The Department of Nursing Faculty handbook has been developed to provide information regarding the Nursing and Surgical Technology mission, framework and outcomes; roles and responsibilities of all Faculty and Staff; and essential policies and procedures of the department. The primary outcomes are to graduate students with the requisite knowledge and skills to pass NCLEX-RN and the CST national certification and function as beginning practitioners in Nursing and Surgical Technology.
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Revised 7/08, 1/09, 6/09, 1/10, 7/10, 1/11, 9/12, 1/14, 5/14
Mission Statement
The mission of the Nursing Program at Kingsborough Community College is to develop competent Registered Professional Nurses who provide current, safe, holistic care to culturally diverse populations. An appropriate balance between general education and Nursing courses prepares students to administer patient-centered care. Graduates are prepared for entry into practice, articulation with institutions of higher learning, and engagement in lifelong learning. To these ends, the Nursing Program strives to fulfill the following goals:

- To offer a superior education to Nursing students.
- To educate future registered nurses to practice in the state of New York under New York State regulations.

Organization of Nursing Program

The Nursing curriculum is based on current Nursing practice, which is reflected in NLN Associate Degree Competencies, ANA Standards of Nursing Practice, and the New York State Practice Act. The Faculty endorses the use of Quality and Safety for Nurses (QSEN) Initiative, incorporating the concepts of patient-centered care, evidence-based practice, teamwork, and collaboration, quality improvement, patient safety, and informatics; the Nursing Process; and the NCLEX Test Plan Categories of Patient Needs, developed by the National Council of State Boards for Nursing (NCSBN), to serve as a framework for the development of the Associate Degree Nursing (ADN) curriculum. Additionally, the Faculty supports the recommendations of The Joint Commission (TJC) National Patient Safety Goals (2013). In order to meet the mission of the Nursing Program student learning outcomes are based on current practice. The Faculty applies educational theory appropriate for student learning, organizing from simple to complex. Bloom’s Taxonomy of Learning Objectives is used to level student learning. The Faculty further incorporates as part of the curriculum Knowles Theory of Adult Education. This theory promotes the development of critical thinking, clinical judgment, and the delivery of excellence in patient-centered care to adult students who make up the demographics of the Nursing program.

The mission and organization of the program guide the determination of program outcomes, student learning outcomes, course objectives and the sequence of course content. The curriculum of the KBCC Nursing Program currently incorporates established standards, guidelines and competencies congruent with ACEN Standards and the ANA Standards of Nursing Practice, the Quality and Safety Education for Nurses initiative (QSEN), and the New York State Nurse Practice Act.

Student learning outcomes are based on the six QSEN competencies. These competencies provide the unifying themes for content and student learning outcomes throughout the Nursing courses. The concepts are introduced in the first semester and are applied at increasingly complex levels in successive semesters.

The QSEN competencies are:

- Patient Centered Care: Recognize the patient or designee as the course of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values and needs.
• Evidence Based Practice: Integrate best current evidence with clinical expertise and patient/family preferences and values for the delivery of optimal health care.

• Team Work and Collaboration: Function effectively within Nursing and interprofessional teams, fostering open communication, mutual respect and shared decision making to achieve quality patient care.

• Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

• Safety: Minimize risk of harm to patients and providers through both system effectiveness and individual performance.

• Informatics: Use information and technology to communicate, manage knowledge, mitigate error and support decision making.

The NCLEX Test Plan Categories of Patient Care Need are:

• Safe And Effective Care Environment: Promote achievement of patient outcomes by providing and directing Nursing care that enhances the care delivery setting in order to protect patients and health care personnel.
  o Management of Care: Provide and direct Nursing care that enhances the care delivery setting in order to protect patients and health care personnel.
  o Safety and Infection Control: Protect patients and health care personnel from health and environmental hazards.

• Health Promotion and Maintenance: Provide and direct Nursing care of the patient that incorporates the knowledge of expected growth and development principles, prevention and/or early detection of health problems, and strategies to achieve optimum health.

• Psychosocial Integrity: Provide and direct Nursing care that promotes and supports the emotional, mental and social well-being of the patient experiencing stressful events, as well as patients with acute or chronic mental illness.

• Physiological Integrity: Promote physical health and wellness by providing care and comfort, reducing patient risk potential and managing health alterations.
  o Basic Care and Comfort: Provide comfort and assistance in the performance of activities of daily living.
  o Pharmacological and Parenteral Therapies: Provide care related to the administration of medications and parenteral therapies.
  o Reduction of Risk Potential: Reduce the likelihood that patients will develop complications related to existing conditions, treatments or procedures.
  o Physiological Adaptation: Manage and provide care for patients with acute, chronic or life threatening conditions.

