

GCC Nursing Department Charter

(1st ed. Nov 1st, 2021; Renewed October 15, 2024)

Department Philosophy:

The faculty of the Nursing Department is committed to thinking innovatively to accomplish our goals as individuals and as the Department, understanding that the optimal results occur when both individual and group goals are attained. We seek to establish and maintain a positive working environment of mutual respect without regard to the roles we play. While we cannot succeed without each other's support, we remain responsible for our individual success. As faculty, we have the right to be heard, respected, and valued by one another, and we share responsibility for making our department successful.

We establish this charter to specify the guidelines and principles we will use to facilitate the creation of the Department culture we seek. The charter outlines the process and principles for the development of policies and procedures to govern the operation of the Department. The charter will be reviewed each Spring semester, with revisions approved no later than September 30th and will be provided to the Faculty Senate for public posting by October 15th. A two-week period will be offered to all Residential and adjunct faculty with no less than one week to provide feedback on suggested revisions.

MaricopaNursing is aligned with Nurse of the Future Competencies: Patient-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. Demonstration of the competencies signifies preparation for successful transition into nursing practice and further professional development. MaricopaNursing has adopted a constructivist framework which guides delivery of educational experiences, acknowledging the uniqueness and complexity of the individual learner and importance of active learning and personal engagement in the process of learning.

Vision:

MaricopaNursing is committed to empowering novice nurses with knowledge, skills and attitudes to assume nursing roles across the healthcare system.

Mission:

Congruent with the mission of Maricopa Community Colleges, MaricopaNursing provides accessible, affordable quality nursing education that prepares graduates to serve in diverse communities.

1. Policy for Approving and Amending the Charter

1.1 Voting Members:

All Residential faculty members within the Department are voting members. All Residential faculty members holding 51% or more of their designation within the department are voting members. The Department Chair votes as a regular, voting member of the faculty. Adjunct Faculty within the Department will be provided with all proposed amendments and given adequate time to read and provide comment on approval or non-approval of the amendment. Adjunct Faculty comments will be collected in a shared document and given to voting members for consideration at least two days prior to the vote being held. Any Federal, Regional, or State accreditation requirements will supersede any processes listed below. As part of the nursing systematic plan of evaluation (SPE), the charter will be reviewed by all faculty and staff annually in the spring semester and approved changes (voted on and approved by simple majority vote) will be implemented in the fall semester.

1.2 Proposing and Voting on Amendments:

Any faculty member may propose an amendment to the charter at any time during the months of accountability. A written motion via electronic mail must be submitted to members of the faculty, describing the nature of the amendment, and documenting its need. Faculty members will be given sufficient time to read and consider the proposed amendment prior to it being discussed in a department meeting. The motion will be discussed in a department meeting, and if at least 2/3 of the attending (in-person or virtual), eligible voting members vote for the amendment, it will be enacted effective immediately, subject to the approval of the College Faculty Senate for compliance with the Faculty Agreement and College Plan. At the request of any voting member, the vote will be held by secret ballot, ensuring anonymity.

A proposed amendment that does not obtain the 2/3 vote will be sent to the Charter Committee as defined in section 9, for review and written recommendation that will be given to the Chair for dissemination to all Department Residential and Adjunct Faculty prior to the Department meeting where the vote will be held. The Charter Committee's recommendation will be reviewed by the voting members at the next earliest Department meeting for a re-vote. If at least 2/3 of the eligible, attending voting members vote for the amendment, it will be enacted, subject to the approval of the College Faculty Senate for compliance with the Faculty Agreement and College Plan. If the proposed amendment does not obtain approval the second time, it will not be enacted.

Voting members who are unable to attend in person due to travel, sickness, or other leave, will have the opportunity to vote via email prior to the department meeting.

1.3 Updating Charter to Assure Compliance:

In the event the Faculty Agreement and the College Plan are revised, Department Charters will be updated in accordance. If this Department Charter does not align with the College Plan and/or the Faculty Agreement, those documents will prevail. The Chair may revise a specific section of the document to comply with District and College policies at any time.

1.4 Charter Committee:

If an amendment is referred to the Charter committee, the Chair will appoint a committee with a minimum of three members. The advocate of the amendment may not serve on the committee. The committee will review the amendment for its alignment with the Department mission and needs, with the Faculty Agreement, and with the College Plan.

The committee will provide an electronic report to the Chair, who will forward the report to all Department Residential and Adjunct Faculty, in time to allow for sufficient review and approval.

