

Kennesaw State University
Wellstar College of Health and Human Services Wellstar School
of Nursing

BYLAWS

PREAMBLE

This organization shall be known as the WellStar School of Nursing (WSoN) Faculty of Kennesaw State University (KSU). These bylaws provide a plan for governance, and procedures for the operation, of the WSoN. These bylaws were first adopted by the faculty of the WSoN on November 19, 2001 and amended as indicated.

Purpose:

- a. Develop, implement and evaluate the philosophy, purposes, and policies of the WSoN and operationalize them within the framework of the WellStar College of Health and Human Services (WCHHS) and KSU.
- b. Plan and develop an educational environment conducive to promoting the professional growth and development of the faculty and students.
- c. Promote and contribute to the improvement of health and health care delivery within the community.

Function:

- a. Serve as the policy-making body of the Faculty of the WSoN.
- b. Designate all committees of the WSoN.
- c. Develop, implement, and evaluate all undergraduate and graduate nursing programs.
- d. Cooperate within the WCHHS, and with other colleges, and participate in the activities of the total university faculty.
- e. Formulate specific policies for the WSoN faculty within the framework of the university policies (i.e., promotion, tenure).

Membership:

- a. Director of the WSoN.
- b. Associate Director of the WSoN for Undergraduate Programs.
- c. Associate Director of the WSoN Graduate Nursing Programs.
- d. Assistant Directors of the WSoN.
- e. Coordinators and Mentors of the WSoN.
- f. All Full-Time Faculty members of the WSoN.

Director of the WSoN or their designee shall:

- a. Preside at all meetings.
- b. Call special meetings.
- c. Appoint special committees and chairpersons of those committees.

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- d. Prepare and present a written agenda before the meeting.
- e. Delegate duties as necessary.
- f. Be an ex-officio member of all committees.

Meetings:

- a. Meetings will be held at least once during Spring and Fall semesters. Committees identified as continuing work during the Summer semester must have at least a quorum (51% of voting members) of faculty members to meet committee responsibilities.
- b. The first meeting during the Fall semester will include the Annual Reports presented by their respective committee chairs of the previous year.
- c. The Director of the WSoN, or two or more faculty members, may call for a special meeting.
- d. All full-time faculty members are to attend meetings. Part-time faculty members may attend any WSoN meeting.

Article I: Administration

A. Director, WellStar School of Nursing:

- a. The Director shall be appointed by the Dean of the WCHHS after consultation with the faculty in the department.
- b. The Director shall function in the role of chief nurse administrator and shall provide academic, operational and administrative leadership for the department and perform duties including, but not limited to, supervising the operation of the department, administering departmental budgets, scheduling, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workloads, assigning office and academic space, evaluating faculty and staff, presiding over departmental meetings, representing the department in college and university affairs, informing the faculty of events affecting the department and welfare of the faculty, overseeing reports for accreditation agencies and performing such duties as assigned by the university and the Dean of the WCHHS.
- c. Acting/Interim Directors will assume all duties and responsibilities of the Director.
- d. The Director shall be evaluated according to current university policy.

B. Associate Directors, WellStar School of Nursing:

- a. The Associate Directors shall be appointed by the Director and /or Dean of the WCHHS after consultation with the faculty in the department.
- b. The Associate Directors shall oversee respective graduate and undergraduate programs and carry out such duties as assigned by the Director. These duties include, but are not limited to, assisting with, advising, scheduling, monitoring enrollment, assisting part-time faculty, representing the Director at college and/or university meetings, and completing special projects as assigned by the Director.
- c. At the discretion of the Director and the Dean, appropriate workload reassignments or compensation may be provided for these added duties/responsibilities and can be negotiated through the Faculty Performance Agreement.

C. Assistant Directors, WellStar School of Nursing:

- a. The Assistant Directors shall be appointed by the Director and/or Dean of the WCHHS.

- b. The responsibilities of the Assistant Directors may include but are not limited to assisting with: leading special initiatives, overseeing and supporting varied functions needed within WSoN that advance undergraduate and graduate student success, increasing research with relevance productivity, and promoting community engagement as assigned and communicated by the Director and/or Dean of the WCHHS.
- c. At the discretion of the Director and the Dean, appropriate workload reassignments or compensation may be provided or removed for these added duties/responsibilities and can be negotiated through the Faculty Performance Agreement.

D. Coordinators and Mentors, WellStar School of Nursing:

- a. The Coordinators and Mentors shall be appointed by the Director, Associate Directors, and/or Dean of the WCHHS.
- b. The Coordinators and Mentors shall support the day-to-day function of assigned roles, including but not limited to maintaining activities that support operational and administrative excellence at the point of interface with faculty and students.
- c. At the discretion of the Director and the Dean, appropriate workload reassignments or compensation may be provided for these added duties/responsibilities and can be negotiated through the Faculty Performance Agreement.

Article II. Department Committees

Section 1: Graduate Faculty Committees

A. Graduate Faculty Committee

- a. **Membership:** All WSoN faculty holding graduate faculty appointments in the Graduate College who are assigned to teach MSN level courses or who supervise theses or master's research projects.
- b. **Function:**
 - 1. Develop and implement WSoN policies for admission and progression of MSN students.
 - 2. Review, approve, and make recommendations at the department level through the WSON Undergraduate Curriculum Committee. Once curricular changes/additions are approved by all applicable persons at the department level, proceed with the approval processes at the college and university level as applicable per KSU's curriculum review guidelines.
 - 3. Provide annual informational reports to the WSoN Faculty.
 - 4. Designated WSON undergraduate committees and task forces conduct undergraduate program curricular planning, development, and evaluation and present findings to the WSON faculty for review, approval, and recommendations. Once any curricular changes/additions are approved by all applicable persons at the department level, proceed with the approval processes at the college and university level as applicable per KSU's curriculum review guidelines.

Section 2: Undergraduate Faculty Committee

- a. **Membership:** All WSoN faculty who are assigned to teach BSN courses.
- b. **Function:**
 - 1. Develop and implement WSoN policies for admission and progression of BSN students to align with the Undergraduate College and approved by the WSoN Director, Admission, Progression, and Retention committee and the Faculty of the whole before sending them to the college and university level for approval
 - 2. Review, approve, and make recommendations at the department level through the WSON Undergraduate Curriculum Committee. Once curricular changes/additions are approved by all applicable persons at the department level, proceed with the approval processes at the college and university level as applicable per KSU's curriculum review guidelines.
 - 3. Provide annual informational reports to the WSoN faculty.
 - 4. Designated WSON undergraduate committees and task forces conduct undergraduate program curricular planning, development, and evaluation and present findings to the WSON faculty for review, approval, and recommendations. Once any curricular changes/additions are approved by all applicable persons at the department level, proceed with the approval processes at the college and university level as applicable per KSU's curriculum review guidelines.

