetings of the College of Nursing Organization.
2. Meet to transact business for the College of Nursing between regular College of Nursing Organization meetings.
3. Review and revise processes for appointment of faculty and staff to College of Nursing Organization standing committees.
4. Recommend to the dean, members for appointment to ad hoc committees.
5. Act in an advisory capacity to the dean.
6. Serve as the communication link between college administration and the College of Nursing Organization.

D. Meetings:
1. Meet quarterly or more frequently during the academic year.
2. The proceedings and actions of this committee are reported to the faculty through distribution of minutes.
3. Recommends agenda items for the next regular meeting of the College of Nursing Organization, or refers action items to respective standing committees or the CON organization for consideration and approval.

Section 2. Standing Committees of the College of Nursing Organization

A. Admissions and Scholastic Standards (Graduate and Undergraduate)
B. Bylaws and College of Nursing Handbook
C. Curriculum (Graduate and Undergraduate)
D. Faculty Development
E. Public Relations and Communications
F. Research
G. Academic Assessment and Evaluation
H. Simulation and Health Informatics
Section 3. **Standing Committee Structure** (except for Executive Committee and Academic Promotion and Tenure).

A. Committee membership is appointed by the dean on recommendation of the Executive Committee.

B. The chair-elect is elected from the committee membership in the spring every other year and serves in this capacity with the chair for one academic year. The chair-elect assumes the role of chair the next academic year and serves for two years. For new committees, or committees that transition to the chair-elect model, the chair is elected at the first committee meeting of the academic year. For these committees, a chair-elect is elected in the spring prior to the chair’s last year of service. A chair may serve up to two consecutive terms. Exceptions are noted in the sections pertaining to specific committee composition.

C. Meetings occur monthly or as necessary throughout the academic year.

D. Minutes of committee meetings are recorded using a template available in the College of Nursing Handbook. Minutes are sent to each committee member and are filed electronically in the dean’s office.

E. Each committee submits an annual written report using a template available in the College of Nursing Handbook. The annual written committee report is adopted by a majority vote of the committee members and submitted to the dean’s office prior to the spring meeting of the College of Nursing Organization.

F. Committee recommendations must be reported to and when relevant, acted upon, by the College of Nursing Organization or the respective faculty committee (e.g., graduate curriculum changes are approved by the graduate faculty; undergraduate curriculum changes are approved by the undergraduate faculty).

G. The dean, assistant and associate deans and directors are ex-officio, non-voting members of all standing committees. Exceptions are noted in the sections pertaining to specific committee composition.

Section 4. **Admissions and Scholastic Standards Committees**

A. Composition of the Committees: There are two Admissions and Scholastic Standards Committees

1. Undergraduate Admissions and Scholastic Standards, and

2. Graduate Admissions and Scholastic Standards Committee (MS, DNP, Certificate, and Ph.D.).

   a. Undergraduate Admissions and Scholastic Standards Committee members must hold the rank of instructor or above.

   b. Graduate Admissions and Scholastic Standards Committee members must hold SDSU graduate faculty status. Provisional appointments to serve can be provided to faculty who teach in a specialty area of practice relevant to the committee’s role (e.g., a MS prepared Family Nurse Practitioner [FNP]). At least one member must hold advanced practice registered nurse (APRN) certification, full-time faculty status, and this member will liaise with APRN faculty to assure input into FNP student admission, progression, and completion criteria.

   c. Nursing Student Services personnel can serve on the committee on an ex-officio basis.

B. Functions of the Undergraduate Admissions and Scholastic Standards Committee:

1. Establish and revise criteria for admitting undergraduate students.

2. Review student applications and recommend students for admission.

3. Develops and maintains the undergraduate student handbook, consistent with the College of Nursing, SDSU, and BOR policies and procedures.

4. Recommend to the leadership team, undergraduate students for awards and scholarships.

5. Document admissions information and student selection for the Standard, RN Upward Mobility, and the Accelerated options in the minutes.

C. Functions of the Graduate Admissions and Scholastic Standards Committee:
1. Establish and revise criteria for admitting graduate students within university and graduate school admissions criteria.
2. Assist with MS, DNP, certificate, and Ph.D. graduate student recruitment.
3. Review student applications, arrange interviews, and recommend students for admission.
4. Make recommendations concerning approval of MS and DNP student plans of study, progression, and plan of study changes to the associate dean for graduate nursing.
5. Make student award and scholarship recommendations to the associate dean for graduate nursing.
6. Develops and maintains the graduate student handbook, consistent with the SDSU graduate school, SDSU, and BOR policies and procedures.

D. Meetings: The committees meet at least once a semester and as necessary.

Section 5. Bylaws and College of Nursing Handbook Committee.

