Galveston College

Nursing Faculty Handbook

Revised May 2018

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TABLE OF CONTENTS

Purpose of Faculty Handbook 2
History of Galveston College 3
Organizational Structure 4
Mission Statement, Vision Statement, Philosophy (ADN) 5
Values, Program Outcomes 7
Entry Level Competencies of Texas Graduates 8
ADN Program Definitions 9
Nursing Faculty Nondiscrimination Policy 12
Sexual Harassment 13
Nursing Faculty Professional Ethics 13
ADN Curriculum Plan 15
EMT-P to ADN Role Transition 17
LVN to ADN Role Transition 19
Philosophy (VN) 20
Scope of Practice, Conceptual Framework 21
Conceptual Framework Diagram 22
Program Objectives 23
Entry Level Competencies of Texas Graduates 23
VN Curriculum 25
Department Policies 26
Course Coordinator Responsibilities 30
Test Taking Policy/Procedure/Security 33
Faculty Evaluations 37
Clinical Problem Solving 37
Faculty Development 38
Orientation Plan for New Faculty 39
Galveston College Nursing Faculty Organization (GCFNO) 40

Appendix A (GCNFO By-Laws) 41

PURPOSE OF FACULTY HANDBOOK

The Galveston College Nursing Program Faculty Handbook has been prepared as a guide for the faculty to assist in the consistent interpretation of the policies of the program. It is intended to help Associate Degree and Vocational Nursing faculty to meet their responsibilities.

The Handbook is to be utilized by all faculty members during program orientation and as an ongoing reference. As revisions are made, these revisions will be sent to each faculty member to be inserted in the Handbook.

The Faculty Handbook is available online at S:/Health Occupations/Handbooks/Nursing Faculty Handbook 5/2018.

HISTORY OF GALVESTON COLLEGE

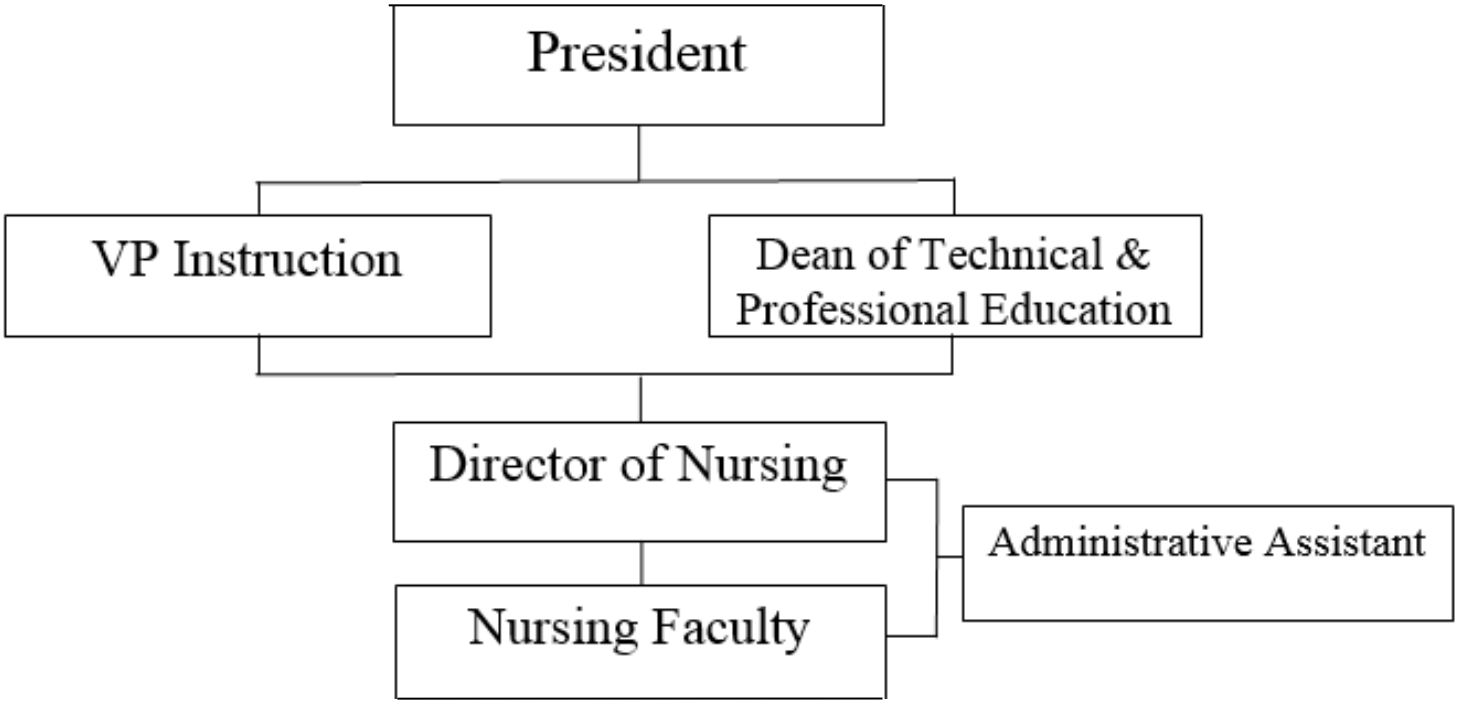
From the beginning of the College in September 1967, through the Spring of 1970, the College occupied Moody Hall, a refurbished orphanage, as its only campus facility. The initial offerings were fairly broad in scope, while the occupational program was minimal but strong. During the 1970's and 80's the college continued to expand and serve the needs of Galveston County. Programs were developed to complement the Island's growing tourism and hospitality industries, and increased emphasis was placed on Adult/Continuing Education to offer courses for community interest and individual development. With the University of Texas Medical Branch as the main employer on the island, health-related programs grew and prospered.

The years from 1990 - 2000 marked campus expansion, with the addition of Regent's Hall, Hermes Fitness Center, Fine Arts Building and additional parking. The enrollment reached an all-time high of 2,477 in Fall, 1994. Non-credit Community Education and Workforce Development programs also achieved great success. The Associate Degree Nursing program expanded early in the decade, responding to the Texas nursing shortage with the admission of two classes per year and a week-end evening class. A Tech-Prep agreement was developed with Ball High School to serve as a linkage for students interested in nursing and other health occupations.

The nursing programs include an Associate Degree, Vocational Nursing Certificate, LVN and EMT role transition to ADN. A first-year distance education initiative was located at Brazosport College in Lake Jackson through Spring 2008 for the ADN program. Beginning Fall 2008 all ADN students were located on the Galveston College campus. The one-year Vocational Nursing program begins once each year in June. Transition students begin in the summer and enter with level II ADN students in Summer II of the ADN program.

ORGANIZATIONAL STRUCTURE

The Nursing programs are part of the Division of Technical and Vocational Education. Administrative linkages flow from the President to the Vice President of Instruction to the Dean of Technical and Professional Education, to the Director of Nursing, to the faculty of the Associate Degree and Vocational Nursing programs.



MISSION STATEMENT

In keeping with the mission of Galveston College, the Nursing Programs will provide a collaborative educational environment of the highest standards to prepare graduates committed to excellence in nursing practice in evolving health care settings serving local and global communities.

VISION STATEMENT

Graduates of the Galveston College Department of Nursing will provide excellence in compassionate, patient/client centered nursing care. Graduates will be lifelong learners while providing care locally, nationally, and globally.

PHILOSOPHY

The Galveston College Department of Nursing believes nursing is both an art and science emphasizing pertinent tenets which include caring, communication, safe competent practice, and clinical reasoning/decision making and judgment. Nursing respects the uniqueness of all persons. The Nursing Department prepares graduates to collaborate with the client, patient/family to promote, attain or maintain an optimal level of health or die with dignity.

Nursing education incorporates the synthesis of scientific principles and liberal arts. Through this process, students acquire knowledge, caring behaviors, and skills expected of a professional nurse. The faculty recognize the dynamic process of nursing education and incorporate the student's individual and cultural diversity, and potential abilities. Students are expected to demonstrate progression in accountability and responsibility within the learning process.

