MENNONITE COLLEGE OF NURSING
AT
ILLINOIS STATE UNIVERSITY
BY-LAWS OF THE COLLEGE COUNCIL

Preamble

The College Council shall be the primary committee for shared governance in Mennonite College of Nursing. The College Council shall serve as the agency through which members of the college community shall participate in determining College policies and procedures in accordance with the Illinois State University Constitution.

Article I: Purposes

The Council shall provide input to the Dean of the College of Nursing on all major issues which confront the College in the areas of governance, curriculum, personnel and administration. The Dean will regularly communicate with the Council regarding all issues which have an impact on the governance, curriculum, personnel and administration of the College.

Section 1. The College Council shall serve as a decision-making body in:

a. approving curriculum and college policies and procedures concerning academic affairs, faculty affairs, and student affairs;

b. determining the powers, duties, and organization of each College committee; and

c. approving policies and procedures developed via College Council committees. The Council shall not normally consider a matter which is usually the responsibility of a committee until the committee has reported its recommendations on the matter to the Council.

Section 2. The College Council shall operate as a forum for discussion on matters of concern to the College and University community, including contributing to the strategic planning process.

Section 3. The College Council shall conduct the annual evaluation of the Dean of the College according to the ISU Policies, Procedures, and Guidelines.

Section 4. The College Council shall approve, by a majority of voting members, all proposals that are identified as policies formulated by or for the College of Nursing. Before any administrative official, committee, or any other organization may promulgate or execute a policy in the name of the
College, the policy must be submitted to and approved by the College Council in accordance with these bylaws.

Article II: Membership

Section 1. Voting members of the College Council shall consist of the Dean of the College, Associate Dean, Undergraduate Program Coordinator, Graduate Program Coordinator, all full-time faculty, the Assistant Dean for Student and Faculty Services, and three nursing students- 2 undergraduate (one each from fall and spring admission cohorts) and 1 graduate.

Section 2. Faculty members holding joint appointments are considered voting members in the department of the primary appointment.

Section 3. Ex-officio members of the College Council who have a voice without voting privileges shall include all full-time faculty on full leave, all part-time faculty, the academic advisors, College of Nursing Librarian, College Development Officer, administrative/professional staff not included in Article II, Section 1 and civil service staff.

Article III: Eligibility for Membership

Section 1. Faculty eligible for voting membership on the College Council shall include full-time faculty on the tenure and non-tenure track. Faculty who are on full leave shall be considered ex-officio members and will not have voting privileges.

Section 2. Students eligible for voting membership on the College Council shall include any degree seeking student in good standing who is enrolled in the College of Nursing at the time of election to the Council.

Article IV: Council Elections

Section 1. Undergraduate and Graduate Student Representatives

a. The term of office for student representatives shall be one year.

b. Election process

1) The College Elections Committee will request nominations for student representatives to committees during the second week of February. Nominations will be obtained from the fall and spring cohorts equally for representation on each committee as designated in these bylaws.
2) Nominations will be submitted in written or electronic form to the Chairperson of the College Elections Committee.

3) The College Elections Committee will supervise the preparation of ballots immediately following the closure of nominations. Ballots may be in written or electronic form.

4) An election shall be conducted for undergraduate student representatives via a written or electronic survey format no later than April 1. Students with a declared major in the undergraduate nursing program are eligible to vote for the undergraduate representatives.

5) An election shall be conducted for graduate student representatives via a written or electronic survey format no later than April 1. Students with a declared major in the graduate nursing program are eligible to vote for the graduate representatives.

6) The College Elections Committee will be responsible for tabulation of election results and notification of the College community of election outcomes. For each of the undergraduate and graduate elections, the student receiving the highest number of votes will be the representative. The student receiving the second highest number of votes will be the alternate.

7) Election results shall be stored electronically for thirty days by the Election Committee.

8) Newly elected student representatives to the College Council and its standing committees shall begin their term of office with the first regular meeting of the respective group in the fall semester. These representatives will be contacted by the respective meeting convener as meeting agendas are developed.

9) In the event that a student is unable to complete his/her term as a member of the College Council this position will be filled by the student elected as alternate.