The report will include:

- (1) A copy of the original proposal.
- (2) Written comments about the possible ramifications of the proposal; and
- (3) A recommendation on the acceptance or rejection of the amendment to the faculty specifying the rationale for the recommendation.

The Chair will conduct a discussion of the recommendation and call for a vote at the next earliest Department meeting or at a special meeting if necessary.

1.5 Conflict:

In any event in which this Charter conflicts with the Faculty Agreement and/or College Plan, the Faculty Agreement and College Plan shall take precedence.

2. Chair Duties:

The Nursing Department recognizes that Department and College level issues, initiatives, and challenges are dynamic and that the needs of each Department Chair are individually based and subject to change. Accordingly, the GCC Nursing Department will allow each Chair to determine which, if any, delegable duties they choose to delegate and may change such duties on a semester-by-semester basis.

Summary: Manage the functions and issues affecting the Nursing Program(s) within the Nursing Division at the campus level and in collaboration with the consortium that is MaricopaNursing.

Core Responsibilities include:

Perform Division Chairperson responsibilities

- Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures set forth in the College Plan.
- Plan, manage and oversee the department budget.
- Maintain payroll for full and part-time faculty, including loading calculations.
- Supervise/evaluate faculty and staff.
- Identify/interview/hire adjunct clinical faculty.
- Collect, verify, maintain, update adjunct hiring paperwork.
- Review and provide final approval for adjunct faculty evaluation.
- Facilitate, update, and maintain full time and adjunct faculty personnel files including health and safety documents.
- Chair Residential Faculty position search committees
- Evaluate Probationary Residential Faculty in accordance with the Faculty Agreement
- Communicate College and District objectives, policies, and procedures to Department/Department faculty and staff and to ensure adherence.
- Serve as liaison between nursing division and other divisions/departments.
- Address, manage, and work to resolve conflicts in the department.
- Manage and work to resolve formally registered student concerns.
- Coordinate, manage, and oversee the Department class schedule as planned by faculty
- Maintain databases for Student Tracking, and Student Placement.
- Participate in campus/district/MaricopaNursing committees.

Identification of on/off-campus sites, partnerships, and negotiation of contracts

- Coordinate follow-up evaluations of the program by clinical agencies.
- Coordinate the dual enrollment and community partnership agreements.
- Facilitate evaluations of dual enrollment instructors.
- Participate in partnership negotiations/contracts.
- Identify scholarships, grant, and other funding opportunities for the division.

Coordinate the implementation of the educational effectiveness evaluation plan

- Implement and facilitate the assessment and evaluation of student learning outcomes and division processes per the Systematic Plan of Evaluation (SPE).
- Complete annual program reports for accreditation bodies.

Implement policies and procedures specific to the registration process

- Prepare registration information for class schedules for publication.

- Prepare and conduct the nursing orientation sessions for potential pre-nursing students.
- Prepare and maintain the Nursing Student Handbook.
- Coordinate and monitor process of initial and “for cause” drug testing procedures.
- Monitor the collection/maintenance of health and physical requirements of new and continuing students.
- Develop/maintain printed material on program requirements and admission processes for GCC programs, Nurses Aid Program (NA) and MaricopaNursing.

Coordinate faculty and staff functions/assignments

- Supervise and perform evaluation of the nursing laboratory staff.
- Coordinate the assignments of the administrative assistants.
- Supervise evening, and summer classes.
- Review and maintain the Clinical Instructor Handbook for NA Program and MaricopaNursing Program.
- Supervise and support Residential and Adjunct Faculty.
- Serve as a mentor and resource in teaching and learning for residential and adjunct faculty.
- Facilitate the faculty selection and approval process for textbooks and related educational materials.

Ensure the continuing development and general quality and effectiveness of the program

- Schedule reviews, per SPE, of curriculum and course competencies as to currency, accuracy, and appropriateness to the mission of the program, college, and MaricopaNursing.
- Assist in development of online resources for GCC website, and MaricopaNursing website.
- Investigate, mediate, resolve, and document student and faculty conflicts and grievances.
- Conduct surveys of student groups as part of the ongoing SPE.
- Coordinate monthly faculty meetings.