The nursing programs promote educational transition within the Department of Nursing and universities statewide and nationally. The Department of Nursing is committed to promoting the development of qualified students prepared for the professional role as a registered nurse or licensed vocational nurse at entry level and encourages graduates to complete a RN to BSN or higher degree.

The Department of Nursing is committed to developing a curriculum with competencies' needed to provide safe, patient-centered care for a diverse population in complex environments which increasingly require interdisciplinary teamwork, collaboration, evidence based practice, quality improvement and informatics and technology. Graduates from Galveston College are prepared to meet the Differentiated Essential Competencies (DEC's) at the associate degree and vocational nurse level(s) as defined by the Texas Board of Nursing's four major roles: provider of patient-centered care, member of the profession, patient safety advocate and member of the healthcare team. Core values of caring, ethics, and integrity support the program's integrating threads of QSEN concepts and lead to the main program outcomes of ensuring quality of life, sound nursing judgment, professional integrity, and spirit of inquiry.

Students develop a deeper understanding of prevalent health care conditions and diseases

across the life span. Faculty design and implement educational experiences and learning activities which promote critical thinking, clinical reasoning, student engagement, self-assessment, and self-directed learning. Developing clinical reasoning and clinical judgment results from an understanding of patient/family centered care on a conceptual level. Reflective practice, evidence-based practice, ethical practice, cultural competence, inter-professional collaboration, and therapeutic communication and relational skills are essential competencies of clinical reasoning and judgment for professional nursing. Opportunities are provided for students to engage in interactive and collaborative activities with their peers which contribute to better learning outcomes and development of better critical thinking/reasoning skills.

VALUES

The shared values listed below are among the beliefs which guide Galveston College in the development of its mission, goals, programs, and services:

- Access
- Academic Excellence & Student Success
- Integrity
- Diversity and Inclusion
- Respect
- Stewardship
- Innovation

PROGRAM OBJECTIVE/OUTCOMES

1. A three (3) year mean for the NCLEX-RN licensure examination pass rate at or above the state mean of 80% for the same three-year period.
2. At least 40% of graduates will have secured employment by graduation and 95% of graduates will be successfully employed in nursing within one year of graduation.
3. At least 90% of all students will complete the program within five (5) semesters (AD).

References:

Benner, P., et. al. (2009). Educating Nurses: A call for radical transformation. The Carnegie Foundation. Stanford, CA.

Johns, C. (2004). Becoming a reflective practitioner. (2nd ed.). Blackwell Publishing. Oxford, UK.

Oermann, M. & Gaberson, K. (2016). Clinical teaching strategies in nursing. Springer Publishing, Danvers, MA.

Watson, J. (2008). Nursing: The philosophy and source of caring. (rev. ed.). University Press of Colorado. Boulder, CO.

ENTRY LEVEL COMPETENCIES OF TEXAS GRADUATES

These competencies are written for nursing programs to meet the approved criteria established by the Texas Board of Nursing. These are essential competencies for the graduate of Galveston College Associate Degree Nursing Program:

Member of the Profession

1. Function within the nurse's legal scope of nursing practice.
2. Participate in activities which promote the development of the professional nurse.
3. Demonstrate responsibility for continued competence in professional nursing practice.
4. Develop insight into practice through reflection, self-analysis, self-care, and lifelong learning.

Provider of Patient-Centered Care

1. Use clinical reasoning and evidence based practice as a basis for clinical decision-making in nursing practice.
2. Demonstrate clinical decision making by integrating critical thinking and the nursing process.
3. Determine physical and mental health status, needs, and preferences of culturally ethnic and socially diverse patients and their families.
4. Implement the plan of care for patients and the families with consideration for disease prevention, wellness, and promotion of healthy lifestyles.
5. Implement teaching/learning principles to meet the needs of the patient and families with complex health needs.
6. Provide care which is respectful of and responsive to individual patient preferences, needs, and values.

Patient Safety Advocate

1. Implement measures to promote quality and a safe environment for patients, self, and others.
2. Obtain instruction, supervision, or training as needed when implementing nursing procedures/practices.
3. Initiate and facilitate effective communication with patients, families, and members of the healthcare team.

Member of the Health Care Team

1. Collaborate with members of the interdisciplinary team, client/patient, and families to manage care.
2. Establish and maintain trusting, interpersonal relationships with client/patient, families, significant others across the lifespan, and interdisciplinary team members, incorporating caring behaviors.

PHILOSOPHY DEFINITIONS

Nursing

Nursing is "the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations" (ANA, 2013). This is accomplished through the creative use of knowledge, skills, and experience. Nursing is both an evolving science and a healing art. Nursing is the therapeutic use of self in a creative, caring relationship with clients. This distinctive therapeutic partnership occurs in a variety of settings. In this alliance, the goal of the nurse and the client is to promote

wellness, restore or maintain optimal health, prevent health problems, or achieve a peaceful, dignified death. The professional nurse interacts with multiple disciplines as a provider of care, influencing the type and quality of care a client receives. Nursing requires competence in a variety of roles: advocate, caregiver, coordinator, counselor, educator and leader.

Caring

Caring is the foundation of nursing education and the nursing profession. Caring is an interpersonal process involving cognition, affect and behavior that allows the nurse to act with and in the best interest of the client. It is the prerequisite for effective, creative problem solving. The cognitive element of caring to assist another to grow, is built on a broad knowledge base which includes knowing who the client is, what the client requires, what is conducive to growth, how to respond effectively to the client's needs, and what abilities and limitations of both the nurse and client have. (Mayeroff, 1971). A caring nurse exhibits sensitivity to cues and the ability to search for unique solutions and solutions preferred by the client. The effect of caring is a valuing of the significance of the client's immediate state of being. The behaviors of caring are competence in physical caretaking skills, effective communication, critical thinking skills and respecting the client's values and beliefs. Caring requires the ability to set priorities, to set limits when needed and to empower the client while providing support. Caring requires that the caregiver be sensitive to the needs of self and others. Clients "experience a heightened sense of integrity and sense of self that manifests itself in courage, endurance, and a heightened sense of being alive." (Montgomery, 1993, p.103). The nurse exhibits caring for the client by acting as an advocate for the client, functioning on behalf of the client or empowering the family to intervene until the client can act for self.

Communication

Communication is the purposeful verbal and non-verbal exchange of information and feelings between two or more persons. In nursing, it is the ability to interact with the client, family and health care resources. It involves the capability to give and receive, comprehend and synthesize messages.

Community

Community is a unified group with common interests. These interests may include the pursuit of knowledge, improvement of the local geographic area, protection of the species of man and awareness of global social, economic and political issues.

Competence

Competence is the qualified nursing performance based upon professional intention and commitment that is carried out in accordance with the Texas State Nursing Practice Act, Differentiated Entry Level Competencies and the American Nurses Association Standards of Practice. Nursing practice continually evolves as it incorporates new knowledge and technology.

Coordinator

Coordinating is the handling or direction of activity with skill and care. The coordinator in

nursing is a facilitator and liaison who serves as a client advocate in the health care system. The role includes encouragement of client participation, communication of client needs and orchestration of client activities in cooperation with the health care team.

Clinical Reasoning/Critical Thinking/Clinical Judgment

Clinical reasoning is the total approach to the understanding of how one makes sense of one's world. It includes: thinking actively, thinking for oneself, being open to new ideas, questioning for understanding, making decisions based on accurate data, supporting views with rationale and discussing ideas using an organized format.