Section 2. Other Election Committee Responsibilities

The Elections Committee shall be responsible for election of the faculty representative to the Academic Senate.
Article V: Council Officers

Section 1. Elections

a. At the last regular meeting of the academic year the College Council shall nominate and choose by ballot from the voting members of College Council a Vice-Chairperson to serve a two year term. This term includes one year as Vice-Chairperson followed by one year as Chairperson. This officer shall assume duties of the office upon election. An individual may serve no more than two consecutive two-year terms.

b. A Parliamentarian may be appointed by the Chairperson to serve a one-year term.

Section 2. Executive Committee

a. The Chairperson, the Vice-Chairperson and the Dean of the College shall constitute the Executive Committee of the College Council. The Executive Committee may request the participation of others, as appropriate. The Chairperson of the College Council shall serve as Chairperson of the Executive Committee.

b. The Executive Committee shall prepare the agenda for each Council meeting and shall perform such other functions as the Council assigns to it. The Executive Committee solicits nominations from faculty and staff for applicable awards (such as Service Awards).

Section 3. Duties of the Officers

a. Chairperson
   The Chairperson shall conduct the meetings and prepare and distribute the agenda at least three school days in advance of all regular meetings of the College Council.

b. Vice-Chairperson
   The Vice-Chairperson shall conduct the meetings in the absence of the Chairperson.

c. Parliamentarian
   The Parliamentarian shall serve as timekeeper and make parliamentary decisions based on knowledge of the College Council bylaws and Robert’s Rules of Order, latest edition.
Article VI: Meetings

Section I. Regular Meetings

The College Council shall hold meetings during the months of October, November, February, March, April, and whenever deemed necessary.

Section 2. Special Meetings

Special meetings may be called by the Chairperson or, in her/his absence, by the Vice-Chairperson or by the Dean of the College or by two-thirds of the membership of the College Council. At least one member of the Executive Committee must be in attendance of any special meeting.

Section 3. Minutes/Agenda

Staff designated by the Office of the Dean shall take and prepare the minutes for distribution to all members of the Council. One copy of these records will be filed in the office of the Dean of the College. Minutes shall be made available for students upon request through the office of the Dean. The secretary shall also publish and distribute the agenda for all regular and special meetings of the Council to Council members at least three school days prior to the meeting.

Section 4. Quorum

Two-thirds of the voting members of the College Council shall constitute a quorum for regular and special meetings. No meeting shall be held unless a quorum is present, and at least one member of the Executive Committee is present at the meeting.

Section 5. Processing of College Council Recommendations

a. When a committee or other group is bringing a recommendation for a vote at College Council, the chair/leader of the group is to submit to the Chair of College Council a summary of the issues related to the recommendation which were discussed at the group’s meetings, along with the recommendation from the group and the rationale for making the recommendation.

b. This information must be submitted by the dates designated for submission of materials for the College Council agenda.

c. All such documents will be distributed with the College Council agenda. College Council members are responsible for reviewing all such materials prior to the College Council meeting.
d. College Council members having questions or concerns about a recommendation should raise their concerns with members of the committee bringing forth the recommendation prior to College Council.

Article VII. Review of bylaws

Section 1. Bylaws Committee

A committee appointed by the Chairperson of the College Council shall be established to review and revise the bylaws as needed at least every five years.

Section 2. Committee Report and Recommendations

The bylaws committee shall present proposed changes in the bylaws to the College Council for approval. If the Council shall approve the bylaw revisions by a two-thirds vote of its members, the bylaws shall be adopted and forwarded to the Academic Senate for approval.

Article VIII. Amendments to these bylaws

Section 1. Proposed Amendment

An amendment to the bylaws may be proposed by a petition signed by one-fourth of the voting members of the Council, or one-fourth of the College faculty. Proposed amendments shall be submitted at a regular meeting of the College Council, distributed with the minutes, and voted upon at a regular Council meeting following distribution.

Section 2. Approval of Amendments

If the Council approves the amendment by a two-thirds vote of its members, the amendment shall be adopted and forwarded to the Academic Senate for approval.

Section 3. Student Petitions

By presenting a petition of signatures of one-fourth of the currently enrolled nursing students, students may request:

a. reconsideration of a College Council action,
b. consideration of action,
c. arrangement for a hearing before the College Council, or
d. consideration of an amendment to these bylaws.
Article IX: Committees

Section 1. The Executive Committee of the College Council shall appoint the College Elections Committee, Prelicensure Curriculum Committee, Prelicensure Program Committee, RN-BSN Curriculum Committee, Graduate Program and Curriculum Committee, College Research Committee, Quality Advances in Nursing Technology Committee, and such other standing and special committees as it deems necessary to exercise the functions of the College Council. Members of the College Faculty Status Committee and the Department Faculty Status Committee are elected.