Complete program self-study requests from accrediting agencies

- Assure the program is congruent with the requirements of accrediting bodies, state agencies, and HLC.
- Complete the periodic reports to accrediting bodies, State Board of Nursing, and other state agencies.
- Coordinate the development of the self-study report to all accrediting bodies.
- Prepare statistical data for the Annual Report, Program Review, and other reports.
- Coordinate preparation of self-study reports and schedule site visits for Nurse Assisting Program (every 2 years) and the RN Program (every 8 years).
- Facilitate the SPE for GCC and participate in the consortium SPE process.

Maintain membership on campus, District, and State committees for Nursing Programs

- Participate in Advisory meetings for Nursing Continuing Education (NCE), NA, and MaricopaNursing.
- Participate in the statewide nursing education meeting.
- Participate in the CEP Alliance meetings.
- Attend state board meetings/committees as required.

3. Process of Identifying and Delegating Department Leadership Roles:

Additional department leadership roles are based on accreditation requirements, Arizona State Board of Nursing rules, and MaricopaNursing policies in collaboration with the faculty. Roles are assigned as follows:

Assistant Chair/Director:

- Must be residential faculty and voted in by 51% majority.
- Be the contact person when the Chair is not available.
- Chair ad-hoc committees as needed.
- Attend and/or facilitate nursing department meetings as needed.
- Attend college or District meetings to represent the Nursing Division as needed
- Coordinate GCCNursing department curriculum related meetings and maintain minutes in accordance with accreditation requirements.
- Assist with compilation of data and self-study materials for accreditation visits for MaricopaNursing.
- Participate in Block and/or semester cohort meetings as needed.
- Maintain a determined number of teaching load hours.

Clinical Coordinator

- A residential or an adjunct faculty member can be a clinical coordinator but cannot exceed 12 load hours for adjunct and 25 load hours for a residential faculty.
- Facilitate coordination of the clinical schedules for the RN program.
- Assist with inputting/modifications of clinical requests into Clinical Coordination Database.
- Participate in Clinical Resolution meeting.
- Attend district meetings for the online clinical orientation systems, myClinicalExchange (mCE), and other clinical related topics.
- Participate in the training as a super-user and resource for all faculty
- Provide clinical updates at all division meetings
- Maintain a determined number of teaching load hours if residential faculty.

Concurrent Enrollment Program (CEP) Coordinator

- Must be a residential faculty.
- Participate in selection of CEP students following application periods.
- Send acceptance letters to all CEP students.
- Assist with scheduling CEP components outside the “normal” MaricopaNursing scheduling.

- Organize Preregistration Materials for new students in all CEPs.
- Assist with data collection – all CEP cohorts.
- Maintain spreadsheets with all current and graduating CEP students.
- Coordinate with faculty from university partners as needed.
- Assist with coordination of CEP partner placements.
- Assist with scheduling of university partner visits and presentations.
- Participate in CEP meetings and orientations.
- Interact with the district support personnel to place and progress CEP students.
- Assist in maintaining the nurse tracking system for CEP students.
- Provide CEP updates at division faculty meetings.
- Coordinate/facilitate CEP participation in Pinning ceremony.
- Complete components of GCC Program Reports as requested by the Chair.
- Maintain a determined number of teaching load hours.

4. Course Assignments:

Course assignments are made by the Chair, Program Director, or Designee consistent with the mission, priorities, and instructional needs of the Department and the College in a manner that is efficient and fair. The Chair/Program Director/Designee, in consultation with each individual faculty member, determines the course load distribution for each faculty member consistent with faculty teaching loads, expertise, and based on current need. Full time residential faculty will be given the first choice for teaching non-NUR core courses before offering to others. Full time Faculty must teach at least 7 load hours of NUR courses of the required 15 load hours each Fall and Spring semester.

5. Book Selection:

Textbooks are selected for use in instruction based on quality and cost effectiveness. Lead faculty select the course textbooks after consultation with the Residential and Adjunct faculty teaching the courses. For cohort programs, faculty meet in blocks or semesters and agree on a book package to be used throughout the duration of the program of study.

6. Department Meeting Schedule:

The Chair will call formal Department meetings to include Residential Faculty, Adjunct Faculty, and staff, at various times during the year, depending on the volume of business to be conducted, but at minimum once a month with the virtual option to accommodate those who are not able to join in person. The schedule for regular meetings will be announced at the beginning of each fall and spring semester. The Chair will attempt to ensure student representation in these meetings. The Chair shall prepare and distribute a tentative agenda

prior to the meeting with sufficient time for Department Residential and Adjunct Faculty and staff members to request that items be included on the meeting agenda. In addition to the general meeting, a curriculum meeting will be conducted at minimum three times a semester during which all residential faculty will meet and discuss the different standards of the accreditation body and incorporate those into the curriculum.

