

**Illinois State University
Mennonite College of Nursing
College Council
Bylaws**

Preamble

The College Council shall be the primary committee for shared governance for 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: Purpose

The College Council shall provide input to the Dean of Mennonite 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 College 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. approval of curriculum and college policies and procedures concerning academic, faculty, and student affairs;
 - b. determination of the powers, duties, and organization of each College committee; and
 - c. approval of policies and procedures developed via College Council committees. The College Council shall utilize its Committees as content experts in matters of business including but not limited to recommendations on policies, procedures and curriculum related to the Committees' functions.
- 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*. Changes to the Mennonite College of Nursing dean or chair evaluation instrument will be forwarded to the Academic Senate for approval.
- Section 4. The College Council shall approve, by a majority of voting members, all proposals that are identified as policies formulated by or for Mennonite 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 for Academics, Associate Dean for Academic Support, Associate Dean for Research, all full-time tenured, tenure track and non-tenure track faculty, and three nursing students - 2 undergraduate and 1

graduate student.

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 sabbatical, 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 tenured, tenure track, and non-tenure track faculty. Faculty who are on full leave shall be considered ex-officio members and do 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 Mennonite College of Nursing at the time of election.

Article IV: Council Elections

Section 1. Undergraduate and Graduate Student Representatives

- a. The term of office for student representatives shall be one academic year.
- b. Election process
 - 1) The College Elections Committee will request nominations for student representatives to committees during March for the following academic year.
 - 2) Nominations will be submitted in written or electronic form to the Chairperson of the College Elections Committee.
 - 3) The College Elections Committee with the assistance of the Assistant to the Associate Dean for Academics and Program Directors 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. 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. Students with a declared major in the graduate nursing program are eligible to vote for the graduate representative.
 - 6) The College Elections Committee with the assistance of the Assistant to the Associate Dean for Academics and Program Directors 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 the academic year by the College Elections Committee.
- 8) Newly elected student representatives to 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 Chair as meeting agendas are developed.
- 9) In the event that a student is unable to complete his/her term as a member of College Council, this position will be filled by the student elected as alternate.

Article V: Council Officers

Section 1. Elections

- a. Prior to the last regular meeting of the academic year, the College Elections Committee shall solicit nominations for College Council Chair and Vice Chair. A Vice-Chairperson shall serve two academic years as a term. This term will include one academic year as Vice-Chairperson followed by one academic year as Chairperson. This officer shall assume duties of the office upon election. An individual may serve no more than two consecutive terms. Ballots will be prepared, distributed to the voting members of the College Council and counted by the College Elections Committee with the assistance of the Assistant to the Associate Dean for Academics and Program Directors. The College Elections Committee will make an announcement of election results.
- b. A Parliamentarian may be appointed by the Chairperson to serve a term of one academic year.

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 College 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 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 1. Regular Meetings

The College Council shall hold meetings during the months of September, October, November, December, February, March, April, May 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, 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. Agenda / Minutes

The Assistant to the Associate Dean for Academics and Program Directors shall assist in the compilation of agenda items and take minutes for distribution to all members of the College Council. One copy of these records will be filed in the office of the Dean of the College. Minutes shall be made publicly available through the office of the Dean. The Assistant to the Associate Dean for Academics and Program Directors shall also publish and distribute the agenda for all regular and special meetings of College Council to Council members 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 to College Council, the Chair of the committee or group shall submit to the Chair of College Council a summary of the issues related to the recommendation which were discussed, along with the recommendation and the rationale for the recommendation.
- b. This information must be submitted by the dates designated by the College Council Chair for addition to 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 at least every five academic years

or as needed.

- 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 voting 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 College Council, or one-fourth of the full-time 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 College Council meeting following distribution.
- Section 2. Approval of Amendments
If College Council approves the amendment by a two-thirds vote of its voting 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 in a designated sequence/program, students enrolled in that sequence/program may request:
- a. reconsideration of a College Council action affecting the designated sequence/program,
 - b. consideration of action affecting the designated sequence/program,
 - 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 members of the College Elections Committee, Prelicensure Curriculum Committee, Prelicensure Program Committee, RN to BSN Committee, Graduate Program and Curriculum Committee, Simulation Committee, College Research Committee, Technology Steering 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. The College Council may create such standing and Ad hoc committees as it deems useful to the exercise of its authority. Consistent with Article IX, Section 1, members of such committees shall be appointed by the Executive Committee of the College Council. For each committee, the College Council shall determine its authority, duties, procedures, size, terms of office, and general composition of its membership, and the sequential disposition of its reports and recommendations to various bodies within the College.
- Section 3. Membership