Section 2. Membership

a. All fulltime teaching faculty shall be appointed by the Executive Committee to serve on at least one and not more than two standing committees. These appointments shall be made by the middle of August. Eligible faculty members will be elected to serve on the Department and College Faculty Status Committees. When warranted, changes in committee assignments may be made by the Dean of the College. Prior to any changes, consultation must be made with the Executive Committee and consideration given to the special interests of the faculty member.

b. Faculty may serve for a maximum of three continuous years on the same committee. Exceptions may be made in consideration of faculty expertise.

c. Student representatives shall be elected to all standing committees except the Department and College Faculty Status Committees according to Article IV Council Elections.

d. All committee meetings are open to the teaching faculty of the College except meetings of the Department and College Faculty Status Committees.

e. If a committee member is absent for three consecutive meetings, or is no longer able to serve, the committee may declare that member’s seat vacant. When a committee seat is declared vacant, or a committee member resigns, the chairperson of the committee will inform the Associate Dean and the Council Chairperson, who will then seek a replacement.

Section 3. Officers
a. Chairperson: The chairperson of the committee will have served as a member of the respective committee for at least one year prior to assuming this role. The chairperson will be elected during the first committee meeting of the Academic year.

The chairperson shall:

1) prepare and post the agenda three school days prior to the meeting.

2) preside at committee meetings.

3) assign tasks to committee members.

4) evaluate committee work in the form of an annual written report.

b. The secretary shall:

1) be determined by the committee members.

2) record minutes of all committee meetings.

3) ensure minutes are filed in the location designated by the College.

Section 4. Meetings

a. Meetings of all standing committees are held monthly, or as necessary, to accomplish the work of the committee. It is recommended that Prelicensure Curriculum Committee and Prelicensure Program Committee meet on separate days to allow all members to participate as needed without overlap.

Section 5. Standing Committees

a. College Elections Committee

1) Membership

    Shall consist of at least two teaching faculty, one undergraduate student and one graduate student. A faculty member shall be elected chairperson by the committee. The Associate Dean is an ex-officio, voting member.

2) Functions
a) Shall hold the elections according to Article IV, Section 1b. of these Bylaws for the following:
   
i. Faculty representative to the Academic Senate

ii. Undergraduate and graduate student representatives and alternates to College Council

iii. Student representatives and alternates to the standing College committees according to Committee membership stated in Article IX, Sections 6a through 6i.

b) The Chairperson, along with other committee members shall see that the Election Rules of the College and, where applicable, of the University are followed. The chair shall be available for reports to the College Council, as deemed necessary.

c) The Chairperson is responsible for knowing the rules regarding eligibility to serve and to vote and the various interpretations of these rules, so that questions from the faculty may be answered. In situations where there is no clear answer to the question, the chair shall consult with the appropriate authority.

3) Rules

a) The Committee will supervise elections conducted by the College, though special rules for particular elections may be established. In elections calling for votes by the faculty the Committee will circulate ballots to eligible voters by means which they find most effective. The Committee shall determine how absentee ballots shall be handled.

b) In College elections in case of tie, winners will be decided by lot. If variable terms of office are involved, those who receive the greatest number of votes will serve the longest terms.

b. Prelicensure Curriculum Committee

1) Membership

Shall consist of at least three faculty members with teaching responsibility in the Undergraduate Program, the Undergraduate
Program Coordinator, the Clinical Nursing Lab Coordinator, and two prelicensure students (one each from fall and spring admission cohorts). The Associate Dean and the Assistant Dean for Student and Faculty Services are ex-officio, voting members. The College of Nursing Librarian is an ex-officio, non-voting member.

