Appendix G

Graduate Committee
School of Nursing
February 11, 2016
Meeting Minutes

FAIRFIELD UNIVERSITY
SCHOOL OF NURSING
GRADUATE PROGRAM

Graduate Curriculum Committee Meeting
Thursday, February 11, 2016
BNW 236 10:30 am – 12:00 pm

Minutes

Absent: C. Sumpio and S. Gerard

1. Minutes: The committee reviewed the minutes of January 28, 2016:
   Motion to approve minutes: S. Grossman; Seconded: N. Moriber; Approved: unanimously.

2. Course Evaluation Summaries:
   NSAN 676 Clinical Practicum I (1 credit) – last taught Fall 2015 by N. Moriber. This course has no didactic component, it is all clinical. This was the first clinical for this cohort of students. There was positive feedback. They are happy with the flexibility of specialty rotations/schedules. We had to reinforce the necessity of having to see their in-house patients the night before a procedure. Nancy Moriber’s report is attached.

   NSAN 677 Clinical Practicum II (1 credit) – last taught Spring 2015 by N. Moriber. This course has no didactic component, it is all clinical. Students taking this course were in their last year. The students enjoyed working in the off-site locations; moving forward we may start their off-site rotations earlier so that they can finish them before starting Clinical Practicum III. Nancy Moriber’s report is attached.

   NSAN 682 Clinical Practicum IV (2 credits) – last taught Fall 2015 by N. Moriber. This course has no didactic component, it is all clinical. The students like the case mix and going off-site. They enjoy being on call and dealing primarily with emergent cases. The students truly become independent care providers by the time they graduate. There was not much feedback from students on anything to change.
Nancy Moriber’s report is attached.

**NSAN 685 Clinical Practicum V** (2 credits) – last taught Spring 2015 by N. Moriber. This course has no didactic component, it is all clinical. The students who take this course are about to graduate. The students had only good things to say about the course, nothing negative to add. In the future we will consider scheduling the on-call hours over a weekend for 12-hour shifts. Nancy Moriber’s report is attached.

**NSAN 686 Principles of Nurse Anesthesia Practice I** (3 credits) – last taught Spring 2015 by J. Orazietti. Nancy Moriber reported in John Orazietti’s absence. This course is a didactic course, there is no clinical component. Overall the feedback was positive. John Orazietti taught the course and Nancy Moriber and Steve Belmont were guest lecturers. Students liked hearing about real life examples; they would have liked to get more hands on experience with the OR equipment. In the future, Nancy will arrange for them go in to the OR by the end of the course to physically touch the anesthesia machine. John Orazietti’s report is attached.

**NSAN 688 Principles of Nurse Anesthesia Practice III** (2 credits) This course review will be tabled to a later meeting.

3. **Approval of Revised Clinical Case Narrative Guide for Post-Masters APRNs (J. Shea):**
   Post-Masters students are required to write one case narrative before completing the DNP program. The Post-Masters students need to show their ongoing competency in an area of clinical practice, and their Portfolio Advisor needs to verify that they’ve adequately demonstrated those competencies. Joyce adapted the case narrative guideline currently used for BSN-DNP students for our Advanced Practice Post-Masters students. Based on feedback from the GCC members, the Case Narrative Guidelines for the Post-Masters students will be revised to include a minimum requirement of 10 current evidence-based references that support the clinical decision-making process and a maximum of 10 Immersion hours awarded for the completion of the Case Narrative. The revised guidelines will be presented for approval at the next GCC meeting.

4. **Allowing Excess Clinical Hours to be Applied Toward Immersion (J. Shea):**
   For our BSN-DNP students, we require a minimum of 200 hours of clinical experience during each of three semester-long practica. Some students exceed those required 200 hours in a given semester. Several current students inquired about receiving Immersion credits for the extra hours completed. Discussion ensued and GCC members agreed that it would be acceptable to award Immersion credits (in increments of 50 hours) as long as the student had used the time to focus on clinical skills above and beyond what was required for the clinical course. Students would
have to pay for the Immersion credit. A policy will be developed to address three main concerns:

a. The additional clinical hours would have to focus on developing specific skills above and beyond what was required for the clinical course objectives.

b. Students would need approval of the clinical course Instructor, indicating that they had met all clinical course objectives and had permission to accrue additional clinical hours for development of additional skills.

c. Students would also need to obtain approval from their Portfolio Advisor and their Track Coordinator.