Critical Thinking is a purposeful and systematic process requiring conscious discipline. The critical thinking process requires a proficiency in the examination of assumptions and communication of implications and alternatives. The critical thinker becomes an active, empowered participant who is aware of interaction with the world, who examines his/her own values, attitudes and beliefs, who has a global view of issues, and who is able to regularly take considered action. The use of critical thinking promotes responsibility and skill in decision making. In the evolving healthcare delivery system, clients are required to be more responsible for their own health which will require critical thinking abilities for the healthcare consumer. The client and the professional nurse will use critical thinking skills in the collaboration as they assess the client's health status. The complexities of the healthcare delivery system, the political system, the economic system, and the ecological system, all parts of the environment present clients with dilemmas concerning efficient utilization of resources. Critical thinking strengthens the evaluation of those issues to determine priorities. Critical thinking in nursing is formalized through the use of the nursing process. The nurse uses critical thinking skills to examine assumptions, alternatives, and implications while caring out the nursing processes of assessing, planning, implementing, and evaluating the nursing care of the clients and families.

Cultural

Culture is a learned behavior of social groups, both present and past, which includes: knowledge, beliefs, skills, arts, morals, laws, customs and hereditary influences. It is a structure for living that fosters pride and a sense of belonging. Culture influences goals, attitudes, values and roles.

Empower

Empowerment is the development of partnerships for learning. It is the mutual sharing of responsibility and decision-making between the student and faculty, the nurse and client.

Involvement

Involvement is the active commitment to an activity. It may be to the study of nursing as a student; development of professional relationships with clients, families and health care team members; innovation within the health care agency; advancement of the profession as a graduate nurse; and promotion of health, economic and political issues within the global community.

Learning
Learning is a process, which results in a change of behavior. It is on-going across the life span. Learning involves making choices in life, active involvement, incorporation of past experiences and a commitment to the principles of critical thinking. Learning is inherent to the advancement of the profession of nursing.

Needs
Needs are the physiologic and/or psychological requirements identified in the format of the five dimensions of man necessary for the well being of all persons. The dimensions include the physical, emotional, intellectual, social and spiritual spheres of the person. An objective of nursing is to assist the client and family to meet physiologic and/or psychological needs using Maslow's Hierarchy and the Nursing Process framework.

Nursing Process
Nursing process is a five step problem-solving method employed by the nursing profession to facilitate the care and teaching of clients and families. The focus of the nursing process for the client and family is related to the alleviation, maintenance, and/or prevention of health care problems and on the promotion of health. Steps of the nursing process include assessment, diagnosis, planning, implementation, and evaluation.

Partnership
Partnership is the cooperative relationship between parties to achieve objectives. Each party is required to assume an active role to reach the desired objectives. The faculty and the student must share the responsibility for identifying learning objectives. The college and health care agencies must communicate to identify and meet the needs of the nursing profession and the community.

Professional
Professional is one who adheres to the legal, ethical and practice standards of a chosen career. In nursing, the professional is a decision-maker, accountable for nursing practice and responsible to the needs of the client, family and community. The professional aspires to improve the discipline of nursing and its contribution to society and advocates for high standards of nursing practice.

References:
ANA (American Nurses Association) (2013). Retrieved from Nursingworld.org.

Mayerhoff, M. (1990). *On caring*. New York: Harper Collins Publishers.

Montgomery, C. (1993). *Healing through communication: The practice of caring*. Newbury Park, California: Sage Publications.

Ebersole, P. & Hess, P. (2008). *Towards healthy aging*. St. Louis: Mosby

NURSING FACULTY NONDISCRIMINATION POLICY

Galveston College strive to provide an educational environment which affirms the rights and dignity of all students and faculty and fosters diversity. Discrimination or harassment of any kind is considered inappropriate.

Galveston College is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, veteran's status, or against disabled persons.

Galveston College complies with nondiscrimination regulations under Title VI and Title VII, Civil Rights Acts of 1964; Title IX, education Amendments Act of 1972; Vietnam Era Veteran's Readjustment Assistance Act of 1974; Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; the Age Discrimination in Employment Act of 1967; and other applicable statutes.

SEXUAL HARASSMENT

Galveston College policy is that no member of the college community (faculty, staff, or student) may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct for a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decision affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's professional or academic performance or creating an intimidating, hostile, or offensive employment, education, or living environment.

Sexual harassment is illegal under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. In some cases, sexual harassment may be subject to prosecution under the criminal sexual conduct law and personal liability.

NURSING FACULTY PROFESSIONAL ETHICS

The Department of Nursing at Galveston College believes that self-regulation should govern ethical issues within the department. The principles of beneficence, no maleficence, justice, and autonomy should govern ones actions. Beneficence means to act in a kind and positive manner towards others. No maleficence demands that one refrain from behaviors which aggravate a problem or cause a continual negative response (do no harm). Justice is to act with

fairness toward others.

The following policy is from the American Association of University Professor's "Statement on Professional Ethics" 1987:

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the unique responsibilities placed upon faculty to seek and to state the truth as they see it. To this end, they must devote their energies to develop and improve scholarly competence. Faculty are obligated to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They must be aware of their limitations, including their levels of knowledge, skills, and abilities. Professors must seek to be cognizant of current trends and developments in their professional areas. They are expected to practice intellectual honesty at all times.

Professors encourage the free pursuit of learning in their students. They hold before students the best scholarly standards for their discipline. They demonstrate respect for students as individuals and adhere to their proper role as intellectual mentor. Faculty refrain from acting in a way that may prove demeaning or discriminating to a student. They make every reasonable effort to assure that the evaluation of students reflects the students' true merits. Professors recognize the confidential nature of the relationship between instructor and student (Family Educational Rights and Privacy Act, 1998). Acknowledging that they hold power over their students, faculty avoid exploitation, either in a psychological, financial, or sexual manner.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty show due respect for the opinion of others and strive to be objective. They accept their share of faculty responsibilities for the governance of the institution and put forth honest effort in the performance of their duties.

As members of their institution, faculty seek above all to be effective teachers and scholars. Although they observe the stated regulations, provided they do not contravene academic freedom within the institution, they maintain the right to criticize and seek revision. Professors determine the amount and character of the work they do outside the institution with due regard to their paramount responsibilities within it.

As members of the community, professors have the rights and responsibilities of citizens. They measure the urgency of the obligations in the light of their responsibilities to the student, to their profession, and to their institution.

ASSOCIATE DEGREE NURSING PROGRAM

	Lec Hrs	Lab Hrs	Ext Hrs	Cont. Hrs	Cred. Hrs
PREREQUISITE COURSES: *					
BIOL 2401 Anatomy & Physiology I	3	3		96	4
HPRS 1206 Essentials of Medical Terminology	2	0		32	2
TOTAL HOURS:				**128**	**6**
FALL SEMESTER:					
RNSG 1413 Foundations for Nursing Practice	3	2		80	4
RNSG 1105 Nursing Skills	0	4		64	1
RNSG 1160 Clinical (Foundations)	0	0	6	96	1
RNSG 1215 Health Assessment	1	2		48	2
BIOL 2402 Anatomy & Physiology II	3	3		96	4
TOTAL HOURS:				**384**	**12**
SPRING SEMESTER:					
RNSG 1441 Common Concepts of Adult Health	3	4		112	4
RNSG 1360 Clinical (Common Concepts)	0	0	16	240	3
BIOL 2421 Microbiology for Science Majors	3	3		96	4
RNSG 1301 Pharmacology	3	0		48	3
TOTAL HOURS:				**496**	**14**
SUMMER II SEMESTER:					
RNSG 2213 Mental Health Nursing	2	1		48	2
RNSG 1161 Clinical (Psyc/Mental Health)	0	0	6	96	1
ENGL 1301 Composition I	3	0		48	3
TOTAL HOURS:				**192**	**6**

FALL SEMESTER:

RNSG 2201 Care of Children & Family	1	2		48	2
RNSG 1162 Clinical (Pediatrics)	0	0	6	96	1
RNSG 2208 Maternal/Newborn and Women's Health	1	3		64	2
RNSG 1163 Clinical (Maternal/Newborn Child)	0	0	6	96	1
Creative Arts/Language, Philosophy, Culture	3	0		48	3
PSYC 2301 General Psychology	3	0		48	3
TOTAL HOURS:				**400**	**12**