A. Composition: Faculty members and professional staff. A member of the leadership team serves in an ex-officio capacity.
B. Function:
   1. Develop, review, revise, and communicate bylaws, policies, and guidelines in the online College of Nursing handbook, which reflects the current structure and function of the College of Nursing and the College of Nursing Organization.
   2. Research evidence based policy updates in nursing education for potential relevance to College of Nursing policies and guidelines.
   3. Assure that College of Nursing faculty and staff policies are approved by the College of Nursing Organization, undergraduate nursing policies are approved by undergraduate faculty, and graduate nursing policies are approved by graduate faculty.
   4. Systematically reviews and researches potential updates to policies based on evidence based guidelines and professional or regulatory environmental changes.

Section 6. Curriculum Committees.

A. Composition:
   1. There are two curriculum committees:
      a. Undergraduate Curriculum Committee (all BS program options and the health science minor)
      b. Graduate Curriculum Committee (MS, DNP, Ph.D., and Certificate programs).
   2. The chairperson for each curriculum committee is elected from faculty within the respective committees. A member of the leadership team serves in an ex-officio capacity.
   3. Undergraduate Curriculum Committee Membership:
      1. The undergraduate curriculum committee membership is restricted to undergraduate faculty.
      2. Student representation with voice, without vote, is provided by student representatives elected from each delivery site.
   4. Graduate Curriculum Committee Membership:
      a. The committee membership is restricted to graduate teaching faculty with SDSU graduate faculty status and a graduate student representative from each specialty (if possible).
      b. Student representatives have voice without vote. Students are invited to participate through graduate faculty announcements sent electronically.
B. Functions:
   1. Undergraduate Curriculum Committee Functions
      a. The committee is concerned with matters pertaining to the undergraduate program (BS) and curricula as well as the health science minor.
      b. The committee completes mapping to accreditation standards and relevant national guidelines.
      c. The committee assures that the pre-nursing and nursing curricula comply with BOR and SDSU academic policy requirements.
      d. The committee creates and maintains a curriculum handbook of policies and procedures.
e. The committee develops and reviews the curriculum and outcomes of the health science minor.

f. The committee reviews the BS program outcomes report completed by the academic assessment and evaluation committee on an annual basis.

2. Graduate Curriculum Committee Functions
   a. The committee is concerned with matters pertaining to the graduate programs and curricula.
   b. The committee completes mapping to accreditation standards and relevant national guidelines.
   c. The committee assures that the graduate nursing curricula comply with BOR and SDSU academic policy requirements.
   d. The committee communicates and collaborates with the SDSU Graduate School.
   e. The committee reviews the MS, DNP, and Ph.D. program outcomes report completed by the academic assessment and evaluation committee on an annual basis.

3. Curriculum Approval Processes
   a. The committees take recommendations to the members of the Undergraduate Faculty, Graduate Faculty, or the College of Nursing Organization for approval.
   b. When business of these committees pertains only to the undergraduate or graduate programs, the information is shared with the other curriculum committee for consideration of relevance to the business of that committee. When curriculum matters affect all students in the College of Nursing programs, final approval is made by the College of Nursing Organization, otherwise business is approved by the respective faculty, graduate or undergraduate. Curricula also undergo review by other graduate school or academic affairs committees per BOR policy.

Section 7. Faculty Development Committee.

A. Composition:
C. Membership includes representation from undergraduate and graduate faculty. The college representative to the University Faculty Development Committee is an ex-officio member. A member of the leadership team serves in an ex-officio capacity.

B. Functions:
1. Facilitate faculty development activities to achieve the mission and goals of the College of Nursing.
2. Participate in orientation and mentoring of new faculty.
3. Based on the strategic mission and goals for the College of Nursing, submit a call for faculty development applications twice each academic year, review applications and make recommendations for funding to the Dean of the College of Nursing regarding professional development funding recipients.
4. Plan and implement presentation of funded professional development activities.
5. Plan and implement other faculty development activities, including the spring College of Nursing Summit, based on recommendations of standing committees and teaching teams.
6. Assist with special events related to faculty development, such as consultant activities and the annual Sigma Theta Tau Research Day.

Section 8. Public Relations and Communications Committee.

A. Composition: Membership includes representation from career service and professional staff. A member of the leadership team serves in an ex-officio capacity.

B. Functions:
1. Promote good relationships between the college and the public, especially prospective students, current students, alumni, and community stakeholders.
2. Plan for marketing and communications of College of Nursing programs, events, and activities including recruitment materials, promotional materials, magazines, and social media.
3. Administer the thoughtfulness fund designed for faculty and staff recognition and support.
4. Coordinate awards for faculty and members of the public, including the Distinguished Service Award(s), the Faculty Award for Excellence in Leadership, Teaching and Scholarship, and the Professional or Career Service Award for Excellence.
5. Support College of Nursing special events and recruit faculty and staff volunteers.

Section 9. Research Committee

A. Composition: Representation is from graduate and undergraduate faculty. The associate dean for research is an ex-officio member.