2) Functions

a) Evaluate policies that relate to prelicensure course implementation, including course sequencing, course evaluation, and clinical performance.

b) Evaluate procedures related to selection and utilization of clinical sites and clinical preceptors for the prelicensure program.

c) Evaluate the adequacy of library holdings and clinical sites for meeting academic needs of the prelicensure program.

d) Review proposed prelicensure course changes and Faculty Course Recommendations as noted in the Plan for College Assessment and make recommendations to the faculty involved as necessary.

e) Review proposed prelicensure courses and/or curricular changes according to the University Curriculum Committee guidelines and make recommendations to the appropriate University committee.

f) Utilize the Plan for College Assessment to evaluate the prelicensure program, including collection of data impacting the curriculum, analysis of NCLEX results, and report findings to the Associate Dean.

g) Make recommendations regarding curriculum changes to College Council based on evaluation of results obtained through the Plan for College Assessment.

c. Prelicensure Program Committee

1) Membership

Shall consist of at least three faculty members with teaching responsibility in the Undergraduate Program, the Undergraduate Program Coordinator, the Clinical Practice Coordinator, and two
prelicensure students, (one each from fall and spring admission cohorts). The Associate Dean, the Assistant Dean for Student and Faculty Services, and the undergraduate academic advisor are ex-officio, voting members. The College of Nursing Librarian is an ex-officio, non-voting member.

2) Functions

a) Evaluate admission requirements/procedures, academic advisement policies, lower division program of study and academic standards.

b) Evaluate graduation and degree requirements in accordance with University policy.

c) Review application for readmission of students to the undergraduate program.

d) Render decisions regarding applicants who request special consideration for admission to the prelicensure program.

e) Develop, implement, and evaluate undergraduate honors and awards program.

f) Ensure currency of student and faculty handbooks related to the undergraduate program.

f) Utilize the Plan for College Assessment to evaluate the prelicensure program policies and procedures and recommend changes to College Council as needed.

d. **RN-BSN Curriculum Committee**

1) Membership

Shall consist of at least two faculty members with teaching responsibility in the RN-BSN sequence, the RN-BSN sequence leader, the Undergraduate Program Coordinator, and one (1) RN-BSN student. The Associate Dean and the Assistant Dean for Student and Faculty Services are ex-officio, voting members. The College of Nursing Librarian and the RN-BSN academic advisor are ex-officio, non-voting members.

2) Functions

a) Programmatic needs:
i. Evaluate academic standards, admission requirements, and academic advisement policies relative to the RN-BSN sequence.

ii. Render decisions regarding applicants who request special consideration for admission to the RN-BSN sequence.

iii. Evaluate academic policies relevant to the RN/BSN sequence.

iv. Develop, implement, and evaluate the RN-BSN honors and awards program.

v. Evaluate the graduation and degree requirements of the RN-BSN sequence in accordance with University Policy.

vi. Utilize the Plan for College Assessments to evaluate the RN-BSN sequence including collection of data impacting the curriculum and make recommendations for changes to College Council as needed.

b) Curricular needs:

i. Evaluate policies that relate to RN-BSN course implementation, including course sequencing, course evaluation, and clinical practicum performance.

ii. Evaluate procedures related to selection and utilization of clinical sites and clinical preceptors for the RN-BSN sequence.

iii. Assess the adequacy and accessibility of library holdings and services on-campus for meeting the academic needs of the RN-BSN sequence.

iv. Assess the adequacy and accessibility of library holdings and services off-campus for meeting the academic needs of the RN BSN sequence.

v. Evaluate RN-BSN courses in terms of objectives, content, teaching strategies, and evaluation methods.
vi. Review proposed RN-BSN sequence courses and/or curricular changes according to the University Curriculum Committee guidelines, and make recommendations to the appropriate University committee.

e. Graduate Program and Curriculum Committee

1) Membership

Shall consist of at least three faculty members with teaching responsibilities in the Graduate Programs (at least one of which has teaching responsibilities in the doctoral program), the Graduate Program Coordinator, and one graduate student. The Associate Dean and the sequence leaders are ex-officio, voting members. The College of Nursing Librarian and the graduate academic advisor are ex-officio, non-voting members.