ASSOCIATE DEGREE NURSING PROGRAM Cont'd

SPRING SEMESTER:

RNSG 1443 Complex Concepts of Adult Health	3	2		80	4
RNSG 2262 Clinical (Complex Concepts)	0	0	12	192	2
RNSG 1144 Intermediate/Advanced Skills	0	3		48	1
PSYC 2314 Lifespan Growth & Development	3	0		48	3
TOTAL HOURS:				**368**	**10**
GRAND TOTALS:				**1968**	**60**

*** Math requirement varies according to TSI scores.**

EMT-P to ADN Transition

	Lec Hrs	Lab Hrs	Ext Hrs	Cont. Hrs	Cred. Hrs
PREREQUISITE COURSES: *					
BIOL 2401 Anatomy & Physiology I	3	3		96	4
BIOL 2402 Anatomy & Physiology II	3	3		96	4
BIOL 2421 Microbiology for Science Majors	3	3		96	4
HPRS 1206 Medical Terminology	2	0		32	2
ENGL 1301 Composition I	3	0		48	3
RNSG 1215 Health Assessment	1	2		48	2
TOTAL HRS:				**416**	**19**
SUMMER I & II SEMESTERS:					
RNSG 1140 Nursing Skills for Arctic. Students	0	1		16	1
RNSG 1262 Clinical (Medical-Surgical)	0	0	6	96	2
RNSG 2307 Adaptation Role of the Professional Nurse	3	1		64	3
RNSG 2213 Mental Health Nursing	2	1		48	2
RNSG 1161 Clinical (Psyc/Mental Health)	0	0	6	96	1
RNSG 1301 Pharmacology	3	0		48	3
*(Students receive a total of 7 credits upon completion of RNSG 2307, 1140 and 1262. For Tran/Work Experience)					*(7)
TOTAL HRS:				**368**	**19**
FALL SEMESTER:					
RNSG 2201 Care of Children & Family	1	2		48	2
RNSG 1162 Clinical (Pediatrics)	0	0	6	96	1
RNSG 2208 Maternal/Newborn & Women's Health	1	3		64	2
RNSG 1163 Clinical (Maternal/Newborn	0	0	6	96	1

Child)				
Creative Arts/Language, Philosophy, Culture	3	0	48	3
PSYC 2301 General Psychology	3	0	48	3
TOTAL HOURS:			**400**	**12**

EMT-P to ADN Role Transition Cont'd

	Lec Hrs	Lab Hrs	Ext Hrs	Cont. Hrs	Cred. Hrs
SPRING SEMESTER:					
RNSG 1443 Complex Concepts of Adult Health	3	2		80	4
RNSG 2262 Clinical (Complex Concepts)	0	0	12	192	2
RNSG 1144 Intermediate/Advanced Skills	0	3		48	1
PSYC 2314 Lifespan Growth & Development	3	0		48	3
TOTAL HRS:				**368**	**10**
GRAND TOTALS:				**1552**	**60**

*** Math requirement varies according to TSI scores.**

LVN TO ADN TRANSITION

	Lec Hrs	Lab Hrs	Ext Hrs	Cont. Hrs	Cred. Hrs
PREREQUISITE COURSES: *					
BIOL 2401 Anatomy & Physiology I	3	3		96	4
BIOL 2402 Anatomy & Physiology II	3	3		96	4
BIOL 2421 Microbiology for Science Majors	3	3		96	4
HPRS 1206 Essentials of Medical Terminology	2	0		32	2
ENGL 1301 College Composition I	3	0		48	3
RNSG 1215 Health Assessment	1	2		48	2
TOTAL HRS:				**416**	**19**
SUMMER I & II SEMESTERS:					
RNSG 2307 Adaptation Role of the Professional Nurse	3	1		64	3
RNSG 1262 Clinical-Nursing	0	0	6	96	2
RNSG 2213 Mental Health Nursing	2	1		48	2
RNSG 1161 Clinical (Psyc/Mental Health)	0	0	6	96	1
RNSG 1301 Pharmacology	3	0		48	3
*(Students receive a total of 8 credits upon completion of RNSG 2307 and 1262. For Tran/Work Experience)					*(8)
TOTAL HRS:				**352**	**19**
FALL SEMESTER:					
RNSG 2201 Care of Children & Family	1	2		48	2
RNSG 1162 Clinical (Pediatrics)	0	0	6	96	1
RNSG 2208 Maternal/Newborn & Women's Health	1	3		64	2
RNSG 1163 Clinical (Maternal/Newborn Child)	0	0	6	96	1
Creative Arts/Language, Philosophy, Culture	3	0		48	3
PSYC 2301 General Psychology	3	0		48	3

TOTAL HRS:				**400**	**12**
SPRING SEMESTER:					
RNSG 1443 Complex Concepts of Adult Health	3	2		80	4
RNSG 2262 Clinical-Nursing	0	0	12	192	2
RNSG 1144 Intermediate/Advanced Skills	0	3		48	1
PSYC 2314 Lifespan Growth & Development	3	0		48	3
TOTAL HRS:				**368**	**10**
GRAND TOTAL:				**1536**	**60**

*** Math requirement varies according to TSI scores.**

Vocational Nursing Education Program

PROGRAM OBJECTIVES/OUTCOMES

1. A three (3) year mean for the NCLEX-PN licensure examination pass rate at or above the state mean of 80% for the same three-year period.
2. At least 40% of graduates will have secured employment by graduation and 95% of graduates will be successfully employed in nursing within one year of graduation.
3. At least 90% of all students will complete the program within three (3) semesters (VN Certificate).

ENTRY LEVEL COMPETENCIES OF TEXAS GRADUATES

These competencies are written for VN programs to meet the approved criteria established by The Texas Board of Nursing. The new graduate is prepared as a safe, beginning nurse generalist. Therefore the VN graduate will as a:

Member of the Profession

1. Function within the nurse's legal scope of practice and in accordance with the policies and procedures of the employing health care institution or practice.
2. Apply a working knowledge of patient's rights, protecting the rights and dignity of the patient and respecting the rights of others to have their own value system.

Provider of Patient-Centered Care

1. Utilize the nursing process, evidenced based practice and a commitment to caring for culturally diverse patients across the lifespan and wellness-illness continuum.
2. Use clinical reasoning and a problem-solving approach as the basis for decision making in practice, based on application of scientific principles and clinical data.
3. Provide patient centered nursing care for patients in structured health care settings who are experiencing common, well-defined health problems with predictable outcomes.
4. Demonstrate responsibility and accountability for the quality of the care provided to patients and their families.
5. Utilize effective communication and collaborate with patients, families, and interdisciplinary health care team members.

Patient Safety Advocate

1. Adhere to the Texas Nursing Practice Act and Texas State Board of Nursing Rules that emphasize safety.
2. Accept and make assignments that take into consideration patient safety and organizational policy.

Member of the Health Care Team

1. Collaborate in the development and implementation of teaching plans for the patient and their families with common health problems and well defined health learning needs.

Assist in the coordination of human, information, and material resources in providing patient centered care.