Article III: Standing Committee Membership, Function and General Precepts

Section 1: Operation of the Committees

- a. The standing committees are designated by these Bylaws. Membership is elected by a majority vote of the WSoN faculty. If any individual does not receive a majority, a runoff election between the two individuals with the most votes will be conducted. The individual who has the majority (51%) of votes in the runoff will be elected.
- b. Committee members elect the Chairperson at the first called meeting of the fall semester.
- c. Minutes of all committee meetings should be recorded and stored online in the Teams committee folder. Minutes shall include the names of all members and guests present as well as a description of items discussed. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions.

Section 2: Ad Hoc Committees are formed and dissolved at the discretion of the Director of WSoN, BSN Associate Director or MSN Associate director for a specific purpose. Membership is appointed and consists of a designated chairperson and faculty. Ad Hoc Committees comply with the same guidelines for records as standing committees.

Section 3: Functions of Committee Chairpersons

- a. Call meetings as necessary.
- b. Conduct meetings and coordinate committee activities.
- c. Report on the progress of committee work to the WSoN faculty.
- d. Pass on information and materials pertaining to committee operations to subsequent chairpersons at the end of the term of office.

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- e. Convene the first meeting in the Fall semester of the upcoming academic year.
- f. Inform the Bylaws committee of the name of the Chairperson by the end of August or as soon as the Ad Hoc committee is formed.
- g. Minutes of all committee meetings should be recorded and stored online in the Teams folder.
- h. Submit an annual written and oral report of the committee's accomplishments to the Director of the WSoN and the appropriate faculty members as outlined in the Comprehensive Evaluation Plan.

Section 4: General Precepts

- a. As per *Robert's Rules of Order Newly Revised* (12th ed.), all ex officio committee members will have the same rights and privileges as all other members. This includes the right to vote unless stated otherwise and designated as a “non-voting” member.
- b. Appointed committee members representing departments outside the WSoN will be considered non-voting members and designated as such.
- c. Elections for committee membership will take place during the Spring semester by the Bylaws Committee between March and April for a term of 2 years of office service beginning the next Fall Semester. .
- d. Committee chairs for DFC and Promotion and Tenure committees will be elected in March of the Spring semester and submitted to the the Faculty Affairs Watermark as required by the KSU Academic Affairs (See **section from 3.12B “Committee Structure and Process”** of the [faculty handbook](#)).
- e. Unless the chairperson is designated by statute, the chair from the preceding academic year will call the first meeting in August for the current academic year and facilitate the election of a new chair who will serve for a term of one year.
- f. All faculty members are expected to participate in committee work as appropriate for academic rank.
- g. Committee members will serve for two years, with staggered terms. Each year, approximately one-half of each committee will be elected. Members may be elected for a second two-year rotation.
- h. A recorder shall be elected at the beginning of each committee meeting and shall record and maintain on file a copy of minutes in the committee notebook.
- i. All committees shall submit an annual written report of their activities to the Director of the WSoN and the appropriate faculty by the designated timeline in the Comprehensive Evaluation Plan.
- j. All committee meetings will be open except for those times when the committee may request a closed meeting for purposes of maintaining confidentiality.
- k. When a new faculty member joins the faculty after elections have been held, the Director of the WSoN shall consult with the Bylaws committee to identify an open committee position and need then appoint the same to serve on a committee.
- l. When a faculty member is nominated to committees but is not elected to any committee, or if the faculty member requires additional committee members to meet service requirements for evaluation or promotion and tenure, the Director of the WSoN shall consult with the Bylaws committee to identify committees that would benefit from and could support additional membership and then appoint the same to serve on a committee. These appointed members will serve a two-year term.
- m. Standing committees shall meet as often as necessary to complete their assigned responsibilities. Additional meetings may be called by the Director of the WSoN, Committee Chairperson or at the request of one-third of the members.

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- n. All committees may call on faculty/staff to serve in an ad hoc non-voting capacity when expertise is needed for discussions or decisions.
- o. Student participation will be solicited annually in the fall semester and appointed to committees according to availability on a first come first serve basis.
- p. Students serving on committees will be asked to participate in at least one meeting each semester and may be asked to attend additional meetings at the discretion of the chair.
- q. Students will not participate in any activities of any committee which include a review of student or faculty performance, records and other issues of confidentiality.
- r. Student members voting privileges will be determined by their respective committees except for the situation described in precepts of “g” and “l.”

Article IV: Standing Committees

Section 1: WSoN Standing Committees

- Bylaws Committee
- Department Faculty Council
- Diversity and Inclusion Committee
- Faculty Development Committee
- Faculty Search Committee
- Fiscal and Physical Resources Committee
- WSoN Tenure and Promotion Committee
- Scholarship Committee
- Simulation Education Advisory Committee

A. Bylaws Committee

- a. **Purpose:** To develop and maintain governance policies for the WSoN.
- b. **Responsibilities:**
 - 1. Conduct elections for all committees in the Spring semester for the following academic year.
 - 2. Review and develop proposals for amendment of the WSoN bylaws as well as how they relate to university statutes.
 - 3. Review the WSoN Faculty and Student Handbook annually and recommend revision(s) to the faculty at large when applicable.
 - 4. Review the WSoN Faculty and Student handbooks for consistency with KSU policies.
 - 5. Review and recommend revision in representation on committees as necessary.
 - 6. Review and make recommendations regarding organizational charts of the university, College and WSoN and the role of faculty, administrators, professional staff, and students in the governance of the WSoN according to the Comprehensive Evaluation Plan.
 - 7. Conduct a survey of WSoN structure and governance with faculty and professional staff according to the Comprehensive Evaluation Plan.
 - 8. Assess faculty and professional staff input into program decisions to accomplish the WSoN mission and goals.
 - 9. Generate reports according to the Comprehensive Evaluation Plan.

10. Annually review committee notebooks for annual reports and significant minutes.

c. **Membership:**

1. At least five (5) Full-Time Faculty Teaching in the WSoN.
2. One (1) Undergraduate Student.
3. One (1) Graduate Student.