The QSEN Competencies and NCLEX Categories of Patient Care are addressed each semester and build upon one another. They are incorporated into Nursing courses and are used in classroom, laboratory and clinical settings throughout the Nursing courses.
Nursing Program Outcomes

- **Performance on licensure exam** – the pass rate of first-time test takers on NCLEX-RN.
  NCLEX-RN Pass Rates: The average pass rate will equal or surpass the national mean pass rate for first time takers.

- **Program Completion** – the percentage of students who complete the Nursing program within three years of entry into clinical Nursing.
  Graduation Rates: 75% of graduates will complete the clinical component of the program within three years of beginning clinical Nursing courses.

- **Program Satisfaction** – the graduate’s perception that the program has adequately prepared them to practice as a beginning registered nurse.
  80% of graduates will rate overall satisfaction with the Nursing program as satisfied or very satisfied (as measured by the Graduate Nurse Follow-Up Survey.)
  Program Satisfaction: 80% of graduates will rate overall satisfaction with the Nursing program as satisfied or very satisfied (as measured by the Program Completion Survey)

- **Job Placement** – the clinical settings and positions in which graduates are employed after graduation, and the time it takes for them to gain employment.
  Job Placement Rates: 80% of graduates seeking employment will be employed within one year after graduation (as measured by the Graduate Nurse Follow-Up Survey.)
  80% of employers will be satisfied with the performance of the KBCC graduates (as measured by the Employer Satisfaction Survey.)
Goals / Objectives of the Nursing Program

1. To prepare students to enter the profession of Nursing at the Associate Degree level.
2. To prepare students to pass the NCLEX-RN Examination at a rate that meets or exceeds the New York State pass rate.
3. To prepare students to practice within the legal, ethical and regulatory frameworks of the profession.
4. To provide students with a curriculum that integrates knowledge and principles from the behavioral, biological and physical sciences, with Nursing knowledge and practice.
5. To prepare students to use effective communication skills, therapeutic Nursing interventions, and critical thinking in the provision of Nursing care to people of all ages and cultures.
6. To provide a learning environment for students, which facilitates the development of the knowledge, skills, and values needed for their personal and professional development.
7. To prepare students for upper division study in a baccalaureate Nursing program.
8. To foster the concept of lifelong learning.

Role of the Associate Degree Nurse (ADN)

Nursing practice takes place at differentiated levels. Each level of practice reflects unique roles and capacities. The levels of differentiated practice include direct Nursing care for individuals and groups of patients, management of a group or community of patients, and provision of primary health care. Each level of practice is mutually valued and integral to the delivery of health care, which is cost-effective, maintains Nursing practice standards, and fulfills patient goals and needs.

The ADN practices in the roles of provider of care, manager of care, and member within the discipline of Nursing. The ADN graduate is prepared to provide care for groups of individuals with multiple problems and with a high level of acuity in multiple settings using current standards of care and research findings to inform and guide his/her Nursing practice and is equipped with the ability to perform proficiently in an increasingly technological healthcare arena. The practice of the ADN is consistent with the guidelines of the Nurse Practice Act and the American Nurses Association Code of Ethics.

The ADN uses effective communication skills and collaborates with patients and other health team members to coordinate care. The ADN prioritizes and delegates the delivery of nursing care and evaluates outcomes.


Master Curriculum File
Philosophy of the Surgical Technology Program

The Faculty of believes that:

1. Health is a state of optimum wellbeing. It is relative and constantly changing.
2. Due to this changing state, the Surgical Technologist practices in the unique role of assisting with the care and treatment of surgical patients by aiding the perioperative team to perform surgical interventions.
3. The Surgical Technologist’s primary setting for practice is the Operating Room. However, this practice has application in other health care settings. These include Labor and Delivery, Endoscopy, Central Sterile Processing, Ambulatory Surgery facilities, as well as Materials Management and clinical sales.
4. The educational environment of the Surgical Technology Program considers individual differences, which affect learning ability, and provides motivation to continue to learn and adapt in the changing surgical environment. The Faculty believes an individual’s learning ability is based on past experiences and personal potential, which permits learning to occur at different ages and levels. Learning takes place most readily when material is taught in a logical sequence and progresses from the simple to the complex. Under the guidance of the Faculty, the student should assume responsibility for their own learning.
5. Surgical Technology education reflects the student’s development of skills and theoretical knowledge essential for appropriate functioning in the perioperative setting.