5. Miscellaneous: IRB Procedures at YNHH; CNA Student Legislative Days; Announcements (J. Shea)

a. Meredith Kazer shared a letter from Judith Hahn, Director of Professional Practice and Education at Yale-New Haven Hospital, with members of the GCC. The letter expressed concerns about students using hospital data to meet academic requirements for course assignments and the need to obtain Hospital and Institutional Review Board approval for any scholarly project relying on the use of hospital-, staff-, or patient-level data. Discussion ensued regarding the steps involved in obtaining all necessary approvals, the length of time for IRB review, and different requirements at different hospitals. All faculty are expected to be familiar with the requirements and process as it has been laid out for Yale-New Haven Hospital.

b. GCC members were reminded about the two dates for legislative days through the CNA: April 6 and April 13, 2016.

c. Discussion among GCC members about requiring students to withdraw from a course if a certain number of classes were missed. Decisions are to be made on a case-by-case basis.

d. Concerns were raised about space and resources for the number of students taking NS 604 – Advanced Health Assessment. Space limitations over the next year were recognized and possible options were explored.

e. Our general Pharmacology course is 42 theory hours. Some states, such as PA, require 45 hours. We cover additional hours in other courses. Sheila edited NS647 Course Description to include a sentence indicating additional pharmacology hours are included in course content: “Additional pharmacology is discussed for each system for a minimum of five hours.”

Motion to approve the addition of the sentence for NS647: J. Conelius; Seconded: J. LoGiudice; Approved: unanimously.

6. Mid-Wifery Update (J. LoGiudice)

Jenna and Meredith met recently with Holly Powell Kennedy from Yale School of Nursing (YSN), Director of Mid-Wifery, and described YSN’s general support of Fairfield University establishing a NMW program. They discussed a potential collaboration with Yale for a Fairfield University NMW-DNP student who might want to go on to get their PhD. Jenna then reviewed the highlights of the full NMW proposal, including results of the market analysis. There is a steady number of
applicants interested in a NMW program but current programs are unable to fill the need. NMW programs have become increasingly popular over the past 10 years. There are fewer OB-GYNs going in to practice obstetrics, so NMWs are expected to supplement the difference. There is very healthy support in the Northeast region for mid-wifery, and in particular for a Jesuit institution to have a NMW program. Jenna will include the newly revised Egan School mission statement in the proposal once it is voted on during the next Faculty Organization meeting. The numbers of NMW students through the first few years of the program were discussed and how the Egan School can support them in terms of full-time and adjunct positions. The NMW curriculum plan, course descriptions and objectives have already been approved. 

**Motion to approve the full NMW program proposal:** J. Shea; **Seconded:** S. Grossman; **Approved:** unanimously.

Jenna LoGiudice’s report is attached.

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**NB:** Next Graduate Curriculum Committee meeting: Thursday, March 17, 2016 – 11:00 am–12:00 pm, SON 118.

Respectfully submitted,

Diana Chevrette

*Minutes approved by the Graduate Curriculum Committee: March 17, 2016*
DATE: February 19, 2016  
TIME: 10 am  

Recorder: C. Tuttle

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<td>Approval of Minutes of 1-22-2016</td>
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<td>Motion to Approve minutes of 1-22-16, S. Grossman 2nd: A. Beauvais Approved: Unanimous</td>
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| Dean's Report Egan Mission and Vision Statements | Meredith presented the Dean’s report – see xythos folder, Faculty Org Meeting, 2-19-16.  
Mission and Vision statements presented to faculty for review and approval. | Motion to accept new Mission and Vision Statement A. Kris 2nd: S. Grossman Approved: Unanimous |
| Undergraduate Program Updates | A. Beauvais presented the UG Program Report to the faculty. See xythos folder, Faculty Org Meeting, 2-19-16  
Student Nurses Association report. The next SNA meeting will be 3/2/16 at 6 PM. Faculty are invited to trivia night at the Levee. Spring meeting schedule is: 4-4-16, 6 pm – Specialty Nurses/Alumni Panel, Kelley Center; and 4-27-16, 6 pm, Ice | |
Cream Social at the Levee. The ENRS poster is completed. Four students, Lindsay Klemm, Jenna Kelly, + two students and faculty member, Jenna LoGiudice will be attending NSNA annual conference on 3/30 – 4/3 in Orlando, FL.

**Midwifery Program:** J. LoGiudice reviewed the proposed Midwifery program with faculty. Jenna detailed her research and development of the program. Faculty reviewed and voted to accept. M. Kazer congratulated Jenna on preparation and proposal.

**LRC and Simulation Updates**-
Simulation Innovation Committee met yesterday with nine faculty attending. Discussed vision for new space within each course and newly developed courses. Faculty encouraged to bring classroom cases studies to SIM.