- a. All full time teaching faculty shall be appointed by the Executive Committee to serve on at least one and not more than two standing committees. Staff members may also be appointed by the Executive Committee to serve on committees. These appointments shall be made in May with new faculty and staff being assigned as hired. 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 Executive Committee. 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 academic years on the same committee. Exceptions may be made in consideration of faculty expertise. Staff terms will be at the discretion of the Executive Committee. This stipulation does not apply to ex officio members of committees.
- 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 except meetings of the Department and College Faculty Status Committees.
- e. If a committee member is absent from 50% or more of their committee's meetings during one academic year, or is no longer able to serve, the committee may declare that member's seat vacant. This stipulation does not apply to ex officio members of committees. When a committee seat is declared vacant, or a committee member resigns, the chairperson of the committee will inform the Executive Committee, who will then seek a replacement.

Section 4. Officers

- a. Chairperson: The chairperson of the committee will have served as a member of the respective committee for at least one academic year prior to assuming this role. The chairperson will be elected prior to or during the first committee meeting of the academic year. A vice-chair will be elected to carry out the chairperson's role in the chairperson's absence. The chairperson shall:
 - 1) Prepare and post the agenda prior to the meeting with the assistance of the Assistant to the Associate Dean for Academics and Program Directors
 - 2) Preside at committee meetings,
 - 3) Assign tasks to committee members,
 - 4) Submit monthly report of committee activities for inclusion in College Council meeting materials,
 - 5) Evaluate committee work in the form of an annual written report,
 - 6) Record minutes of all committee meetings with the assistance of the Assistant to the Associate Dean for Academics and Program Directors, and
 - 7) Ensure minutes are filed in the location designated by the College with the assistance of the Assistant to the Associate Dean for Academics and Program Directors.

Section 5. Meetings/Reports

- a. Meetings of all standing committees are held monthly, or as

- necessary, to accomplish the work of the committee.
- b. The chairperson of each standing committee is responsible for submission of monthly reports to the College Council Executive Committee for distribution with the agenda.
- c. The chairperson of each standing committee is responsible for submission of the Annual Committee Chair Report. This report is to include a list of committee goals for the current fiscal year, accomplishments related to these goals, and a list of proposed committee goals for the upcoming fiscal year. The Assistant to the Associate Dean for Academics and Program Directors will solicit these reports from committee chairpersons.

Section 6. Standing Committees

- a. College Elections Committee (CEC)
 - 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 for Academics is an ex-officio, voting member.
 - 2) Functions
 - a) Shall hold the elections according to Article IV, Section 1.b. and Article IX, Section 6.a.4 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, Section 3.
 - 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, vote, and the various interpretations of these rules, so that questions from the faculty and students 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 College Elections Committee will supervise elections conducted by the College Council, though special rules for particular elections may be established. In elections calling for votes by the faculty and students (per Article IV, Section 1) 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) Ballots will be prepared, distributed to the voting members of College Council and counted by the Assistant to the Associate Dean for Academics and Program Directors.

Results will be forwarded to the College Elections Committee for announcement.

- c) In case of a 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.

4) Other College Elections Committee Responsibilities

The College Elections Committee shall be responsible for election of the faculty representative to the Academic Senate. Per Academic Senate Bylaws, only full-time faculty with the rank of Assistant Professor, Associate Professor, and Professor shall be eligible to vote for tenured and probationary members in Senate elections. Non-tenure track faculty are eligible to vote for the non-tenure track member of Academic Senate through elections conducted by the Senate.

b. Prelicensure Curriculum Committee (PCC)

1) Membership

Shall consist of at least three faculty members with teaching responsibility in the Undergraduate Program, the Undergraduate Program Director, the Director of the Nursing Simulation Laboratory, and two prelicensure students. The Associate Dean for Academics and the Associate Dean for Academic Support are ex-officio, voting members. The College of Nursing Librarian and the Undergraduate Academic Advisor are ex-officio, non-voting members.