Program Goals – Surgical Technology

1. To prepare students to function as a surgical technologist who provides and participates in the coordination of patient care as a member of the surgical team by demonstrating knowledge of aseptic technique, surgical procedures, and instrumentation.
2. To provide a learning environment for students, which facilitates the development of knowledge, skills and values needed for professional development.
3. To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
4. To provide students with sufficient background to assimilate the policies and procedures of any health care institution consistent with their scope of practice.
5. To prepare students to communicate effectively via oral, written, and electronic modes.
6. To prepare the student to pass the National Certification Examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).
7. To foster the concept of continuing education and lifelong learning.
Program Outcomes – Surgical Technology

1. Certification Rates: A minimum 70% of the graduates who attempt the National Board of Surgical Technology and Surgical Assisting’s Certification examination will pass on their first attempt.

2. Certification Examination will pass on their first attempt.

3. Job Placement Rates: 80% of the graduates will be employed in health care facilities within one year of program completion as evidenced by the Graduate Follow-up Survey.

4. Program Satisfaction Rates: 80% of the graduates will express a satisfaction with the program as measured by the Program Completion Survey.

5. Employer Satisfaction Rates: 80% of the graduates will successfully practice as part of the professional health care team as measured by the Employer Satisfaction Survey.
Admission Policies

Admission to the Clinical Component of the Nursing Program requires:

To be considered for the Clinical component of the Program, students must comply with the following:

1. be enrolled in the Pre-clinical Component;
2. complete any required remediation before completion of the four (4) courses in the Pre-Clinical Sequence;
3. complete the four (4) courses in the Pre-Clinical Sequence (if exempt form BIO 1200): ENG 1200 or ENG 2400, PSY 1100, BIO 1100 and SCI 2500;
4. complete the four courses in the Pre-Clinical Sequence with at least a grade point average of 2.5 and earn at least two (2) B’s (one of which must be in SCI 2500 or BIO 1100);
5. students who have repeated and/or withdrawn from any of the Pre-Clinical sequence courses may not be considered for admission to the Nursing program;
6. all grades received for courses taken in the Pre-Clinical Sequence at Kingsborough will be included in the Pre-Clinical average computation;
7. submit transcripts from other colleges (NOTE: Letter grades received in the Pre-Clinical sequence courses at other colleges will be used to determine eligibility for admission); **any biological sciences course more than 10 years old will not be accepted for exemption or credit**;
8. perform satisfactorily on the National League for Nursing Pre-Admission RN Examination, and;
9. pass CUNY Reading and Writing exams and the COMPASS Math Skills Test or MAT M200, or meet all requirements for existing remediation.
10. transfer students from other colleges must be in good standing. Students who are on academic probation or have been administratively dismissed from a Nursing program at a previous school are not eligible for admission to the Nursing program;
11. students must earn a minimum of a “C” grade in all pre and co-requisite courses;
12. students with disabilities who are interested in the Nursing Program should make an appointment with the department chairperson - 718-368-5522;
13. **PLEASE NOTE:** Starting in the fall 2009 semester, in order to advance into Nursing clinicals, students must provide documentation for one of the following categories:
   A. U.S. Citizenship
   B. Permanent Residency
   C. International Student with F1 Status
   D. Granted Asylum, Refugee Status, Temporary Protected Status, Withholding of Removal, Deferred Enforced Departure; or Deferred Action Status by the U.S. government

Notice to Students on Criminal Background Checks

Current laws generally permit a state licensing board or agency to deny a license to practice Nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice Nursing.
The Department of Nursing at Kingsborough Community College does not require a criminal background check for admittance, but the Department’s educational requirements include placement at one or more hospitals or other off-campus clinical training sites and these sites frequently require a student to undergo a criminal background check before the student can be placed for clinical training. If, based upon the results of a criminal background check, the site determines that a student’s participation in its clinical training program would not be in the best interest of the site, the site may deny that student admission to the training program. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the student’s performance while in the training program.

Each clinical training site that requires a criminal background check sets its own standards and procedures and the student may be asked by the site to pay the cost of the background check. The student may also have to complete more than one criminal background check during the course of the Nursing Program at Kingsborough Community College, depending on the number of sites where they are placed and the requirements at each site.

Please note that if a clinical training site determines that the student may not take part in its training program based on the results of a criminal background check, the student may be unable to complete the course requirements and to continue in the Nursing program. It is important for the student to consider this before enrolling in the program. Kingsborough Community College has no obligation to refund tuition or fees or to otherwise accommodate the student in the event they are ineligible to complete course requirements based on the results of a criminal background check or denial of a license to practice Nursing.