B. Department Faculty Council (DFC)

a. **Purpose:** To promote collegiality and effective shared governance of the WSoN by increasing the transparency and two-way communication between the faculty and the Director concerning the development and implementation of policy.

b. **Responsibilities:**

1. DFC shall meet at least once per semester during the regular academic year and as needed. Meetings during the summer semester are as needed.
2. Provide a line of communication between the faculty of the WSoN and the Director.
3. Promote shared governance between the faculty member and the Director in regards to development and implementation of WSoN policy.
4. DFC will work with the WSoN chair and College Faculty Council (CFC), the Dean and/or the Ombuds office to address problems arising in its work that may require external assistance.
5. Th DFC will accomplish its responsibilities related to the regularly scheduled WSoN Director Administrative Performance Review. These responsibilities can be found on the KSU Academic affairs website related to Administrative Review Process and Procedures.
6. The DFC will elect a Department Evaluation Review Committee (DERC) which will consist of 3 tenured Faculty Elected from and by the DFC, plus one staff representative elected from and by the staff in the department.

c. **Memberships:**

1. Director WSoN (ex officio, non-voting).
2. At least three (4) WSoN faculty.
 - a. One tenured or tenure-track graduate faculty.
 - b. Two tenured or tenure-track undergraduate faculty.
 - c. One non-tenure track faculty.

Note: The majority of the DFC shall be tenured or tenure-track faculty. At least one member must be tenured.

C. Diversity and Inclusion Committee (Advisory)

a. **Purpose:** To foster an inclusive learning and work environment where WSoN faculty, staff, and students can achieve excellence and success while maintaining cultural competency skills.

b. **Responsibilities:**

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1. Assess the needs of underrepresented students majoring in nursing to improve their admission, retention, and graduation.
2. Offer support to underrepresented students majoring in nursing in order to improve their admission, retention, and graduation.
3. Distribute the Diversity Survey to WSoN faculty, staff, and nursing students every three years and as needed to evaluate WSoN's climate of diversity.
4. Based on the Diversity Survey results, implement relevant educational programs and workshops that will enhance cultural awareness among WSoN faculty, students, and staff.
5. Collaborate with WellStar College Diversity and Inclusion Liaison and the Division of Diversity and Inclusive Excellence to foster an inclusive culture that supports all individuals within WSoN.

Note: Diversity and inclusion involve an intentional and active commitment to embrace and value difference and create a sense of belonging for the purpose of expanding knowledge; educating capable citizens and workers; encouraging self-actualization; and serving local, state, national, and international communities. <https://diversity.kennesaw.edu/about/defining.php>

c. **Membership:**

1. At least three (3) WSoN Faculty members.
2. One WellStar Health System member (ex-officio, non-voting).
3. One (1) Undergraduate Student.
4. One (1) Graduate Student.

D. Faculty Development Committee

a. **Purpose:** To assist WSoN faculty in their professional and personal development.

b. **Responsibilities:**

1. Identify topic areas of expertise and/or interest by the nursing faculty that will improve faculty effectiveness in instruction, institutional service, and professional development.
2. Provide a forum for informal presentations such as research, grants, publications, dissertations, and innovations by nursing faculty.
3. Identify, plan and evaluate the effectiveness of the faculty development programs for faculty.
4. Collaborate with WSoN Director annually to identify faculty development program needs and create opportunities to facilitate the accomplishment of the WSoN's mission and goals.
5. Generate reports and recommendations according to the Comprehensive Evaluation Plan.
6. The committee will collaborate with Program Director, to approve continuing education programs in compliance with the American Nurses Credentialing Center's Commission on Accreditation (ANCC).
7. Support nursing professional development and clinical practice by providing, supporting, and promoting educational activities with American Nurses Credentialing Center- Commission on Accreditation (ANCC-COA) contact hours.

c. **Membership:**

1. At least five (5) WSoN Faculty members and one (1) administrative assistant (non-voting) record keeper.

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2. One faculty member will be the CEU Program Director (appointed by the WSoN Director to serve a three-year term).
3. The other four faculty members will be elected by the faculty.
 - a. One of the four faculty members will hold the position of Assistant Program Planner as designated by Alabama State Nurses Association.

E. Faculty Search Committee

- a. **Purpose:** To recruit diverse faculty candidates who can implement the teaching, scholarship and service missions of the WellStar School of Nursing. The Committee works collaboratively with the Director of the WSoN who will post faculty vacancies based on budgeted and available open positions.
- b. **Responsibilities:**
 1. Conduct faculty searches using Kennesaw State University guidelines: https://facultyaffairs.kennesaw.edu/hiring_policies/changed_per_feedback_from_the_college_faculty_councils_cfc_office_conducting_faculty_searches_docs_guidelines/Faculty_Search_Guidelines.pdf.
 2. Provide recommendations to the WSoN Director regarding criteria that should be included in the position announcement for open positions.
 3. Assist with marketing positions through the use of university-approved media.
 4. Review applications to ensure applicants meet the criteria of the position.
 5. Work with the WSoN Director to arrange and conduct interviews of qualified candidates invited to campus. Interviews will include meetings with applicable administrators and a presentation to the faculty on a topic of relevance to the position.
 6. Collate feedback from faculty who attend the candidate's presentation.
 7. A present slate of unranked candidates to the director.
- c. **Membership:**
 1. Five (5) Faculty members of the WSoN, including 3 tenured or tenure-track faculty, one of who must be an Associate Professor or Professor and two non-tenure track faculty.

Link to the guidelines for conducting faculty searches at Kennesaw State University:

https://facultyaffairs.kennesaw.edu/hiring_policies/conducting_faculty_searches_docs/guidelines/Faculty_Search_Guidelines.pdf

F. Fiscal and Physical Resources Committee

- a. **Purpose:** To maintain communication between the faculty of WSoN and Administrators of WSoN concerning the fiscal and physical resources of the WSoN.
- b. **Responsibilities:**
 1. Provide input into WSON budget for planning, implementing, and assessing programs, activities, faculty workload, and equipment related to the WSON mission, philosophy, and goals.
 2. Review purchase suggestions for equipment and learning materials from faculty and students and make recommendations to appropriate funding source for purchase.