B. Functions:
1. Advise the Office of Nursing Research on administrative matters to assist faculty research.
2. Conduct pre-submission reviews of extramural research proposals as requested.
3. Review research proposals submitted by faculty in response to the annual internal call for proposals and make recommendations for funding to the Office of Nursing Research.
4. Serve or assure representation of the College of Nursing faculty on health system nursing research committees.
5. Represent the College of Nursing in health research initiatives within SDSU.
6. Screen proposals that involve nursing students as human subjects.
7. Solicit nominations and select the recipient of the annual College of Nursing Research and Scholarly Excellence Award.
8. Solicit, review and choose students for support at the Midwest Nursing Research Society conference.

Section 10. Academic Assessment and Evaluation

A. Composition: Representation is from graduate and undergraduate faculty. An academic administrator serves as an ex-officio member.

B. Functions:
1. Oversees development and implementation of the College of Nursing program assessment and evaluation plans.
2. Performs ongoing program assessment and evaluation by collecting and analyzing data related to student learning outcomes and program outcomes (graduate and undergraduate).
3. Assesses program effectiveness by evaluating student achievement related to: retention/progression rates, graduation rates, licensure/certification pass rates; job placement rates; and program satisfaction defined as graduate, alumni, and employer program satisfaction.
4. Collects and collates relevant data for program assessment and evaluation. Data are accessed through the College of Nursing program leaders (Undergraduate Associate Dean/Graduate Associate Dean/Director of Nursing Student Services) in compliance with accreditation guidelines. Additional data are derived from a review of annual licensure examination reports and results of formative nationally normed testing as integrated into the curriculum.
5. Develop and maintain the infrastructure for a student assessment test bank and review/approve test items from those submitted by the faculty who are actually teaching the content/course.
6. Develop and disseminates an annual report and makes recommendations to other committees regarding program improvements.

Section 11. Simulation and Informatics Committee

A. Composition: Representation is from undergraduate and graduate faculty. A leadership team member serves as the ex-officio member.

B. Functions:
1. To promote the use of the simulated on campus clinical learning experiences and to oversee and support integration of new technologies into the nursing curriculum.
2. Plan and conduct professional development to enhance faculty’s knowledge and use of simulated learning experiences.
3. Review simulation equipment and supply needs at all program development sites and develops a 10-year plan for equipment replacement or upgrades.
4. Offer guidance on developing, implementing and evaluating simulated learning experiences and offer suggestions for improvement.
5. Develop policies for simulation experiences, teaching and facilities.

Section 12. Ad Hoc Committees/Task Forces.
   A. Composition: The members are appointed by the Executive Committee, the dean, associate/assistant deans, directors, or coordinators.
   B. Functions:
      1. The committee performs the purposes and duties as assigned upon appointment.
      2. The committee distributes minutes of meetings as directed by the Executive Committee.
   C. Reporting and Adoption of Recommendations: The official report of an ad hoc committee or task force will be adopted by a majority vote and presented at a meeting of the appointing committee or individual. The faculty must act upon all recommendations in the official report.
   D. Meetings: Meetings are held as necessary.

Section 13. Academic Promotion and Tenure Committee.

The composition of the Promotion and Tenure Committee, its functions and meetings are directed in the current agreement between the South Dakota Board of Regents and Council of Higher Education. The committee evaluates applications for promotion across all tracks in the College of Nursing (professorial, clinical, and lecturer). Tenure review is specific to the professorial track. This committee reports to the dean.

Article VIII
Advisory Board

The dean of the College of Nursing may convene an external advisory board for program planning purposes. The composition and function of the advisory board are determined by the Leadership Team at the time of board initiation.

Article IX
Parliamentary Procedure

On questions of parliamentary procedure, Robert’s Rules of Order, Revised, shall prevail.

Article X
Amendment of the Bylaws

Section 1. Amendment.

These bylaws may be amended, repealed or revised, in whole or in part by a majority vote. Amendments are to be printed or posted electronically and circulated to faculty not less than 30 calendar days prior to the meeting at which a vote is to be taken.

Section 2. Suspension.
The bylaws may be suspended temporarily for a definite purpose by a two-thirds vote of the members present.

**Article XI**

**Approval of the Bylaws**

These bylaws and any amendments thereto are subject to the approval of the President of South Dakota State University in accordance with the BOR and SDSU policies.

Amended by Faculty Vote,  
Amended by Faculty Vote, December 10, 2014  
Amended by Faculty Vote, August 26, 2010  
Amended by Faculty Vote, May 16, 2006  
Amended by Faculty Vote, May 11, 2004  
Amended by Faculty Vote, May 14, 2002  
Amended by Faculty Vote: 8/26/2010  
Amended by Faculty Vote, May 15, 2000  
Amended by Faculty Vote, December 15, 1999  
Amended by Faculty Vote, December 16, 1997  
Amended by Faculty Vote, May 12, 1997  
Amended by Faculty Vote, December 16, 1996  
Accepted by action of the faculty of the College of Nursing Faculty Assembly, May 5, 1995

Revised & Approved: __12/10/14_____________  
Reviewed: __8/21/14_____________