7. Adjunct Rights and Support

7.1 Adjunct Support:

The Department is committed to adhering to the Adjunct Faculty rights outlined in the Faculty Agreement. The department is committed to providing the tools and resources to support retention and success of the Adjunct Faculty in the classroom and in clinical facilities.

7.2 Process for Reappointment of Department Adjunct Faculty:

Fluctuations in enrollment can create unanticipated staffing needs. With as much notice as is possible, the adjunct Faculty will be notified of reappointment or non-reappointment, with as much advance notice as possible, so that Adjunct Faculty are able to anticipate how many sections of a given course will need to be staffed. Adjunct clinical nursing faculty are primarily used in labs, simulation, and facility-based clinical experiences. The Course Coordinator offers, and places adjuncts according to specialty expertise, overall experience level, and scheduling needs. Adjuncts are given the opportunity to accept open positions which are sent out to all qualified adjuncts and the majority are accepted on a first-come/first-serve basis.

8. Expectations of Department Faculty

Department faculty are expected to meet their professional and institutional commitments at the College and within the Department. Faculty should familiarize themselves with the Faculty Agreement, the College Plan, and the Department Charter to ensure compliance with all policies and procedures. Faculty should be active participants as committee members, student advocates, or in whatever other capacity they can render the best service in the affairs of the Department, the College, and the district. Faculty are expected to support the educational mission of the college by engaging in the student learning assessment process for the purpose of continuous improvement. Faculty must maintain currency by teaching clinical, simulation, lab, attending conferences/workshops or working at the hospital. All faculty must attend the FIM meetings and the Block and program meetings at the district level. All faculty must participate in self-study process for accreditation.

9. Department Committees

It will be necessary at times to develop committees to perform relatively short-term tasks. These committees may consist of residential faculty, adjunct faculty, and staff members, depending on the purposes of the committee. All nursing department personnel are expected to meet the requirements for college and district committee service. In MaricopaNursing each program has program meetings, advisory council meetings (for each program), and coordinates workshops and meetings as needed, to maintain competency and share updated accreditation requirements and information. Ad-hoc or small task force committees are convened as needed to address time-sensitive or immediate needs. All nursing faculty are encouraged to participate on national specialty committees and Boards, and to participate as schedules permit on committees supported by the Arizona State Board of Nursing.

10. Other Nursing Department Specific Policies

10.1 Assessment

Faculty are expected to support the educational mission of the College by engaging in the student learning assessment process for the purpose of continuous improvement. Guided by the Department Assessment Coordinator (DAC), all faculty are expected to participate in assessment activities. These activities include, but are not limited to, data collection for course assessment and implementation of identified interventions to improve student outcomes. Residential faculty and Adjunct faculty who are sole instructors for their courses will be expected to serve as Course Leads. For courses with multiple faculties, one faculty member will serve as the Course Lead, unless faculty are conducting individual assessments. Course Leads are responsible for developing assessments in collaboration with course faculty (including dual enrollment faculty), submitting course assessment reports, and guiding faculty through identified interventions prior to reassessment.

- All faculty who teaches a theory course must complete an Institutional Learning Outcome assessment every semester.
- All faculty who teaches a theory course must complete the course assessment reports for GCC-HLC with assessment in the Fall and Evaluation in the Spring.

10.2 Professional Growth

All faculty are encouraged to participate in faculty professional growth activities like conferences, symposium, workshops, and other activities. Upon return faculty must share the knowledge gained. This may be done during the following faculty meeting, or placing the materials received in the drive, or shared electronically.

10.3 Office Rooms

Full time residential faculty gets the first choice to office rooms when one becomes available, according to the date of hire. In case of overlaps, a coin toss will decide who gets the office.

10.4 Block Meetings

Block meetings must be conducted at least twice a semester, and cohort meetings conducted at least once a semester, and the minutes uploaded into the appropriate folder in the drive. Specialty faculty may include their minutes into the block meeting minutes.

Amendments:

2023, March 30th – Proposed by Sheri Tharp – 10.2 faculty must share the knowledge gained instead of must present – 100% agreed.

Proposed by Grace Paul - #2 Page 5, paragraph 3- Needs updated to every 8 years – 100% agreed.

Assistant Chair elected by 100% - Sheri Tharp from all 2023.

2024, September 30th – No Amendments