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3. Review number and utilization of faculty appropriate to WSON mission and goals.
4. Conduct and analyze annual surveys with faculty, professional staff, and students to assess adequacy of physical resources such as offices, equipment, classroom, library services, learning resource center and laboratory space to enable the accomplishment of WSON mission and goals.
5. Review external faculty and professional staff salary structure and report comparable with other regional nursing programs for equity and parity every 5 years.
6. Generate reports and recommendations according to the Comprehensive Evaluation Plan.
7. Collaborate with WSON library liaison to assess the relevance, comprehensiveness, and significance of library, computer software, and learning resources. To evaluate library and learning resource center policies to ensure that students, faculty, and staff needs are addressed and aligned with WSON's mission and goals.

c. **Membership**

1. At least three (3) Faculty members of the WSON
2. One (1) Undergraduate Student
3. One (1) Graduate Student
4. Library Resources Representative (ex officio, non-voting)
5. Learning Resource Center Coordinator (ex officio)
6. Director of WSON (ex officio)
7. WSON office manager (ex officio, non-voting)

G. WSoN Promotion and Tenure Committee.

- a. **Purpose:** To evaluate the portfolios of WSoN faculty for promotion and tenure.
- b. **Responsibilities:**
 1. As laid out in the University Faculty Handbook, Review and Evaluation of Faculty Performance.
 2. Includes review of portfolios for promotion review as needed.
- c. **Membership:**
 1. At least five (5) full-time tenure track faculty.
 2. Three (3) faculty with professor status, and two (2) faculty with Associate Professor status.
 3. Committee members for department and college P&T committees must be at the same rank or higher than the rank that the candidate is being evaluated. No person can participate in more than one stage of the review process. Individuals whose documents are under review do not serve on the review committee.

Note: Non-tenured faculty cannot vote on tenure track promotion and tenure. Link to information about tenure and promotion in the faculty handbook:

<https://wellstarcollege.kennesaw.edu/nursing/about/docs/nursing-faculty-handbook-2020-21.pdf>

H. Scholarship Committee

- a. **Purpose:** To collaborate with the Office of Scholarships and Financial Aid and award individual scholarships to WSoN students based on the scholarship criteria.
- b. **Responsibilities:**
 - 1. Participate in annual meetings with the Office of Scholarships and Financial Aid.
 - 2. Review nursing scholarship applications.
 - 3. Select applicants for funds based on Scholarship criteria.
 - 4. Forward the list of selected applicants to the KSU Office of Scholarships and Financial Aid.
- c. **Membership:**
 - 1. Undergraduate Associate Director of WSoN (ex officio).
 - 2. Graduate Associate Director of WSoN (ex officio).
 - 3. At least three (3) full-time faculty teaching in the WSoN. Two (2) faculty teaching at the Undergraduate level and one Teaching at the Graduate level.
 - 4. Assistant Director of Scholarship & Donor Recognition, KSU Foundation, Office of Development and Advancement, (non-voting).

I. Simulation Education Advisory Committee (SEAC)

- a. **Purpose:** Provide support and guidance to the WSoN in the application and promotion of excellence in simulation education.
- b. **Responsibilities:**
 - 1. Perform an annual evaluation of the SEAC procedures and guidelines that support safety and quality education of the simulation program and present recommendations to the WSON Simulation and Clinical Skills Lab Director.
 - 2. Represent the Simulation Education Advisory Committee as ad hoc members on the Undergraduate Curriculum Committee (UCC) and Graduate Curriculum and Program Evaluation Committee (GCPEC) and the Undergraduate Program Evaluation Committee (UPEC).
 - 3. Support and promote simulation educational activities that are consistently designed utilizing best practice and congruent with the university, college, undergraduate program, and graduate program philosophies and outcomes
 - 4. Develop and maintain orientation and mentoring program to facilitate faculty proficiency in simulation delivery.
 - 5. Collaborate with the simulation coordinator in the collection and analysis of outcome data for continuous simulation program improvement. Serve as a liaison to the WSON Associate Director and WSON Simulation and Clinical Skills Lab Director in the procurement of adequate equipment and resources to deliver quality processes.
 - 6. Support collaborative community partnerships.
 - 7. Publish annual reports.
 - 8. Support WSON simulation operations in accordance with current national standards of simulation in healthcare education

c. Membership:

1. Assistant Director of Clinical Skills Lab and Simulation Excellence (ex-officio, non-voting)
2. Learning Resource Center Coordinator (ex-officio)
3. Simulation Coordinator (ex-officio)
4. Simulation Support Specialist (ex-officio, non-voting)
5. Four WSON faculty with expertise in simulation
6. One graduate faculty
7. Three undergraduate faculty
8. One graduate student
9. One undergraduate student
 1. A member of the Simulation Education Advisory Committee will serve as the liaison on the GCCEP, UCC, and UPEC committees

Section 2: Graduate Standing Committees

- Graduate Admissions, Progression, and Retention Committee.
- Graduate Curriculum Committee.
- Graduate Program Evaluation Committee.
- Graduate Student Advisory Committee.

A. Graduate Admissions, Progression, and Retention Committee

- a. **Purpose:** To establish, apply and evaluate the Admission, Progression and Retention policies for the WSoN Graduate MSN programs and tracks.
- b. **Responsibilities:**
 1. Review annually and on an as-needed basis the admission, progression, and readmission policies of each program.
 2. Review statistics on the number of applications received numbers of students accepted, numbers of enrolled and the demographic characteristics of the application pool and those accepted for admission.
 3. Review student requests for readmission into the clinical sequence of the program.
 4. Review aggregate data of Graduate MSN cohort classes for meeting completion and graduation outcomes.
 5. Review all Admissions & Progression policies of the WSoN for accessibility, consistency with university policies, and clarity as outlined in the Comprehensive Evaluation Plan.
 6. Review all student Admission, Progression, and Retention policies of the university and WSoN for their relation to the mission, philosophy, and goals of the WSoN and university.
 7. Generate reports and recommendations according to the Comprehensive Evaluation Plan.
- c. **Membership:**
 1. Associate Director Graduate Nursing Program (ex-officio).
 2. At least four (4) graduate faculty; with a minimum of one faculty from each graduate program.

3. Graduate Student Services Coordinator (ex officio, non-voting).

Note: No student representative will serve on this committee for confidentiality reasons in the event of a progression/retention issue.