2) Functions: All GPCC functions relate to the graduate programs only.

a) Programmatic needs:

   i. Evaluate recruitment plan, academic standards, admission requirements, and academic advisement policies.

   ii. Evaluate the graduation and degree requirements in accordance with University policy.

   iii. Review applications and select candidates if requested by the Graduate Program Coordinator.

   iv. Develop, implement, and evaluate the graduate honors and awards program.

   v. Utilize the Plan for College Assessment to evaluate the graduate programs and report findings to the Associate Dean.

b) Curricular needs:

   i. Evaluate policies that relate to graduate course implementation including course sequencing, course evaluation, and clinical performance.
ii. Evaluate procedures related to selection and utilization of clinical sites and clinical preceptors for the graduate programs.

iii. Evaluate the adequacy of library holdings and off-campus facilities for meeting academic needs of the graduate programs.

iv. Review Course Recommendation Forms and make recommendations to the faculty involved as necessary.

v. Review proposed graduate courses and/or curricular changes according to the Graduate School Curriculum Committee guidelines.

f. College Research Committee

1) Membership

   Shall consist of at least three teaching faculty, at least one of whom has teaching responsibility in the graduate program, two undergraduate students (one each from fall and spring admission cohorts), and a graduate student. The Associate Dean, the Associate Dean for Research, and the Graduate Program Coordinator are ex-officio, voting members.

a) Functions

   i. Establish annual committee goals based on the college goals identified in the (current) FY consolidated budget request.

   ii. Promote mechanisms to encourage participation in research by students, faculty, and administration.

   iii. Review proposals for internal grants and determine awards.

   iv. Evaluate policies and procedures concerning internal research, grants, and awards.

   v. Review, evaluate, and summarize internal award reports submitted by grantees for annual committee report.
vi. Organize and/or participate in scholarship events.

g. **Quality Advances in Nursing Technology Committee**

1) **Membership**

The Committee shall be composed of at least one teaching faculty, one representative from MCN Technology, one staff member, the College representative to the ISU Computer Technology Policy and Planning Council, the Undergraduate Program Coordinator, the Graduate Program Coordinator, the Clinical Nursing Lab Coordinator, the Clinical Practice Coordinator, the Dean, and the Associate Dean. The Associate Dean will be the Chairperson of the committee. The Dean, the Associate Dean and the Coordinators may designate a representative to serve in their place or invite additional representatives in their unit to serve on the committee. These designees and additional representatives are voting members.

2) **Functions:** This Committee meets on an as needed basis to fulfill its designated functions.

   a) Function as a Constituent Advisory Committee to the Campus Technology Policy and Planning Council.

      i. Proposes and reviews Technology Proposal Submission Forms developed for submission to the Campus Technology Policy and Planning Council.

      ii. Examine technology issues/projects as directed by the Campus Technology Policy and Planning Council.

   b) Assist with Strategic Planning for MCN technology including technology needs for teaching (including but not limited to needs of the clinical simulation lab), service, scholarship and practice; MCN website; MCN Network; technology budgetary decisions, and development and review of technology related policies.

   c) Provide leadership and direction to appropriate college committees about setting standards related to ensuring quality of technological initiatives.
d) Oversee updating and evaluation of MCN website and network.

h. College Faculty Status Committee

1) Membership

Shall consist of three faculty members as defined in the current Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies. All members of the committee must hold tenure. Members are elected at large by the faculty for staggered two-year terms.

2) Functions

a) Review College faculty status procedures and policies to ensure conformity with University policy.

b) Review College criteria for performance, evaluation, promotion, leave and tenure based on faculty input.

c) Review faculty applications and DFSC recommendations for leave, promotion and/or tenure.

d) Make recommendations to the Dean regarding faculty leave, promotion and/or tenure.

e) Make recommendations to the Dean regarding the allocation of salary increases for the faculty.

3) Policies and procedures for this committee are found in the current Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies and in the Mennonite College of Nursing ASPT Standards.

i. Department Faculty Status Committee

1) Membership

Shall consist of three faculty members as defined in the current Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies. The majority of the committee must be tenured. Members are elected at large by the faculty for staggered two-year terms.
2) Functions

   a) Develop College faculty status procedures and policies for appointment, reappointment, performance-evaluation, promotion, tenure, and post-tenure reviews.
   
   b) Develop policies and procedures for the allocation of monies devoted to performance-evaluated salary increments and salary equity adjustments.
   
   c) Review faculty applications for leave, promotion and/or tenure.
   
   d) Make recommendations to the CFSC regarding faculty leave, promotion and/or tenure.
   
   e) Conduct pre-tenure reappointment reviews.

3) Policies and procedures for this committee are found in the current Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies and in the Mennonite College of Nursing ASPT Standards.

Adopted by College Assembly 2/2/99
Amended and approved by College Council 3/7/00; 12/5/00; 4/3/01; 5/1/01; 4/5/05; 5/6/08, 9/17/10