VOCATIONAL NURSING PROGRAM

	Lec Hrs	Lab Hrs	Ext Hrs	Cont. Hrs	Cred. Hrs
PREREQUISITE COURSES: *					
HPRS 1206 Essentials of Medical Terminology	2	0		32	2
VNSG 1227 Essentials of Medication Administration	2	1		48	2
VNSG 1320 A & P for Allied Health	2	3		80	3
BIOL 2401 Anatomy & Physiology I					
BIOL 2402 Anatomy & Physiology II					
TOTAL HRS:				**160**	**7**
SUMMER I & II SEMESTERS:					
VNSG 1400 Nursing in Health and Illness I	3	2		80	4
VNSG 1402 Applied Nursing Skills I	2	4		96	4
VNSG 1122 Vocational Nursing Concepts	0	3		48	1
VNSG 2313 Applied Nursing Skills II	2	3		80	3
VNSG 1216 Nutrition or BIOL 1322	2	0		32	2
VNSG 1231 Pharmacology	1	2		48	2
TOTAL HRS:				**384**	**16**
FALL SEMESTER:					
VNSG 1236 Mental Health	0	2		48	1
VNSG 2214 Applied Nursing Skills III	1	3		64	2
VNSG 1234 Pediatrics	1	2		48	2
VNSG 1409 Nursing in Health & Illness II	3	2		80	4
VNSG 1161 Clinical (Pediatrics)	0	0	5	80	1
VNSG 2361 Clinical (Med-Surg I)	0	0	9	144	2
TOTAL HRS:				**464**	**12**
SPRING SEMESTER:					
VNSG 1230 Maternal/Neonatal Nursing	1	2		48	2

VNSG 1162 Clinical (Maternal/Neonatal)	0	0	5	80	1
VNSG 1410 Nursing in Health & Illness III	3	2		80	4
VNSG 2461 Clinical (Med-Surg II)	0	0	13	192	2
VNSG 1191 Special Topics (NCLEX Prep)	0	3		48	1
TOTAL HRS:				**448**	**10**
GRAND TOTAL:				**1456**	**45**

*** Math requirement varies according to TSI scores.**

NURSING DEPARTMENT POLICIES

OFFICE HOURS

Each full-time faculty member is expected to schedule ten (10) office hours/week in order to meet the needs of the students. A minimum of one (1) hour must be on Fridays. At the beginning of each semester, faculty will prepare an Instructor's Office Hour Card and post the card outside the faculty member's office. A copy of the card is given to the department administrative assistant and posted on the "S" drive.

OFFICE KEYS

Faculty is provided with a key to their office, a key to the labs, store room and a key to the computer room where the Par-TEST, Par-SCORE programs are located. Faculty will also receive a key to the office file drawer located in their faculty office. If keys are lost, faculty should notify the department secretary. A fee of $25.00 per key will be assessed for new keys. Faculty may gain access to the campus on weekends and when the college is closed by special permission. Upon termination of employment, all keys must be returned to the Maintenance Department.

MAIL

Paper mail, textbooks, etc will generally be delivered to your office. Faculty must monitor their GC email daily for important communications.

FACULTY WEB PAGE

Pictures of each faculty member are posted on the Nursing Website – notify the Administrative Assistant of when you need a new picture. Complete faculty profile for website.

CLASSROOM AND OFFICE SUPPLIES

Many classroom and office supplies are kept in the supply closet within the department. College lab supplies are in the storage room. If other supplies are needed, faculty should contact the department administrative assistant or the simulation coordinator.

ABSENCE BY FACULTY

Faculty who are ill or unable to make a clinical assignment must notify the Director of Nursing as well as the Nursing Unit of the absence as soon as possible. The Director may arrange for a clinical substitute. If no faculty is available, alternate clinical assignments such as library work, case studies or other approved assignments may be substituted. Individual faculty are responsible for arranging alternate assignments. In the event of a planned absence, arrangements must be approved in advance by the Director. If an unplanned absence, a Leave Request/Absence Report should be completed upon returning to work.

Faculty requests for vacation or personal leave (2 days per year) can be requested via ADP and will be approved prior to the time off by the Director of Nursing.

REIMBURSEMENT FOR CLINICAL EXPENSES AND LOCAL TRAVEL (MILEAGE & PARKING)

Faculty should keep accurate records of mileage to and from the assigned clinical areas. At the end of each month, faculty must complete a Reimbursement (Local Travel) form obtained from the department administrative assistant. The policy for claiming mileage will follow the Galveston College policy. Parking fees may be included in the travel expenses. Meals are not reimbursable. Please provide a MapQuest or Google Map of the travel to and from the clinical facility.

CLINICAL DRESS

Clinical dress may vary according to institutional policy and requirements. Faculty attire in the clinical area should be professional and appropriate and include proper identification. Identification and approval procedures may vary with different agencies. New faculty must order a Galveston College name badge through the department administrative assistant.

FACULTY ASSIGNMENTS OTHER THAN TEACHING

In addition to teaching and clinical supervision, the faculty is responsible for assisting the Director in the smooth functioning of the Nursing Department. Other activities may include (but are not limited to):

1. Attending GCNFO and team meetings.
2. Planning and implementing classroom, college lab and clinical experiences.
3. Counseling pre-nursing and nursing students.
4. Selecting textbooks and requesting on the Textbook Adoption Form.
5. Attending and participating in assigned College and GCNFO Committees.
6. Knowing and enforcing policies of the College and the Nursing Department.
7. Participating in student and community activities
8. Attending and volunteering for College functions to include student recruitment activities.
9. Computer assisted programs, i.e. Exam Soft, Shadow Health, computer access cards, and Swift River, etc. are to be listed on the Textbook Adoption Form.

CLASSROOM SCHEDULING

Scheduling of classrooms and simulation lab is through the department Administrative Assistant. If changes in chair/table arrangements of the classrooms or labs are needed, obtain a Service Request Form from the department administrative assistant. Upon completion of the Service Request Form, submit it to the Director of Nursing.

CLINICAL FACILITIES

Many healthcare facilities are utilized by the Nursing Department. Students will received a variety of experience while in the Nursing Program. Affiliation agreements are kept by the Administrative Assistant. Should a new facility be needed, notify the Administrative Assistant with the name and number or the contact person at the facility. An affiliation agreement will be established.

HEALTH INFORMATION

Faculty is responsible for submitting the results of their yearly TB skin tests at the beginning of each academic year. These should be submitted to the department administrative assistant. Depending on the clinical agency assigned, additional tests may be required. Faculty are responsible for making certain that all students in their clinical group are in complete compliance of immunizations, titers, TB skin tests and CPR prior to the first day of the clinical rotation.

CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION

Each faculty is responsible for submitting a copy of their CPR card to the department administrative assistant at the beginning of each academic year. CPR must be renewed according to the policy of clinical institutions and a copy of the renewed card submitted to the department.

CONTINUING EDUCATION (CEU'S)

Faculty are responsible for maintaining a record of CEU credits. This record may be submitted to the department administrative assistant at the beginning of each academic year.

FACULTY DEVELOPMENT

The Galveston College Department of Nursing supports individual and collective professional development activities for the nursing faculty who must maintain current knowledge and expertise related to nursing and health care.

Faculty development is provided for the purpose of increasing the value of the faculty's sustained contributions to the mission of the Galveston College Department of Nursing by providing the members with an opportunity for professional growth. The Department of Nursing seeks opportunities for additional education, improving skills, maintaining currency, and other suitable activities and programs are understood as purposes of faculty development.

Faculty Development is defined as an ongoing process which seeks to facilitate the growth of faculty in teaching, service, and expertise in the practice of nursing. Faculty Development is

meant to stimulate professional growth of the individual and the collective faculty. The goals are to identify and respond to faculty needs which are relevant to the mission, role, and scope of the Department of Nursing.

PROCEDURE:

A. The responsibility of the individual for their own professional development includes:
    1. Identify measurable short and long term goals annually.
    2. Develop strategies for achievement of identified goals.
        a. Identify pertinent faculty development activities and that will increase individual growth.
        b. Assess relevance of identified activities to the mission, scope, and selected goals of the Department of Nursing.
        c. Assess feasibility of engaging in the identified activities.
        d. Identify appropriate funding sources to support activities.
    3. Annual review of progress toward short and long term goals.
B. The responsibility of the collective faculty for the development of the individual faculty members includes the following:
    1. The Director of Nursing discusses short and long term goals with the individual at the yearly evaluation review and facilitates goal achievement throughout the year
    2. Annually Galveston College allocates the funds available for faculty development activities.

        The Director/Dean may allocate funds available for faculty development activities.