Graduate Program Curriculum Committee (GPCC)

- a. **Purpose:** To develop, review and evaluate curriculum per the graduate assessment blueprint.
- b. **Responsibilities:**
 1. Review and approve course and program proposals for the WSoN Graduate Programs.
 2. Present proposals for curriculum decision-making to the WSoN Faculty.
 3. Review and evaluate the implementation of the curriculum at times designated in the WSoN Comprehensive Evaluation Plan.
 - a) Determine congruency between university, college and WSoN Philosophy and Goals, Graduate Program Conceptual Framework and Student Learning and Program Outcomes.
 - b) Determine consistency of philosophy and goals of WSoN with professional nursing standards, guidelines for the preparation of nursing professionals, and needs and expectations of members within the community of interest.
 - c) Determine if courses reflect the WSoN Philosophy and Graduate Program Conceptual Framework, and are logically organized, sequenced, and internally consistent.
 - d) Identify issues encountered in implementing the curriculum by reviewing course reports and inviting dialogue with faculty annually.
 - e) Determine the extent to which courses and program objectives are met.
 - f) Determine the extent to which courses are built on prerequisites.
 - g) Determine the extent to which course content reflects (or is congruent with) course objectives.
 - h) Determine congruence of the clinical resources with the WSoN philosophy and Graduate Program Conceptual Framework.
 - i) Review the variety of nursing electives offered each semester.
 - j) Review textbooks used across the curriculum annually. Faculty using self-authored books for a course must gain approval through the graduate curriculum committee.
 4. Generate reports according to the Comprehensive Evaluation Plan.
- c. **Membership:**
 1. At least six (6) WSoN Faculty teaching at the graduate level with representation from each graduate specialty.
 2. A member of the WSoN Graduate Curriculum Committee will serve as the liaison to the Graduate Program Evaluation Committee.
 3. Associate Director, Graduate Nursing Program (ex officio).
 4. Assistant Director of Accreditation & Assessment (ex officio, non-voting).
 5. One WellStar Health System member (ex-officio, non-voting).
 6. One (1) graduate student.

Graduate Programs Evaluation Committee (GPEC)

- a. **Purpose:** The Graduate Programs Evaluation Committee (GPEC) is the oversight body that ensures the Total Assessment Blueprint (TAB) is implemented. GPEC shares responsibility with the Undergraduate Graduate Curriculum and Program Evaluation Committees (UPCC and UPEC) to ensure the implementation of the Comprehensive Evaluation Plan (CEP). As such, the GPEC gathers information from various committees (Survey, Testing, and Curriculum) to evaluate and present recommendations for continuous program improvement to the faculty.
- b. **Responsibilities:**
 1. Collaborates with Graduate Program Curriculum Committee to facilitate the review and evaluation of program outcomes and student learning outcomes.
 2. Review existing assessment practices and measures from collection to analyses, including providing guidelines and recommendations to the faculty for assessment activities.
 3. Establish and maintain the timeline for the collection, analysis and reporting of data as outlined in the Total Assessment Blueprint and Comprehensive Evaluation Plan.
 4. Collaborate with the UPEC to complete activities for which GPEC has oversight responsibility per the CEP.

Complete activities for which GPEC has oversight responsibility per the Total Assessment Blueprint (TAB) .

c. **Membership:**

1. At least six (6) WSoN Faculty teaching at the graduate level with representation from each graduate specialty.
2. A member of the WSoN Graduate Program Evaluation Committee will serve as the liaison to the WSoN Graduate Curriculum Committee.
3. Associate Director, Graduate Nursing Program (ex officio).
4. Assistant Director of Accreditation & Assessment (non-voting member)
5. One (1) graduate student.

B. Graduate Student Advisory Committee

- a. **Purpose:** To promote dialogue between faculty and students by addressing student concerns and issues related to the WSoN Programs.
- b. **Responsibilities:**
 1. Organize and conduct annual meetings with their perspective on issues and concerns.
 2. Provide clarification and rationale on issues presented by students during these meetings.
 3. Generate reports, create recommendations, and disseminate the information to faculty and students.
- c. **Memberships:**
 1. Associate Director Graduate Nursing Programs (ex officio).
 2. At least three (3) Faculty Teaching at the Graduate Level. One (1) from each graduate program.
 3. Graduate Program Assistant (ex officio, non-voting).
 4. All Graduate Students are invited.

5. At least one (1) graduate student member from each graduate program.

Section 3: Undergraduate Standing Committees

- Undergraduate Admissions, Progression, and Retention Committee
- Undergraduate Advisory Committee on Student Behavior
- Undergraduate Clinical Advisory Committee
- Undergraduate Curriculum Committee
- Undergraduate New Student Success Program Committee
- Undergraduate Program Evaluation Committee
- Undergraduate Program Testing Committee
- Undergraduate Student Advisory Committee
- Undergraduate Survey Committee

A. Undergraduate Admissions, Progression, and Retention Committee

- a. **Purpose:** To establish, implement and evaluate the Admission, Progression and Retention policies for the WSoN.
- b. **Responsibilities:**
 1. Review annually and on an as-needed basis, the admission, progression, and readmission policies of each program.
 2. Review statistics on the number of applications received number of students accepted, number of enrolled students and the demographic characteristics of the application pool and those accepted for admission.
 3. Review student requests for readmission to the program.
 4. Review aggregate data of undergraduate cohort classes for meeting completion and graduation outcomes.
 5. Review all Admissions and Progression policies of the WSoN for accessibility, consistency with university policies, and clarity as outlined in the Comprehensive Evaluation Plan.
 6. Review all student admission, progression, and retention policies of the university and WSoN for their relation to the mission, philosophy, and goals of the WSoN and the university.
 7. Generate reports and recommendations according to the Comprehensive Evaluation Plan.
- c. **Membership:**
 1. Associate Director WSoN for Undergraduate Programs (ex officio, non-voting).
 2. Assistant Director of Nursing Student Success (ex officio, non-voting).
 3. Honor's Mentor (ex officio, non-voting).
 4. At least seven (7) Faculty Teaching at the Undergraduate level.

B. Undergraduate Advisory Committee on Student Behavior and Conduct

- a. **Purpose:** To review clinical performance and professional behavior issues and provide suggestions for handling these situations by objectively reviewing the issues with faculty members. This committee serves in an advisory capacity collaborating with faculty and the Associate Director of Undergraduate Programs.

- b. **Responsibilities:**
 1. Recommend policies on clinical performance and professional behavior.
 2. Meet with involved faculty as needed to review clinical performance/professional behavior issues and provide recommendations and/or guidance where the course or program consequences are anticipated.
 3. Inform faculty of current and emerging issues regarding clinical evaluation and unprofessional behavior.
 4. Adjudicate occurrences where students violate the terms of professional behavior contracts

- c. **Membership:**
 1. At least three (3) faculty teaching in the WSoN Undergraduate program.