2) Functions

- a) Establish annual committee goals in alignment with the College Strategic Plan in preparation for the fiscal year budget report.
- b) Evaluate policies that relate to prelicensure course implementation, including course sequencing, course evaluation, and student clinical performance.
- c) Evaluate procedures related to selection and utilization of clinical sites and clinical preceptors for the prelicensure program.
- d) Evaluate the adequacy of library holdings and clinical sites for meeting academic needs of the prelicensure program.
- e) Review proposed prelicensure course changes, including content and textbook changes, and Faculty Course Recommendations as noted in the Plan for College Assessment and make recommendations to the faculty involved as necessary.
- f) 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 for Academics.
- 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 (PPC)
 - 1) Membership
Shall consist of at least three faculty members with teaching responsibility in the Undergraduate Program, the Undergraduate Program Director, and two prelicensure students. The Associate Dean for Academics and the Associate Dean for Academic Support are ex-officio, voting members. The College of Nursing Librarian, the Undergraduate Academic Advisor, and the Instructional Experience Coordinator are ex-officio, non-voting members.
 - 2) Functions
 - a) Elect committee members to serve on panels reviewing student dismissal and readmission per policies in the student and faculty handbooks.
 - b. Establish annual committee goals in alignment with the College Strategic Plan in preparation for the fiscal year budget report.
 - c) Evaluate admission requirements/procedures, academic advisement policies, and undergraduate program academic standards, including grading policies.
 - d) Evaluate graduation and degree requirements in accordance with University policy.
 - e) Review application for readmission of students to the undergraduate program.
 - f) Render decisions regarding applicants who request special consideration for admission to the prelicensure program.
 - g) Develop, implement, and evaluate undergraduate honors and awards program.
 - h) Ensure currency of student handbooks related to the undergraduate program.
 - i) Utilize the Plan for College Assessment to evaluate the prelicensure program policies and procedures and recommend changes to College Council as needed.
- d. RN to BSN Committee (RN to BSN)
 - 1) Membership
Shall consist of at least two faculty members with teaching responsibility in the RN to BSN sequence, the RN to BSN sequence leader, the Undergraduate Program Director, and one RN to BSN student. Due to the online structure of the program, if annual attempts at student inclusion are unsuccessful, student feedback will be solicited via list serve. The Associate Dean for Academics and the Associate Dean for Academic Support are ex-officio, voting members. The College of Nursing Librarian and the Undergraduate Academic Advisor are ex-officio, non-voting members.
 - 2) Functions
 - a) Programmatic needs:
 - i. Establish annual committee goals in alignment with the College Strategic Plan in preparation for the fiscal year budget report.
 - ii. Evaluate academic standards, admission

- requirements, and academic advisement policies relative to the RN to BSN sequence.
 - iii. Render decisions regarding applicants who request special consideration for admission to the RN to BSN sequence.
 - iv. Evaluate academic policies relevant to the RN to BSN sequence.
 - v. Develop, implement, and evaluate the RN to BSN honors and awards program.
 - vi. Evaluate the graduation and degree requirements of the RN to BSN sequence in accordance with University policy.
 - vii. Utilize the Plan for College Assessment to evaluate the RN to 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 to BSN course implementation, including course sequencing, course evaluation, and clinical practicum performance.
 - ii. Evaluate procedures related to selection and utilization of clinical sites for the RN to BSN sequence.
 - iii. Assess the adequacy and accessibility of library and student support services on and off campus for meeting the academic needs of the on-line RN to BSN student.
 - iv. Evaluate RN to BSN courses in terms of objectives, content, teaching strategies, and evaluation methods.
 - v. Review proposed RN to BSN sequence courses and/or curricular changes, including content and textbook changes and Faculty Course Recommendation forms, and make recommendations to the faculty involved as necessary.
 - vi. Review proposed RN to 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 (GPCC)
- 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 Director, and one graduate student. The Associate Dean for Academics, the Associate Dean for Research and the Graduate Program Sequence/Program Leaders are ex-officio, voting members. The College of Nursing

Librarian and the Graduate Academic Advisor are ex-officio, non-voting members.