Students who successfully complete the prescribed Pre-Clinical sequence requirements must file for an application to take the NLN-PAX-RN exam and an application for acceptance into the Clinical component of the Nursing Program. Completion of the above conditions does not guarantee admission into the Clinical component; this is based on space availability, the Pre-Clinical sequence average, and the PAX-RN examination results.

Application forms and specific filing dates for the Clinical component of the Nursing Program are available in the Nursing Department office, MAC 401. The completed form should be filed in that office during the spring or fall semester in which the student expects to complete the Pre-clinical requirements. Students completing the requirements during the summer or winter module should file their application in the following fall or spring semester.

**Admission Requirements – Surgical Technology**

To be considered for the Surgical Technology Program, students must pass the CUNY Reading and Writing exams and COMPASS Math Skills Tests. The student must have completed any developmental requirements. A minimum GPA of 2.5 is required. BIO 11 and ENG 12 are pre-requisites for the first semester courses.
**Pre and Co-requisites:**

After entry into the clinical component of the Nursing program, the students must keep in mind the following Pre/Co requisites for Clinical Nursing courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Pre Requisites</th>
<th>Pre/Co Requisites</th>
<th>Co Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 17</td>
<td>BIO 11, PSY 11, SCI 25, ENG 12 or 24</td>
<td>BIO 12</td>
<td>NUR 18</td>
</tr>
<tr>
<td>NUR 18</td>
<td>BIO 11, PSY 11, SCI 25, ENG 12 or 24</td>
<td>BIO 12</td>
<td>NUR 17</td>
</tr>
<tr>
<td>NUR 21</td>
<td>NUR 17, NUR 18</td>
<td>BIO 51</td>
<td></td>
</tr>
<tr>
<td>NUR 22</td>
<td>NUR 21</td>
<td>PSY 32</td>
<td></td>
</tr>
<tr>
<td>NUR 20</td>
<td>NUR 21</td>
<td>PSY 32</td>
<td></td>
</tr>
<tr>
<td>NUR 19</td>
<td>NUR 20, NUR 22</td>
<td>SOC 31, ENG 24</td>
<td></td>
</tr>
<tr>
<td>NUR 23</td>
<td>NUR 20, NUR 22</td>
<td>SOC 31, ENG 24</td>
<td></td>
</tr>
<tr>
<td>NUR 24</td>
<td>NUR 20, NUR 22</td>
<td>NUR 19, NUR 23, SOC 31, ENG 24</td>
<td></td>
</tr>
</tbody>
</table>

The Surgical Technology students must keep in mind the following Pre/Co requisites for the Surgical Technology Program:

<table>
<thead>
<tr>
<th>Course</th>
<th>Pre Requisites</th>
<th>Pre/Co Requisites</th>
<th>Co Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST 1</td>
<td>ENG 12, BIO 11</td>
<td></td>
<td>ST 2</td>
</tr>
<tr>
<td>ST2</td>
<td>ENG 12, BIO 11</td>
<td></td>
<td>ST 1</td>
</tr>
<tr>
<td>ST 3</td>
<td>ST 1, ST 2</td>
<td></td>
<td>ST3P</td>
</tr>
<tr>
<td>ST 4</td>
<td>ST 3, ST 3P</td>
<td>BIO 12</td>
<td>ST4P</td>
</tr>
<tr>
<td>ST4P</td>
<td>ST 3, ST 3P</td>
<td>BIO 12</td>
<td>ST 4</td>
</tr>
<tr>
<td>ST 5</td>
<td>ST 4, ST 4P</td>
<td>BIO 51</td>
<td>ST5P</td>
</tr>
<tr>
<td>ST5P</td>
<td>ST 4, ST 4P</td>
<td>BIO 51</td>
<td>ST5</td>
</tr>
<tr>
<td>ST 6</td>
<td>ST 5, ST 5P</td>
<td></td>
<td>ST6P</td>
</tr>
<tr>
<td>ST6P</td>
<td>ST 5, ST5P</td>
<td></td>
<td>ST6</td>
</tr>
</tbody>
</table>
Criteria for retention in the Nursing Program mandates that students:

1. Earn a minimum of a “C” grade in every required Nursing and co-requisite course. Students who achieve a C- grade in a required Nursing course may apply to repeat the course one time only in the semester immediately following, subject to space availability. The minimum grade for clinical courses that are repeated is a “B”.

2. The online “Intent to Return to Nursing Course” form must be completed and include a plan for success that demonstrates significant changes in how they will approach the course when repeated. Only one required clinical Nursing course may be repeated. A second earned grade of less than “C” in subsequent Nursing courses will result in dismissal from the Nursing program.