This spring, SIM for the senior class is focused on transition scenarios, concentrated on VA Centric care and TBI case studies. Faculty to student ratio 2:2. We have received great feedback from students.

Next Faculty Development Workshop scheduled for May 18th, SON 214, 9 am – 3 pm

A. Roberto is uploading scenarios that we currently have on Blackboard. Faculty asked to check course scenarios on blackboard and email Anka and Sue if you want to create new scenarios for your courses.

**Adult Program Update:**
We admitted our first three full-time transfer-to-nursing UG students. These students have strong gpa’s and will be joining our second degree students in June, 2016. C. Pomarico would like to grow this portion of cohort, and will follow through with Info Session for interested UG students.

Dakota continues in popularity and is a good ambassador for the SON. Recently completed a Valentine photo opp with 150 photos at the BCC.

**Library and Nicaragua Update**

Library Committee
- Presentation practice room - upper level of the library is available for students or faculty. Technology is available with video conferencing for recording a presentation practice session so that you can play back and see where you can improve. Reserve space through the library website (just like other study rooms).
- There is a study room for graduate students – in the library on the 1st floor (LIB 115) swipe card access only.
- Library Research contest (includes work from Summer 2015, Fall 2015 and Spring 2016). The application is online - will be due April 21st. There were issues last year getting faculty letters of support. Remind students to ask with enough time and if you are asked please be timely. Grad and undergrad winners from SON in the past - prize is $1,000.

Nicaragua Update

- January trip: 13 students (mostly external) but there were 2 DNP student from FU that went to work on immersion hours.
- Visited a new coffee farm and were able to screen the majority of the workers/families - successful trip.
11 UG students traveling to Nicaragua in March as part of NS 330 course.
Faculty question re: research course offered in the summer. Jess answered that this course is separate from Public Health course. It is a 5-week course in Nicaragua and can be used by nursing and non nursing students as a nursing research course.

**Graduate Report**

To follow as a written report, as J. Shea is at a conference

**Director, Evaluation, Faculty Mentoring & Scholarship**

S. Grossman commented on productive workshop this morning. Faculty Mentoring Retreat is scheduled for 11-4 thru 11-6-16 at the Farmington Retreat House.

Rank and Tenure meeting scheduled for 5/4 – approximately 2 pm with location TBA.
| APT Chair Report | S. Grossman reviewed change in Section 3. Membership of Article VI of the ATP. Important to note two changes in terms of membership. Section 3 revised to increase to four SON faculty members [one needs to be full] on committee—this includes 1 additional faculty. Term of office changed to 2 years instead of 3 years. This affords opportunity to have another faculty gain experience on APT committee.  

M. Kazer reported the APT document is revised to reflect the changed name of School of Nursing to EGAN School and change title from Program Directors to Associate Deans. Suggested motion to approve entire document. | Motion to approve changes in the Byl ATP Committee  
S. Gerard  
2nd K. Phillips  
Approved: Unanim |
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| New Business and Guests | Bob Hannafin, Dean, GSEAP reported on initiatives to engage with public schools, both elementary and high school, in Bridgeport, CT. GSEAP looking to expand programs with nursing and health studies. Faculty encouraged to suggest partnerships.  

Christopher Sage, DNP Student, presented his research on email communication between administration, faculty and students. His suggestions based on survey of 341 students, and research presented at meeting. Copies of "Email Optimization Tip Sheet" provided to faculty. See xythos folder: Faculty Org Meeting, 2016.02.19 for a copy.  

D. Mager invited faculty to fundraiser called "Taste of Stratford" at Vazzano’s Four Season’s Restaurant on Weds, March 30 at 5:30 pm. This is a fundraiser for Stratford, VNA.  

K. Wheeler – Reported to faculty that Post-tenure review committee has been established. Board of Trustees and AAUP committee agrees on Post-tenure process—though nursing probably not affected. Proposal is that every 3-5 years, tenured faculty meet to review research and future proposals.  

S. Gerard reported that Humanitarian Action Minor is approved.  
Sally provided brochure with details for assistance with advising.  

Core Revision. Sally thanked faculty for core revision feedback. Proposal sent to UCC, but no change for nursing. |  |
Discussion revolves around VPA and language credits and no AP credit transfers in Tier I. The goal is a special allowance for the technical schools on campus.

J. LoGiudice invited faculty to Student Life Committee reporting on rising mental health concerns. Presentation today.

| Adjourned | Meeting adjourned at 11:46 am. A. Beauvais reminded faculty that UG Faculty meeting is scheduled for today at 12:30 pm. |