- d. **Process:**
 1. Clinical performance issues should be discussed with the student as soon as concerns are identified or practical. Following a discussion with the student, the issue should be discussed at the team level before approaching the committee. A prescription for remediation and/or a *Clinical Evaluation Contract* may then be developed.
 - a) A prescription for remediation will be developed in collaboration with the student.
 - b) A *Clinical Evaluation Contract* will be developed by the involved faculty and presented to the student. Faculty may request advice or guidance from the committee.
 - c) The faculty member should inform the student of available counseling and support services.
 2. If a student is unsatisfactory at the midpoint of the clinical rotation or any point thereafter, the faculty member is strongly encouraged to utilize the services of this committee.
 3. Notify the chairperson of the committee in writing of the clinical issue.
 4. Faculty will need to submit written documentation addressing the following areas:
 - a) Specify the deficiencies as they relate to specific clinical objectives as outlined in the evaluation tool.
 - b) An outline of the requirements to remove the deficiencies.
 5. Faculty may meet with the committee for presentation and dialogue on the student's clinical situation.
 6. The committee may provide written recommendations of an advisory nature to the faculty member.
 7. The faculty member will maintain responsibility for the evaluation of the student to assess adherence with contact or remediation.

- e. **Process for Non-adherence to Expected Professional Behaviors:**

1. The faculty member identifying the behavior should meet with the student to discuss and document observed concerns as soon as any unprofessional behavior is identified or as soon as practical.
2. A student who displays non-professional behaviors or actions which violate the *ANA Code of Ethics* (Student Handbook) and/or the WSoN Policy: Professional and Ethical Behavior of Nursing Students (Student Handbook) may be brought to the attention of the Advisory Committee on Student Behavior.
 - a) If the issue is presented to the committee and the committee concludes that the student's behavior violates the *ANA Code of Ethics* and/or the *WSoN Policy: Professional and Ethical Behavior of Nursing* as alleged, the student will be allowed to meet with the accusing faculty member and a member of the committee and/or the Associate Director of Undergraduate Nursing. At that time, the student will have the chance to hear and respond to the specific allegation(s). A student's decision not to attend such a meeting will not be construed as an admission of responsibility. However, if the student receives the notification of the meeting and fails to attend, the committee will make a decision based on the available preponderance of evidence regardless of whether the student chooses to attend.
 - b) If the committee finds that the student did breach professional standards, the student will be placed under a *Professional Behavior Contract*. This contract will be developed jointly by the reporting faculty member and the committee. The faculty will then meet with the student to review the contract and its implications.
 - c) When there is an alleged violation of professional behavior as specified in the *ANA Code of Ethics* and/or the *WSoN Policy: Professional and Ethical Behavior of Nursing Students*, and if identified behavior(s) also constitute a potential violation of the *Kennesaw State University Codes of Conduct*, the student may be referred to KSU Department of Student Conduct and Academic Integrity (SCAI) for appropriate investigation and possible university sanctions.
3. Undergraduate faculty may be informed of all *Professional Behavior Contracts*, without the use of student identifiers, through the Advisory Committee on Student Behavior's monthly report at the WSoN undergraduate faculty meeting.
4. A copy of the contract will be included in the student's WSoN academic file. The student will be required to adhere to the terms outlined in the contract during the remainder of their time in the program of study or such time as identified in the contract.

C. Undergraduate Clinical Advisory Committee

- a. **Purpose:** To maintain communication between clinical agencies and the WSoN BSN faculty.
- b. **Responsibilities:**
 1. Provide a communication network between the Undergraduate Program contracted clinical agencies.
 2. Provide a mechanism for obtaining curriculum input and feedback from clinical agencies.
 3. Determine the extent to which the collaborative relations between the WSoN and affiliating clinical/community agencies are mutually beneficial.
 4. Meet annually and as needed.
 5. Generate reports and recommendations according to the Comprehensive Evaluation Plan.

c. Membership:

1. Associate Director WSoN for Undergraduate Programs (ex officio).
2. Faculty Liaison to Clinical Sites & Part-time Faculty Coordinator.
3. Clinical Placement Administrative Associate.
4. All Full-Time Faculty Teaching at the Undergraduate level.
5. Representatives from contracted clinical agencies.

D. Undergraduate Curriculum Committee

a. **Purpose:** To develop, review and evaluate curriculum per the undergraduate assessment blueprint.

b. Responsibilities:

1. Review and approve course and program proposals for the WSoN BSN Program.
2. Present proposals for curriculum decision-making to the WSoN Faculty.
3. Review and evaluate the implementation of the curriculum at times designated in the WSoN Comprehensive Evaluation Plan.
 - a) Determine congruency between university, college and WSoN Philosophy and Goals, Undergraduate Conceptual Framework and Student Learning and Program Outcomes.
 - b) Determine consistency of philosophy and goals of WSoN with professional nursing standards, guidelines for the preparation of nursing professionals, and needs and expectations of members within the community of interest.
 - c) Determine if courses reflect the WSoN Philosophy and Undergraduate Conceptual Framework, and are logically organized, sequenced, and internally consistent.
 - d) Identify issues encountered in implementing the curriculum by reviewing course reports and inviting dialogue with faculty annually.
 - e) Determine the extent to which courses and program objectives are met.
 - f) Determine the extent to which courses are built on prerequisites.
 - g) Determine the extent to which course content reflects (or is congruent with) course objectives.
 - h) Determine congruence of the clinical resources with the WSoN philosophy and Undergraduate conceptual framework.
 - i) Review the variety of nursing electives offered each semester.
 - j) Review textbooks used across the curriculum annually. Faculty using self-authored books for a course must gain approval through the undergraduate curriculum committee.
4. Generate reports according to the Comprehensive Evaluation Plan.
5. Changes in Curriculum.

New course offerings, course deletions, or changes to requirements for the BSN program must go through an approval process as identified by the Undergraduate Policies and Curriculum Committee (UPCC) <http://www.kennesaw.edu/upcc/procedures.html> .

 - a) The faculty of the undergraduate nursing program may propose changes.