3. Students who enter Nursing 18 MUST complete the Nursing Program within four years from the date of entry into this course. Any student who has not attended required Nursing courses for two or more consecutive semesters cannot be readmitted into the Nursing Program unless qualifying examinations have been passed in the required Nursing courses previously successfully completed. Qualifying examinations may be taken only once.

(1993; revised 2003; revised 2008; revised 2009)

Required Nursing courses: Nursing 17, 18, 19, 20, 21, 22, 23, 24.

Required clinical Nursing courses: Nursing 18, 19, 20, 21, 22, 23


Criteria for Retention in the Surgical Technology Program

The retention criterion mandates that surgical technology students:

1. Receive no more than two grades below “C” in any of the pre or co-requisite courses.

2. Earn a minimum of “C” in all Surgical Technology courses.

3. Students earning less than a “C” grade in a Surgical Technology course may repeat the course one time. The minimum grade for courses that are repeated is a “B”.

4. A second earned grade of less than “C” in any subsequent Surgical Technology course will result in dismissal from the Program.

5. Clinical Performance in Practicum courses must be at a satisfactory level to remain in the program.

6. The online “Intent to Return to Surgical Technology Course” form must be completed and include a plan for success that demonstrates significant changes in how they will approach the course when repeated. Only one required course may be repeated.
TABLE OF ORGANIZATION

Chairperson
Deputy Chairperson
Deputy Chair for Clinical Affiliation
Director Surgical Technology
Full-time Faculty
Adjunct Faculty
Coordinator of Nursing Learning Resources
Senior CLT
CLT
Administrative Staff

Responsibilities of Chairperson*:

1. The Chairperson is the executive officer of the department and shall carry out the department’s policies.
2. Assign courses to and arrange programs of instructional staff members of the department.
3. Initiate policy and action concerning the recruitment of Faculty and other departmental affairs subject to the powers delegated by these bylaws to the staff of the department in regard to educational policy and to the appropriate departmental committees in the matter of promotions and appointments.
4. Be responsible for the work of the department’s Committee on Appointments or the department’s Committee on Personnel and Budget, which he/she chairs.
5. Prepare tentative departmental budget, subject to the approval by the departments Committee on Personnel and Budget.
6. Arrange for careful observation and guidance of the department’s instructional staff members.
7. Make a full report to the president and the college Committee on Faculty Personnel and Budget of the action taken by the department Committee on Personnel and Budget when recommending an appointee for tenure.
8. Hold an annual evaluation conference with every non-tenured member of the department as well as Faculty seeking promotion/reclassification.

Responsibilities of Deputy Chairperson:

1. Represent Department when Chairperson is not available
2. Provide coverage in absence or conflict with Chairperson’s schedule
3. Assist with administrative needs of Department
4. Coordinate schedule of classes with the Office of Academic Scheduling
5. Organize student groups for clinical placement for all clinical courses
6. Advise clinical students who fail or withdraw from clinical courses

* According to CUNY Bylaws.
Responsibilities of Deputy Chairperson for Clinical Affiliations:

1. Serve as resource person for all communication with clinical agencies.
2. Submit requests for clinical placements,
3. Communicate with Course Coordinators re: course needs, changes in schedule.
4. Secure new clinical sites.
5. Provide Faculty and department office assistants with current list of agencies, units, contact people, telephone and fax numbers.
6. Represent Department at annual meetings with clinical agencies.
7. Provide needed documentation to agencies.
   a. Notify Course Coordinator of needs.
   b. Notify Course Coordinator of problems with student or Faculty requirements.
8. Facilitate orientation to the agencies.
10. Distribute and collect Generic Competency forms to Faculty.

Responsibilities of Director Surgical Technology:

1. Coordinate course syllabi, objectives, content, exams and learning experiences with course Faculty.
2. Review and prepare media schedule and requests, handouts.
3. Prepare test items.
4. Discuss issues related to student performance in course, clinical, and theory.
5. Discuss item analysis with full and part time Faculty.
6. Prepare clinical placements schedule.
7. Evaluate clinical placement sites.
8. Provide orientation to the program for new full and part time Faculty.
9. Provide Faculty with all required forms.
10. Oversee clinical evaluation of students at mid and final points in the semester.
11. Oversee student evaluation of teachers as per college policy.
12. Submit course grades according to college guidelines, attendance records and clinical evaluation forms for all students.
13. Obtain Clinical Evaluation Forms from all Clinical Faculty.
14. Assure minutes of course meetings are maintained in the Departmental file.
15. Submit one copy with answers of final examination to Departmental file.
16. Submit reaccreditation documentation as required.
17. Fulfills all other responsibilities of Course Coordinators.
Responsibilities of Course Coordinator:

1. Prepare clinical placement schedule for each semester including dates, times and sections and submit to Deputy for Clinical Affiliations.
2. Evaluate clinical placement sites each semester with course Faculty.
3. Locate and assess potential new clinical sites.
4. Communicate with Coordinator of Nursing Learning Resources the needs of course re: Lab space including dates and times, equipment, and course materials, i.e. Clinical Evaluation Tools, Lab Handouts, Lab Referral Form. This will necessitate collaboration with all other Nursing course coordinators. Ensure that all course labs are consistent with the objectives and required content.
5. Facilitate the orientation new full and part time Faculty to course and clinical site. Provide Faculty with all required course documents; i.e. syllabus, and discuss use of clinical tools.
6. Coordinate the review and prepare course syllabi, media schedule and requests, handouts and weekly class schedule. Submit weekly class schedule electronically to the Department Chairperson. Each semester provide a weekly schedule to course teachers, students and office assistants.
7. Submit a course letter for each semester to the Nursing Office 1/21 and 7/21.
8. Ensure the development of course specific exams each semester.
9. Submit all semester exams to Chairperson electronically with correct answers designated.
10. Assure that item analysis is done on every exam. This must be done on every item that twenty-five percent of the students answered incorrectly.
11. Ensure that each clinical Faculty member provides a weekly electronic report. This should include student names, progress and issues.
12. Annually discuss course textbooks. Arrange for review of new textbooks. Order required course texts each semester in October and April.
13. Coordinate regular course meetings:
   A. Schedule course meetings and communicate with full and part time Faculty. Faculty should be notified no less than 48 hours in advance of time for such meetings.
   B. There should be a minimum of three meetings per semester. (It is an expectation that discussion at these meetings will include course syllabi, student learning outcomes, course objectives, content, exams, learning experiences and evaluation of clinical agencies).
   C. Discuss concerns/issues related to student performance in course, clinical and theory.
14. Direct clinical Faculty to prepare mid-semester Notice of Failing Grade Forms and review and submit to the Nursing Office for filing in the students’ records.
15. Each semester, discuss with the Coordinator of Student Learning Resources the facilitation of student evaluations/program opinion surveys.
16. Skills checklists are required for each course. Review the process with all Faculty members. Ensure that the skills check lists are signed weekly; completed by the end of the semester; copied and passed on to the next course coordinator prior to the new semester.
17. Oversee clinical evaluation of students at mid and final points in the semester.
18. Oversee student evaluation of teachers as per college policy.
Coordinate the submission of course grades (e-Grading and e-Roster) according to college guidelines and attendance records (gray forms). Maintain information regarding failures, and intent to return applications. Provide a ranked listing of all failures, withdrawals and deletions to the Chairperson at the end of each semester.

Obtain Student Clinical Evaluations from all clinical Faculty. They should be reviewed for completeness and submitted in a timely fashion. A list of student names and clinical evaluation forms MUST be submitted with the evaluations. Evaluations must be submitted to Office Assistants in person.

Assure minutes of course meetings are maintained in the Departmental file.

Facilitate Faculty professional development through active participation in department, campus and university educational offerings.
Responsibilities of Faculty - Job Descriptions:

Position Definition:

Full-time Instructors, Assistant Professors, Associate Professors, and Professors are responsible to perform teaching, research, and guidance duties. Associate professors and professors, as the senior Faculty, shall have special responsibilities for maintaining the academic vitality of their departments through the continuation of peer evaluations of teaching members of the instructional staff, with special attention to their diligence in teaching and professional growth. Additionally senior Faculty is responsible to orient their junior and newly appointed colleagues.

Qualifications:

Instructor - For appointment as an instructor, the candidate must have demonstrated satisfactory qualities of personality and character, ability to teach successfully, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution. He/she must have an appropriate master’s degree from an accredited institution, or active progress toward a doctorate.

Assistant Professor - For appointment as or promotion to assistant professor, the candidate must have demonstrated satisfactory qualities of personality and character, evidence of significant success as a teacher, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution. He/she must also have obtained the PhD degree, or an equivalent degree, in an accredited university.

Associate Professor - For promotion or appointment to the rank of associate professor, the candidate must possess the qualification for an assistant professor, must have obtained the PhD or an equivalent from an accredited university, and in addition he/she must possess a record of significant achievement in his/her field or profession, or as a college or university administrator. There shall be evidence that his/her alertness and intellectual energy are respected outside his/her own immediate academic community. Longevity and seniority alone shall not be sufficient for promotion.