2) Functions

a) Programmatic needs:

- i. Establish annual committee goals in alignment with the College Strategic Plan in preparation for the fiscal year budget report.
- ii. Develop and evaluate recruitment plan, academic standards, and admission and academic advisement policies.
- iii. Develop new programs, sequences, and certifications, as identified.
- iv. Evaluate graduation and degree requirements in accordance with University policy.
- v. Develop, implement, and evaluate the graduate awards program.
- vi. Utilize the Plan for College Assessment to evaluate the graduate programs and make recommendations to the Associate Dean for Academics.
- vii. Make recommendations to the Graduate School for appointment to graduate faculty.

b) Curricular needs:

- i. Evaluate policies that relate to graduate course implementation including course sequencing, course evaluation, and student 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 proposed graduate course changes, including content and textbook changes and Faculty Course Recommendation Forms, and make suggestions for improvement to course faculty and sequence and program leaders.
- v. Evaluate and make recommendations to the appropriate University committee on proposed graduate courses and/or curricular changes according to the Graduate School Curriculum Committee guidelines.

f. Simulation Committee (SC)

1) Membership

Shall consist of the Director of Nursing Simulation, Assistant Director of Nursing Simulation, Nursing Simulation Coordinator, Director of Technology, Technology Associate, at least three Simulation Specialists, Undergraduate Program Director, one faculty member teaching in the graduate program (FNP Sequence preferred), and one student representative. The Associate Dean for Academics is an ex officio, voting member.

2) Functions

- a) Establish annual committee goals in alignment with the

- College Strategic Plan in preparation for the fiscal year budget report.
 - b) Develop and evaluate policies related to implementation of simulation.
 - c) Review student simulation experience evaluations and revise the simulation program as needed.
 - d) Review and approve proposals for simulation research to be conducted in the Nursing Simulation Lab.
 - e) Collect, analyze, and report simulation data (student evaluations, competency evaluations, usage reports) for the Plan for College Assessment.
 - f) Evaluate simulation curriculum related to objectives, content, and evaluation methods.
 - g) Collaborate with course leaders, program directors, and the Associate Dean for Academics as needed to make changes to the simulation program.
 - h) Collaborate with other College Council standing committees as appropriate and make recommendations to College Council on proposed policies, procedures, or curriculum related to the use of simulation as needed.
 - i) Make recommendations regarding technology and other material purchases for use in simulation.
- g. College Research Committee (CRC)
- 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, and a graduate student. The Associate Dean for Academics and the Associate Dean for Research are ex-officio, voting members.
 - 2) Functions
 - a) Establish annual committee goals in alignment with the College Strategic Plan in preparation for the fiscal year budget report.
 - b) Promote mechanisms to encourage participation in research by students, faculty, and administration.
 - c) Review proposals for internal grants and determine awards.
 - d) Evaluate policies and procedures concerning internal research, grants, and awards.
 - e) Review, evaluate, and summarize internal award reports submitted by grantees for annual committee report.
 - f) Organize and/or participate in scholarship events.
- h. Technology Steering Committee (TSC)
- 1) Membership
The Committee shall be composed of at least one teaching faculty, one representative from MCN Technology, one staff member, one representative from Dean's Council, the Director of Nursing Simulation, the Director of Technology, the Director of Business and Finance, the Director of Marketing, the Success Plan Coordinator, and one student representative. The Director of Technology shall serve as Chairperson of the committee.
 - 2) Functions: This Committee meets on an as-needed basis to fulfill its designated functions.

- a) Establish annual committee goals in alignment with the College Strategic Plan in preparation for the fiscal year budget report.
- b) Provide oversight and direction regarding technology goals and priorities to support Mennonite College of Nursing's Strategic Plan.
- c) Make recommendations for College technology including but not limited to:
 - 1. technology needs for teaching, scholarship, service, and practice
 - 2. the MCN website
 - 3. needs of MCN staff
 - 4. technology-related budgets.
- d) Develop technology related policies and procedures
- e) Provide leadership, direction and standards related to ensuring quality of technological initiatives and the MCN website.

i. College Faculty Status Committee

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

j. Department Faculty Status Committee

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

Adopted by College Council

02/02/99

Amended and approved by College Council

03/07/00, 12/05/00, 04/03/01, 05/01/01, 04/05/05, 05/06/08, 09/17/10, 04/07/15, 03/07/16, 05/17/17, 02/05/2019

Approved by Illinois State University Academic Senate

04/06/16, 4/24/19