Faculty will disseminate information in faculty meetings concerning individual development activities with other faculty, share particular skill learned, and areas of expertise.

INSTITUTIONAL TECHNOLOGY (IT)

IT is located on the first floor of Regents Hall. The Media Center provides many services for faculty, i.e. printing services, providing faculty with necessary audio visual and computer equipment. **Forty-eight hour notice is recommended for all printing services.** An individual copier is available in the nursing department. Classrooms and simulation labs are equipped with SMART Boards and computers. Schedule computers on wheels with Institutional Technology.

LIBRARY SERVICES

The Library is located on the first floor of Regents Hall. Library orientations are provided at departmental orientation and to faculty and students upon request. Library services are available on the Galveston College web site. Tex-Share cards are available in the library. To place instructional materials on reserve for student use, faculty must take the materials to the Circulation Desk. The same procedure should be followed for placing textbooks on reserve.

COURSE COORDINATOR RESPONSIBILITIES

1. **Overseeing the development and/or revision of the Course Syllabus**
   a. Present proposed changes and/or additions to the Curriculum Committee/GCNFO.
   b. Make certain it is correct.
   c. Load into CANVAS and Post on Galveston College Website.
   d. Assure placement on "S" drive.

2. **Sending list of required and optional texts to the Bookstore**
   a. Obtain textbooks for team faculty.
   b. Review textbooks with the team faculty.
   c. Submit requisitions to Bookstore include computer assisted learning required, license for computer program and testing.

3. **Orienting new faculty to the course**
   a. Provide faculty with course syllabus and calendar. Reviewing the syllabus in detail with faculty who are working in the course.
   b. Orient new faculty member to the clinical facility.

4. **Class Roster**
   a. Submit class rosters by due date to Admissions Office.
   b. Provide a list of students to the Director. Include students' name, DOB, Social Security number, telephone number, address, and email address (personal not whitecaps).

5. **Test Construction**
   a. Assure exams are constructed in appropriate venue.
   b. Assign items to team members.
   c. Prepare the test according to the test blue-print and the Detailed NCLEX-RN or NCLEX-PN Test Blueprint. Make certain rationales and categories are in Exam Soft.
   d. Proof exam with team members.
   e. Load test into Exam Soft.
   f. Ensure make-up exams are prepared when necessary.
   g. All scratch paper is numbered and provided by faculty.

6. **Testing**
   a. Schedule rooms for exam with the Administrative Assistant.
   b. Monitor exam (may be delegated to team members). At least 2 team members in the room at all times.
   c. Coordinate with the Test Center for testing of special accommodation students.

d. All books, bags, phones, water bottles/drink bottles, and watches are placed in the front of the room. Nothing at desk except, numbered scratch paper & pencil. (No food or drink)
g. No hoodies caps may be worn.
h. Test review is at the discretion of faculty. Remediation shall be required.

7. **Scoring Exams**
   a. Initial scores appear from Exam Soft.
   b. Team members review each question and evaluate the KR and biserial statistical information.
   c. Final grades are posted on CANVAS.

8. **Grades**
   a. Calculate grades.
   b. Distribute grades to students via CANVAS.
   c. Provide for counseling and/or remediation for failing students. Any student scoring below 75 must be placed on a "Success Plan."
   d. Provide a copy of student grades to the Director of Nursing after each exam.
   e. Enter final grades the Admission Office by due date found on semester calendar.

9. **Team Meetings**
   a. Schedule team meetings as needed.
   b. Secure room for meetings.
   c. Maintain minutes of meetings.
   d. Place minutes in course books at the end of the semester. Communicate any problems to the Director of Nursing.

10. **Course Evaluations**
    a. Communicate instructions to students for online evaluations.
    b. Complete clinical evaluations for each clinical section of course.
    c. Complete Facilities/Resource evaluations each semester.

11. **Course Notebook**

A course notebook is to be prepared within two weeks of the end of each course taught. The notebook should contain, at minimum, the following information:

1. Course syllabus
2. Course calendar
3. Test blueprints for all exams
4. Item analysis for all exams
5. Student clinical schedules (if clinical course)
6. Minutes of team meetings
7. Final course summary to include: Course Facilitator
   Course Faculty

Students enrolled ____; withdrew ____;
Students passes ____; failed ____

a. Grades: A: ____%; B ____%; C ____%; Failed ____%
b. Brief synopsis of semester, including successes, challenges
c. Recommendations for next time class is taught using student evaluations and team comments
d. ATI Exam results and recommendations for improvement
e. Facilities Evaluation (if clinical course) and any recommendations

12. **Communications with Director of Nursing**
    a. Keep Director advised of pertinent concerns regarding students, faculty, and clinical sites.
    b. Advise Director of failing students

13. **Clinical**
    a. Assist with student clinical placement
    b. Assist in identifying clinical sites and acquiring Affiliation Agreements
    c. Input clinical requests into CCPS
    d. Personally negotiate clinical space with affiliates.

14. **Student Advising**
    a. Pre-nursing students – all faculty can participate
    b. Nursing students – all faculty can participate

IN-HOUSE STUDENT TESTING PROCESS

In order to test the student must adhere to the following in-house testing policy:

- Attendance is required for ALL exams
- All students possessions (back-packs, cell phone, I-Pads, beverages, hats, any study materials, watches, etc.) must be placed in the designated area at the front of the room 10 minutes prior to beginning the exam. The student may have a pen or pencil during the testing period. Scratch paper will be provided by the Department of Nursing and will be numbered and returned with the test and/or testing materials. Basic function calculators will be provided by the Department of Nursing when appropriate.
- If you must be absent for the exam **YOU MUST** contact the course instructor by phone or email prior to the scheduled exam. **MAXIMUM** of one make up exam per course.
- Students are allotted one tardy without penalty. On the second tardy a 5-point deduction will be applied to the exam score; any subsequent tardiness will receive a 10-point deduction to the exam score. Students will take the exam within the allotted scheduled time. The student who is tardy WILL NOT be allotted extra time to complete the exam.
- Make-up exams are at the discretion of the faculty. The exam may be a form of the original, a different test over the same content, an oral exam, essay etc.
- Exams or quizzes can be delivered in a written, online, or other formats.
- Classroom exam reviews will be conducted at the discretion of the faculty. Procedure is the same as for testing (see 2nd above). Students will have pen or pencil to write down question numbers they have concerns about, paper is numbered and returned at end of review, student concerns are reviewed when faculty review tests and determine grades. Grades are posted on CANVAS. Students in on-line classes will receive grades as stated in the syllabus. There will be **NO** classroom or individual review of the final exam.
- Individual unit exam reviews may be scheduled with faculty during office hours and within seven (7) calendar days from the return of exam grades.
- Students must pass a dosage calculation/medication administration test at 90% or higher prior to the scheduled date of clinical. Failure to obtain a 90% or higher will result in course failure.
- The average of the exam grades must be 75% or higher, before weighted calculation is performed for the course. Grades **WILL NOT BE ROUNDED** when calculating the average (74.5-74.9 is not rounded to 75). Students with an exam average of 75 or higher will have course grade calculated on the weighted calculation of exams and other required course work.
- Failure to follow policies shall result in a zero for an exam. A common form of cheating involves copying another student's answers (work) from paper or computer screen, using notes, altering an exam for re-grading, getting an advanced copy of the exam, or obtaining a surrogate test-taker are forms of cheating or misconduct and will result disciplinary action.
- A student test blueprint will be provided at least 72 hours prior to the exam. The blueprint will include the various objectives and the number of questions relating to that particular content. Students will be provided a blueprint for the final exam also. **Students ARE NOT Authorized** to obtain or remove any part of a written or computerized exam in any course. A clear violation of this would be the copying and pasting of completed or uncompleted exams even when there is no intent to share this document. Students are not allowed to visit or open any sites or programs on their computers at any time during the testing period unless asked by faculty to do so.