- b) To begin the process, faculty must log in to Curriculog and submit the online information. Before gaining access to Curriculog, faculty must complete the online training. Below is the link to information and access to the curriculum management process.
<http://www.kennesaw.edu/curriculum/curriculog.html>
- c) Once information is submitted online, proposals are reviewed by the Undergraduate Curriculum Committee (UCC).
- d) Proposals must be available to committee members at least one week before the scheduled meeting for discussion and voting.
- e) A majority of voting members of the Undergraduate Curriculum Committee are required to approve and adopt proposals.
- f) Once UCC approves a proposal, the curriculum chair will present the course to the undergraduate faculty for discussion. A majority of eligible voting members of the undergraduate faculty are required to approve and adopt proposals.
- g) The online process continues with approval from the Director of the WSoN, the WCHHS Curriculum Committee, and the Dean of the WCHHS.
- h) Once approval is completed by the school and college, approval must be obtained through the Undergraduate Policies and Curriculum Committee (UPCC). The chair of the Undergraduate Curriculum Committee is responsible to ensure all steps of the process are completed.
- i) The UPCC then obtains final approval from the Provost and Vice President for Academic Affairs and President.
- j) A course that is developed as a new elective (NURS 4490) will obtain initial approval through the Undergraduate Curriculum Committee, the Director and Associate Director WSoN for Undergraduate Programs. Once the course is taught three (3) times, the course must be converted from a NURS 4490 course to a permanent number. To receive a permanent number, the faculty member will begin the process in Curriculog and the course will go through the approval process outlined above in steps 1-9.

c. Memberships:

- 1. At least eight (8) WSoN Faculty Teaching at the Undergraduate level.
- 2. A member of the WSoN Undergraduate Curriculum Committee will serve as the liaison to the WSoN Undergraduate Program Evaluation Committee (UPEC).
- 3. One WellStar Health System member (ex-officio, non-voting).
- 4. Two (2) Undergraduate Student.

E. Undergraduate New Student Success Program Committee

- a. **Purpose:** To provide a program that will promote academic success for new students in the undergraduate nursing program.

b. Responsibilities:

- 1. Facilitate planning and implementation of the New Student Success Program each semester.
- 2. Coordinate speakers, food, facilities, and registration for the event.
- 3. Review and evaluate the effectiveness of the New Student Success Program.

c. Membership:

1. Four (4) WSoN Faculty members teaching in the BSN program.
2. One (1) Documentation Specialist to serve as a voting member.
3. Assistant Director for Student Success to serve as ex-officio, non-voting member.
4. One (1) undergraduate student (SNA president).

F. Undergraduate Program Evaluation Committee

a. **Purpose:** The Undergraduate Program Evaluation Committee (UPEC) is the oversight body that ensures the Total Assessment Blueprint (TAB) is implemented. UPEC shares responsibility with the Graduate Curriculum and Program Evaluation Committee (GCPEC) to ensure the implementation of the Comprehensive Evaluation Plan (CEP). As such, the UPEC gathers information from various committees (Survey, Testing, and Curriculum) to evaluate and present recommendations for continuous program improvement to the faculty.

b. Responsibilities:

1. Collaborates with Undergraduate Curriculum Committee to facilitate the review and evaluation of program outcomes and student learning outcomes.
2. Review existing assessment practices and measures from collection to analyses, including providing guidelines and recommendations to the faculty for assessment activities.
3. Establish and maintain the timeline for the collection, analysis and reporting of data as outlined in the Total Assessment Blueprint and Comprehensive Evaluation Plan.
4. Collaborate with the GCPEC to complete activities for which UPEC has oversight responsibility per the CEP.
5. Complete activities for which UPEC has oversight responsibility per the Total Assessment Blueprint (TAB)
6. Collaborate with Undergraduate Curriculum Committee to provide feedback and input regarding the KSU Improve.

c. Membership:

1. Six (6) Faculty Teaching at the Undergraduate level (one from Survey Committee, one from Program Testing Committee, and one from Undergraduate Curriculum Committee).
2. Assistant Director of Accreditation and Assessment (ex officio, non-voting).
3. One (1) Undergraduate Student.

G. Undergraduate Program Testing Committee

a. **Purpose:** The testing program is to evaluate students' knowledge about the nursing process, critical thinking, and competency skills. The purpose of this program is to reduce student attrition, increase student pass rates on the nursing licensure exam, and ultimately prepare the student for success in practice.

b. Responsibilities:

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1. Review the comprehensive testing program for congruency with the WSoN's philosophy and goals and Undergraduate program and students' learning outcomes.
2. Coordinate faculty and student orientation to the current comprehensive testing program each semester.
3. Recommend faculty and student policies and procedures with the administration, remediation, and evaluation of the current comprehensive testing program.
4. Collaborate with the vendor agency for the comprehensive testing program on the administration, reporting, and analyses of the tests.
5. Coordinate the collection and analyses of data for programmatic assessment and the writing of reports to the Undergraduate Program Evaluation Committee as outlined in the Total Assessment Blueprint and Comprehensive Evaluation Plan.

c. **Membership:**

1. At least three (3) Faculty teaching at the Undergraduate Level.
2. Testing Program Coordinator.
3. A member of the Program Testing Committee will serve as the liaison to the UPEC.
4. Two (2) Undergraduate Students.

H. Undergraduate Student Advisory Committee

- a. **Purpose:** To promote dialogue between faculty and students by addressing student concerns and issues related to the BSN Programs.

b. **Responsibilities:**

1. Organize and conduct annual meetings with BSN students to elicit input on prospective issues and concerns.
2. Provide clarification and rationale on issues presented by students during these meetings.
3. Generate reports and recommendations according to the Comprehensive Evaluation Plan (for details:
<https://wellstarcollege.kennesaw.edu/nursing/about/docs/WSON%20Comprehensive%20Evaluation%20Plan%20CEP.pdf>).

c. **Memberships:**

1. Associate Director WSoN for Undergraduate Programs (ex-officio).
2. At least three (3) Faculty Teaching at the Undergraduate level.
3. All Undergraduate Students advisory committee are invited.