Professor - For promotion or appointment to the rank of professor, the candidate must possess the qualification of an associate professor and in addition a record of exceptional intellectual, educational, or artistic achievement and an established reputation for excellence in teaching and scholarship in his/her discipline. There shall be evidence of his/her continued growth and the judgment on promotion shall consider primarily evidence of achievement in teaching and scholarship following the most recent promotion. Longevity and seniority alone shall not be sufficient for promotion.

Adjunct Lecturers, Adjunct Assistant Professors, Adjunct Associate Professors and Adjunct Professors - Person employed in this adjunct series shall be assigned to teach part-time or perform related duties on a part-time basis.

Qualifications:
For appointment a person must have those qualifications or professional achievement and training comparable to those of Faculty members in the corresponding ranks of lecturer (full-time), assistant professor, associate professor and professor appointed through the regular channels of the colleges or university.

*According to CUNY Bylaws

**Distinguished Lecturer/Instructor** (Nursing)

**Position Definition:**

Persons employed as instructor (Nursing), shall perform teaching and counseling services in their department. They shall also be responsible for keeping apprised of new developments in the field of health care.

**Qualifications:**

For appointment, the candidate must have demonstrated satisfactory qualities of personality and character, ability to teach and to serve as counselor to students. The candidates must have the registered nurse license, a master’s degree, and appropriate experience. The candidate shall have the personal characteristics needed to work effectively with students and staff. This is not a tenure-bearing line.

**Teaching Load**

The teaching load is determined by contract, 27 contact hours per year for full-time tenure bearing lines. Faculty members are full-time employees and are expected to devote a major part of their time to the University. CUNY recognizes the need and desirability for professional activity outside the college and has promulgated multiple position procedures. The Multiple Position Form must be completed and submitted to the Department Chair each semester.

**Report of Absence**

In the event of illness/absence, the Faculty member should notify the Course Coordinator at the earliest possible time. If the Course Coordinator cannot be reached, Faculty must notify the Department Chairperson. The Chairperson may only cancel class. In the event of a clinical absence, the clinical Faculty should notify the students, agency and unit assigned of cancellations. Faculty should obtain students phone numbers on the first day of class. Upon return to the College, Faculty should complete and sign the Notice of Absence Form. One copy will be filed in the departmental absence file to be submitted to the Office of Academic Affairs.

**Office Hours**

All full-time Faculty are required to schedule 3 hours of office time per week, two hours of which must be on campus. One hour may be scheduled in the clinical area. The hours are to be clearly posted outside their office door as well as documented on the Schedule of Teaching and Office Hours to keep the Administrative staff apprised. Adjunct Faculty are to schedule 1 hour per week. Adjunct Faculty must attend the
first and last course meeting each semester. All Faculty members should be available to students on an as need basis.

Student Advisement

1. Degree Audit:

This is a program, which an advisor can use to provide students with information regarding requirements for graduation. It transcribes the student’s course history and measures them against the degree requirements, as they exist in the College Catalogue. Students must bring a copy of their Audit with them when they are scheduled for advisement.

2. CUNYfirst

All Faculty members must claim their CUNYfirst account. This will enable them to maintain their personal information, payroll data, and access to courses and grades.

To obtain a CUNY first account:
- Go to KBCC homepage
- Using the Quick Links drop down menu, click on CUNYfirst
- Click on First Time Users and follow the directions.

To access student course history:
- Log into CUNYfirst
- Click on Campus Solutions
- Click on Campus Community
- Click on Student Services
- Enter student’s last and first name; a list will come up. You must know either the student’s date of birth, last 4 digits of their social security number, or their EMPLID number
- When the student is selected, there is a drop down list on the left part of the screen. Drop down to Course History. All courses taken will be listed.

To enter student grades:
- Log into CUNYfirst
- Click on Campus Solutions
- Click on Self Service
- Click onto Faculty Center
- Click onto My Schedule
- Click on the Grade Roster for the class you want to enter
- Grade type should be set to Final Grade: Roster action should be set to Not Reviewed.
- Click on View All to see the entire roster
- For each student on the roster select the grade from Roster Grade drop down.
- When you are done grading, click on the Save button
To submit the grades to the Register, change the Approval Status from Not Reviewed to Approve in the Grade Roster and click the SAVE button. A tutorial video is available on the Kingsborough site:

**To access class rosters:**
- Log into CUNYfirst
- Click on Campus Solutions
- Click on Curriculum Management
- Click on Class Roster
- Click on Class Roster again
- Enter Academic Institution (Kingsborough Community College)
- Term (1129 – 1 is a constant; 12 is the year; 9 is the semester)
- Enter NUR or ST
- Search
- Select course and section

3. **Counseling**

Health career counselors are available to both pre-clinical, clinical Nursing and Surgical Technology students. The health career counselors are located in M-101 and can be reached at extension 4911.