This information should help you avoid unintentional misconduct and clarify that the consequences of non-adherence to the policy which can result in suspension or dismissal from the Galveston College Nursing Department.

POP (UNANNOUNCED) QUIZ POLICY

There may be unannounced quizzes each semester. They may be given during any scheduled class or lab time. They may be administered at any time during the class. Any student not present in class at the time the quiz is administered **WILL NOT BE ALLOWED TO TAKE THE QUIZ. THERE WILL BE NO MAKE-UPS FOR MISSED QUIZZES.** When students miss a quiz, they **WILL RECEIVE A GRADE OF ZERO (0) FOR THAT QUIZ**. The faculty may provide a quiz at a different time, depending on circumstances.

MAKE-UP EXAM POLICY

Students who expect to miss an exam must notify the course coordinator prior to the start of the exam. Failure to do so will result in a **zero** (0) for that exam. A make-up day for missed exams will be designated at the end of each semester for each course. Students who miss an exam will be given a make-up exam that covers the same content but the exam may be given in a different format. Students taking a make-up exam will follow the same exam testing policy regarding length of time allowed for the exam.

FACULY TEST REVIEW

Following test administration, the course team will review the test statistics. Changes made in test items will be made at the discretion of the instructor and/or teaching team. Students may be allowed to review their unit exam and grades at the discretion of the faculty. The student is responsible for scheduling an appointment with the appropriate faculty member for individualized review. No books or papers will be allowed on the desk during test review. Verbal discussion of test items and test materials will be limited to the instructor's rationale for test items. No test review will be held after final examinations.

TESTING SECURITY POLICY

Purpose: The purpose for the Testing Security Policy is to provide:

1. Students with direction to avoid academic dishonesty and
2. Faculty members with the structure necessary to ensure security of all aspects of the testing process. This policy is not limited to academic cheating on tests, but encompasses all aspects of classroom, clinical, and online learning environments.

Galveston College expects high standards of conduct from adult learners. Cheating of any nature is not acceptable and will result in disciplinary proceedings, including but not limited to a zero (0) on a test, failing the course or dismissal from the nursing program. Scholastic dishonesty is discussed in the Galveston College Catalog, and the Galveston College Nursing Handbook.

The Texas Board of Nursing (TBON) may deny licensure to anyone who demonstrates a lack of good professional character as evidenced by a single incident or an integral pattern of personal, academic, or occupational behaviors that are not consistent with standards of nursing practice (BON 215.8 (4)).

The use of technology is often a method used for academic cheating. Examples include but are not limited to cell phones, portable media devices, cameras, audio or video recording devices, watches and social media networks. Any form of cheating is unacceptable and will not be tolerated.
It is important that faculty communicate with students on exactly what constitutes academic dishonesty and what the expectations are.

Galveston College Department of Nursing provides an overview of cheating on anything: Copying from another student's test paper, computer screen, scratch paper, using test materials from a student who has graduated from a nursing program in previous years, using test materials not authorized from the faculty, collaborating with or seeking aid from another student during a test without permission from the test administrator, knowingly using, buying, selling, stealing, or soliciting, in whole or part, the contents of a pending test; the unauthorized transporting or removal, in whole or part, of the contents of a test; substituting for another student, or permitting another student to substitute for one's self to take a test.

EXAMPLES of CHEATING (this is not all inclusive):

1. Going to the restroom during an exam and looking at notes hidden somewhere on your person.
2. Writing notes or memory prompts on a body part before the exam and using that to help answer questions.
3. Student is having difficulty writing a care plan or paper. He/she uses the work of another student (current or former).
4. Posting questions and/or answers on social media.
5. Copying, in whole or part, of work found on the internet and using it as his own.
6. Student used test questions, papers, and care plans handed down from previous semesters to complete his/her assignment(s).
7. When asked by faculty, a student says he knew cheating was going on but didn't want to get anyone in trouble.
8. Bringing audio recorders to test review. Taking a picture of NCLEX-RN/PN question during class without the instructor's knowledge.

FACULTY RESPONSIBILITY:

1. Test security measures shall begin at test construction.
2. Test's (if paper and pencil) will not be left unattended on the faculty's desk or left on an open computer screen when students enter the office. Computer content should be minimized to avoid a breach of test questions.
3. All tests are maintained in the faculty's locked office.
4. Test security will continue once the test has been generated online. Verification of receiving the test online should be confirmed by the faculty.

REFERENCES:

Willmann, J. (2015). Annotated guide to the Nursing Practice Act. 12th ed. Texas Nurses Association.
Morrison, S., Nibert, A., & Flick, J. (2006) Critical thinking and test item writing. (2nd ed.) Health Education Systems, Inc. Publishing: Houston, Texas
Thanks to Amarillo College for sharing.

Galveston College expects high standards of conduct from adult learners. Cheating of any nature is not acceptable and will result in disciplinary proceedings, including but not limited to a zero (0) on a test, failing the course or dismissal from the nursing program. Scholastic dishonesty is discussed in the Galveston College Catalog, and the Galveston College Nursing Handbook.
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FACULTY EVALUATIONS

There are three tiers to the evaluation of faculty performance. The first tier is toward the end of each course as students complete faculty evaluations. The evaluation process is coordinated through the office of Institutional Effectiveness and research. Students complete evaluations on-line. A narrative section is available on the same form. Evaluations are tabulated and summaries are available for review by the faculty after course grades have been submitted to the Office of Admissions and Records. Summaries of the evaluations are also made available to the Director of Nursing and the Dean of Technical and Professional Education.

The second tier of the evaluation process is faculty self-evaluation. The guidelines for this process are prepared by the Vice President of Instruction and include a schedule for completion. The criteria to be addressed include instructional performance, institutional responsibilities, professional development, community service and professional goals. Additional information is available in the College Faculty Handbook.

Evaluation of faculty by the Director of Nursing completes the process. This performance review is conducted during a scheduled conference and represents a composite of students' evaluations, the current self-evaluation or teaching portfolio and the Director's observation and comments. The Director also conducts classroom visits. All classroom visits are scheduled in advance and summarized at the evaluation conference held by the Director to review and discuss the faculty evaluation.

For years of service only, faculty become eligible for tenure after successfully completing a minimum of five consecutive academic years of full-time employment in a tenure-track appointment. Other methods of receiving tenure and the rank and tenure process may be found in the College Faculty Handbook.

GALVESTON COLLEGE NURSING FACULTY ORGANIZATION (GCNFO)

The GCNFO is the governing organization for the Galveston College nursing programs. Appendix A contains the Bylaws. The members of the organization meet with the Director of Nursing on a monthly basis throughout the academic year. Adjunct/part-time faculty members are invited to attend the meetings. They will have full voice but no vote. The GCNFO is the major decision making body for the nursing programs.

Faculty members participate on departmental committees which report to the GCNFO. Representatives from the nursing student body are invited to serve on several of the committees. Most committees meet on a monthly basis. The Director makes committee assignments in the fall of the academic year.

APPENDIX A

GALVESTON COLLEGE

GALVESTON COLLEGE NURSING FACULTY ORGANIZATION

BYLAWS

Article I – NAME

The name of this organization shall be the Galveston College Nursing Faculty Organization (GCNFO).

Article II – PURPOSES

The purposes of this organization shall be to:

a. promote high stands of nursing education;
b. provide direction for the nursing programs through cooperative decision making; and
c. establish policies for nursing faculty and students in accordance with college, state, and national requirements.

Article II – FUNCTIONS

The functions of the GCNFO shall be to:

a. develop and implement the philosophy, conceptual framework and objectives of the Nursing Programs consistent with those of the college.
b. systematically plan, implement, evaluate, and coordinate the curriculum of the Nursing Programs with regard to the philosophy and objectives.
c. Participate in activities or committees of the total faculty of Galveston College in ways that will benefit the college, student and/or individual faculty member.

Article IV – MEMBERS

The GCNFO shall consist of all members of the nursing faculty. Full-time faculty shall have full voice and vote. Adjunct faculty shall have full voice but no vote.