I. Undergraduate Survey Committee

- a. **Purpose:** Through the use of surveys, interviews, and focus groups, faculty gather information from students about their educational experiences; satisfaction with the academic program and services, values, attitudes, and expectations of the educational program, as well as their reflections on being prepared for a professional career. Likewise, similar information is collected to obtain insights from

alumni, employers, preceptors, and other specific audiences. As a result, data will be used to assess program and student learning outcomes and improve the preparation of future graduates.

b. Responsibilities:

1. Establish and maintain the timeline for:
 - a) Distribution, collection and analysis of surveys to target groups.
 - b) Conduction, collection and analysis of focus group to target groups if indicated.
2. Identify specific target groups such as senior student preceptors, graduating seniors, alumni, and employers for the assessment surveys and/or focus groups.
3. Review and select survey instruments for purpose, content, and response categories that are congruent with the WSoN mission, philosophy, goals, program outcomes, and student learning outcomes.
4. Develop a reliable process for the distribution and collection of surveys.
5. Establish the topics and methods for conducting focus groups that are congruent with the WSoN mission, philosophy, goals, program outcomes and student learning outcomes.
6. Coordinate the collection and analysis of data for programmatic assessment and the writing of reports to the Undergraduate Program Evaluation Committee as outlined in the Total Assessment Blueprint and Comprehensive Evaluation Plan.

c. Membership:

1. At least four (4) Faculty Teaching at the Undergraduate Level
2. A member of the Survey Committee will serve as the liaison to the UPEC.
3. One (1) Undergraduate Student.

J. Undergraduate Nursing Honors Committee

a. **Purpose:** The purpose of the Undergraduate Nursing Honors Committee is to facilitate faculty involvement in the WellStar Tom and Betty Phillips Elite Honors Nursing Scholars program.

b. Responsibilities:

1. Provide guidance, oversight, review, and approval in formulating and setting policies for the WellStar Tom and Betty Phillips Elite Honors Nursing Scholars program.
2. Review and accept applicants to the WellStar Tom and Betty Phillips Elite Honors Nursing Scholars cohorts.
3. Establish and maintain policies for the selection, retention, or dismissal of the WellStar Tom and Betty Phillips Elite Honors Nursing Scholars program.
4. Identify and implement strategies to retain accepted students in the designated cohorts to facilitate student success throughout the four-year program.
5. Develop and maintain specific Honors sections of NURS 3302 Professionalism and Ethics in Nursing and NURS 4402 Nursing Research for Evidence-based Practice while ensuring Undergraduate Curriculum Committee oversight of this responsibility.
6. Address issues regarding the WellStar Tom and Betty Phillips Elite Honors Nursing Scholars program for the WSoN.

c. Membership:

1. At least five (5) full-time faculty.
2. At least three (3) tenure track faculty with two (2) non-tenure track faculty
3. WellStar Career Navigator (ex-officio)
4. Associate Director of the Undergraduate Program (ex-officio)
5. Nursing Honors Mentor (ex-officio)

ARTICLE V. Voting

Voting on matters of departmental policy and procedures, degree program changes, academic standards and integrity, academic honors, committee membership, departmental representation, nominations for college and university positions and revision of departmental bylaws shall be determined as follow:

Section 1.

Business and action will be subject to the rules of the parliamentary procedure described in Robert's Rules of Order, Newly Revised.

Section 2. Eligibility

- a. All faculty who are not part-time or limited term are eligible to vote. Staff may vote for positions in which staff is eligible to be elected.
- b. Absent faculty/staff may vote by written proxy.

Section 3. Quorum

- a. A quorum shall consist of a simple majority (51%) of those eligible to vote.
- b. Proxies shall not count toward a quorum.

Section 4. Passage of a Motion

- a. A simple majority of those voting shall be required to pass a motion.
- b. A two-thirds majority of those voting shall be required to pass an amendment to the departmental bylaws.

Section 5. Electronic Voting

- a. Voting may be done electronically if approved by a simple majority of the members of a committee or the department. Voting tallies and proposal texts must be recorded in committee minutes and records.
- b. Electronic voting must:
 - 1) be accessible to all members wishing to vote online.
 - 2) include the text of each proposal presented for voting.
 - 3) include specific instructions on the voting timeframe and deadline, such that late votes will not be counted in the final tally.
 - 4) include sufficient information to determine the voter's identity as a committee member.

Section 6. Summer session

- a. If necessary, when school is not in session and during the summer sessions, a simple majority of all those eligible to vote shall be required to pass a motion.

ARTICLE VI. Summer Session Teaching

The following guidelines shall be used to determine the priority for teaching during the summer session:

Section 1.

Through written solicitation, the Director WSoN shall determine which faculty members wish to teach during summer sessions.

Section 2.

The following ranked criteria shall be considered when making teaching assignments during summer sessions.

- a. Assignment of summer courses will be prioritized for faculty who are meeting overall expectations as shown on their most recent Annual Review Document (ARD). ARDs must include documented evidence of teaching effectiveness. Faculty who are not meeting overall expectations as documented on their most recent ARD, and/or lack evidence of teaching effectiveness may have summer teaching not assigned or revoked.
- b. Course demand and faculty specialization.
- c. Budget conditions.
- d. Preference will be given to full-time, tenure-track faculty.
- e. Possession of the terminal degree.
- f. When additional course sections are available after each faculty member who desires to teach has received one section, additional assignments shall be made using the criteria listed above.

ARTICLE VII. Amendments to Bylaws

Amendments to these Bylaws shall be submitted in writing to the bylaws committee chairperson and shall be approved by a two-thirds majority vote at a faculty meeting at which a quorum (51%) of voting faculty are present.

ARTICLE VIII. Relationship to Other Governing Rules and Regulations

Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost and Vice President for Academic Affairs, the College of Health and Human Services and the Board of Regents of the University System of Georgia.

References

Robert, H., et al. (2020). *Robert's rules of order: Newly Revised* (12th ed.), New York: Public Affairs.

Kennesaw State University Approval Form for Department/School Bylaws

A copy of this form, completed, must be attached to the department bylaws.

We confirm that the attached bylaws, dated 8/22/2022, were approved by the faculty of the WellStar School of Nursing in accordance with department policies and procedures:

Modupe Adewuyi WSoN Bylaws Co-Chair Signature/ Date

Kawther Hamash, WSoN Bylaws Co-Chair Signature/ Date

Department Chair Approval - I approve the attached bylaws:

Susan Dyess, WSoN Department Director Signature/ Date

College CFC Chair Approval - I approve the attached bylaws:

Mari-Amanda Dyal, WCHHS CFC Chair Signature/ Date

College Dean Approval - I approve the attached bylaws:

Monica Swahn, WellStar College Dean Signature/ Date

LaJuan Simpson-Wilkey AVP for Faculty Affairs (Approval Only) Signature/ Date

Provost Approval - I approve the attached bylaws:

Ivan Pulinkala, Interim Provost

Signature/ Date

Final Copy to Academic Affairs