Article V – OFFICERS

The officer of the GCNFO shall be the Director of Nursing and entitled as “chairperson”.

Article VI – DUTIES OF OFFICERS

Section 1: Chairperson

A. The Chairperson of the GCNFO shall be the Director of Nursing, or appointed designee.
B. The duties of the Chairperson shall be to:
    1. prepare the agenda for each meeting;
    2. preside at all meetings of the GCNFO;
    3. call special meetings of the GCNFO;
    4. preserve the principles of parliamentary procedure at all meetings of the GCNFO;
    5. serve as an ex-officio member of all committees of the GCNFO;
    6. serve as liaison between college administration and the GCNFO;
    7. serve as liaison between clinical affiliates and the GCNFO;

8. provide for maintenance of a permanent copy of minutes and proceedings of all meetings on file in the Nursing Department office;
9. appointment membership to Standing Committees
10. exercise voting privileges only in tie-breaking situations.

Article VII – MEETINGS

Section 1: Meetings

The GCNFO shall meet at least once a month during the Fall and Spring semester. The place and time shall be determined by the Chairperson.

Section 2: Minutes

The minutes shall be taken by the Department Administrative Assistant. The minutes shall be typed and permanently maintained on the Shared "S" Dive. A copy of the minutes will be maintained by the Chairperson.

Section 3: Special Meetings

Special meetings may be called by the Chairperson or at the request of the members.

Article VIII – QUORUM AND VOTING

Section 1: Quorum

Two thirds of the GCNFO full-time voting members shall constitute a quorum.

Section 2: Voting and Debate

A: Voting

Decisions shall be made by two thirds majority of GCNFO members.
Members absent will be allowed to vote within one week in person or by email.

B: Voting and Debate

Suspension of rules of voting and debate may be requested at the beginning of the meeting in accordance with Robert's Rules of Order.

Article IX – COMMITTEES

Section 1: Standing Committees

A. Committees

There shall be five standing committees:

1. Bylaws
2. Curriculum
3. Evaluation
4. Admission and Progression
5. Peer Review

B. Meetings

Meetings shall be called by the Chairperson of each Committee. The committee shall meet at least once during the Fall and Spring semesters.

C. Service

Each GCNFO voting member shall serve on at least one committee per academic year. Non-voting members i.e. students, may serve on Standing Committees.

D. Reporting

Standing Committees shall report to the GCNFO and the Director of Nursing. An annual report shall be submitted at the end of each academic year.

Section 2: Officers of Standing Committees

A. Officers

Each Committee shall appoint a chairperson for one academic year.

B. The duties of the Chairperson shall be to:

1. call all meetings of the committee
2. prepare the agenda for each meeting
3. preside at all meetings or designate an alternate
4. present reports and re commendations of the committee to the GCNFO at monthly and/or called meetings; and
5. compile an annual report

Section 3: Bylaws Committee

A: Members

The Committee shall be composed of at least two members of the GCNFO who are appointed annually at the first fall meeting. The full time members shall have full voice and vote.

B: Functions

The Bylaws Committee shall:

1. review the Bylaws annually
2. receive suggested amendments
3. suggest amendments; and
4. submit proposed amendments to the GCNFO.

Section 4: Curriculum Committee

A: Members

1. Faculty

The Committee shall be composed of at least two full time members of the GCNFO who are appointed annually at the first fall meeting. These members shall have full voice and vote.

2. Two ADN student representatives shall serve on the Curriculum Committee – one from Year I and one from Year II. Student members shall have full voice but no vote. One student from the VN class should also be appointed.

B. Functions

The Curriculum Committee shall:

1. develop the philosophy, conceptual framework, and educational objectives/ outcomes of the Nursing Programs;
2. plan and develop a curriculum framework based on the philosophy and objectives of the nursing program;

3. systematically review revisions of the Nursing program's philosophy, conceptual framework, educational objectives, and curriculum and make recommendations to the GCNFO;
4. act on requests submitted by the Director of Nursing or College Administration;
5. annually review program entrance requirements, nursing course pre-requisites and re-admission and progression policies with the Admissions and Progressions Committee and make recommendations as necessary to the GCNFO; and
6. review each course summary on a rotating basis for course changes and especially changes based on student evaluations.

Section 5: Evaluation Committee

A. Members

1. Faculty

The Committee shall be composed of at least two members of the GCNFO who are appointed annually at the first fall meeting. The full time members shall have full voice and vote.

2. Students

Two student representatives shall serve on the Evaluation Committee of the ADN program, one from Year I and one from year II. One student representative shall serve on the Evaluation Committee from the VN program. Student members

B. Functions

The Evaluation Committee shall:

1. oversee implementation of the total program evaluation plan;
2. review total program evaluation plan every three years and propose revisions to the GCNFO;
3. define, collect and analyze data for annual graduate follow-up;
4. develop and implement a plan for collecting and analyzing student retention data; and
5. act on requests submitted by the Director of Nursing or College administration.

Section 6: Admission and Progression Committee

A. Members

1. Faculty

The Committee shall be composed of at least three members of the GCNFO who are appointed at the first Fall GCNFO meeting. These members shall have full voice and vote.

B. Functions

The Admission and Progression Committee shall:

1. develop written criteria for the review of re-admission and transfer applicants and adhere to the following guidelines:
   a. completely fill out all admission forms including GPAs, times admitted, etc.
   b. each folder must contain all admissions—if they start AD and change to VN all information must be in one folder-no more separate AD folders and VN folders—just one combined folder will exist

c. all members of the committee must understand that files have to be handled appropriately.

d. all files must be in proper order—papers must be grouped together, in the same order, in each file;

2. conduct formal student hearings;
3. review applications and transcripts of students desiring admission, transfer, or readmission and make recommendations regarding acceptance'
4. accept and review petitions related to student progression through the Nursing Programs and make recommendations to the Director of Nursing; and
5. annually review program entrance requirements, nursing course pre-requisites, and re-admission and progression policies with curriculum committee and make recommendations as necessary to GCNFO.

Section 7: Peer Review Committee

A. Members

1. The peer Review Committee shall be composed of four Galveston College employees appointed by the Director of Nursing. The Galveston College attorney shall serve as an ex officio capacity. The committee members shall consist of:
   a. three (3) RN's employed by Galveston College;
   b. to the extent feasible, consist of at least one registered nurse who has a working familiarity with the area of nursing practice in which the nurse being reviewed practices; and
   c. one Galveston College faculty – non RN.
2. Members shall serve for two academic years. Membership will be filled on a staggered basis to preserve continuity of membership. In even number years: two RN, faculty members shall be appointed. In odd number years: one RN Faculty and one Galveston College Faculty – non RN shall be appointed.

B. Functions

1. The Peer Review Committee shall investigate any incidents and determine any events such as, but not all inclusive of:
   a. unprofessional conduct;
   b. failure to care adequately for a patient;
   c. failure to conform to the minimum standards of acceptable professional nursing practice; and/or
   d. impaired status by an RN.
2. The "Policy and Procedures for Peer Review of Registered Nurses" from the Nurse Practice Act and Board of Nursing Rule Chapter 303 are the documents which govern the Peer Review process. The actual plan to be followed by the committee is filed in the Director of Nursing office.
3. All members of the committee shall have full voice and vote.
4. All proceedings shall be confidential.

Article X – AD HOC SPECIAL COMMITTEES

Section 1: The GCNFO Chairperson shall appoint Ad Hoc and Special Committees as needed

Section 2: Examples of Potential Ad Hoc Committees

1. Recognition Ceremony Committee

   A. Members

   The members of the committee shall be composed of one (1) VN Faculty, a minimum of three (3) ADN faculty members, and 1 second year ADN student representative.

   B. Function

   The recognition ceremony committee shall coordinate all activities of the recognition ceremony.

Article XII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the Parliamentary authority for the GCNFO.

Revised August 2016