Personal counseling services are also available in D102 and can be reached at extension 5975. There is a referral process to refer students to services that they need on campus. A copy of the form can be accessed from the website.

**The steps for the process are:**
- Complete the general information about the student and yourself
- Check all services you recommend for the student.
- Add any additional comments
- Submit the form to the your department secretary or click submit if on line
- All referrals will be channeled through the Retention Center M101.
- The Retention Center will submit referrals to the recommended areas
- Each area will communicate with the referred student to encourage the student to seek referral.

4. **Health, CPR and Malpractice Requirements**

**Clinical Agency:**

Faculty must submit health clearance to the clinical agencies for their clinical assignments. The form for Faculty clearance is found on the KBCC Nursing Department webpage and should be filed with the Office of Health Services on campus. This will ensure annual physical examination and immunizations are complete and the Faculty can safely perform their responsibilities in the clinical setting. Current CPR and Malpractice insurance information must also be submitted to the clinical agencies.
Office of Academic Affairs:

Each Faculty member must submit a current license re-registration to his or her official personnel file. In addition, documentation of any continuing education activities, academic writing and presentations should also be submitted.

5. Committee Minutes

A member of the administrative staff is responsible for recording minutes at departmental meetings and emailing them to all Faculty members. Faculty is responsible to review the minutes and submit corrections to the recorder for editing within one week. Minutes are reviewed for acceptance at the meeting. The final copy will be prepared on letterhead. An original signed copy with attachments and attendance sheet is placed in the official file within one week of approval.

The recorder will:
- use the meeting agenda to organize content;
- include a discussion and conclusion for every topic;
- type and distribute to all Faculty;
- make corrections/edits;
- place the final copy in official file once accepted by Faculty.

6. Clinical Guidelines:

Student Assignments:

1. Clinical assignments are prepared by the clinical Faculty and given to students.
2. Assignments should be posted on the unit (forms are available) for unit personnel. Assignments should be reviewed with the nurse in charge of the Nursing unit to avoid potential problems.
   a. The Course Coordinator will provide you with a copy of the form.
   b. Attendance: Weekly clinical and classroom laboratory attendance is required. Lateness or absences are recorded. Refer to course syllabi for excessive absences. Communicate all issues, concerns, absences and problems to the course coordinator immediately.

Student Responsibilities:

1. Students are expected to come prepared to the clinical area. At pre-conference Nursing must bring a blank copy of their unfolding Nursing care plan each week. If students are unprepared they can be dismissed for the day. This is considered an absence.
2. Students are to report to pre-conference in full uniform.
3. Students are expected to be on time. If they arrive on the clinical unit either 30 minutes late or after pre-conference is over, whichever comes first, they may not be permitted to stay and an absence is recorded.
4. Students are not to leave the clinical unit without first notifying the Faculty member. Possible reasons for leaving would include accompanying the assigned patient to a test or other activity.
5. Students are to attend post-conference promptly and in uniform.

**Fatigue** can certainly impair a health care worker’s ability to provide safe, professional Nursing care. Thus KBCC’s Nursing Department states: All students need to carefully assess his/her level of fatigue, school requirements in terms of lecture, on-campus labs and clinical experiences and own work schedules. This assessment should carefully consider the potential impact of excessive employment on his/her ability to provide safe, professional Nursing care. Each student has an ethical responsibility to ensure that fatigue does not negatively impact student nurse responsibilities.

**Student Evaluation:**

1. Unfolding care plans are integral to the learning process and assist Nursing students in the development of critical thinking skills. The clinical Faculty must ensure that the unfolding care plans are completed each week in the clinical area. A corrected copy of a written student assignment must be collected at the end of the semester to be placed in the student’s file.

2. The Surgical Technology students will complete a Surgical Case Log each week to be handed into the Clinical Faculty. The Faculty must return it to the student within one week so that the student will have an opportunity to incorporate suggestions into the next Log.

3. Formal evaluation of each student is scheduled with the assigned clinical instructor on campus by appointment at mid-semester (Week 7) and again at semester’s end. Formal evaluation is accomplished using the Clinical Evaluation Tool, which is completed by the Clinical Faculty. The student is to complete a self-evaluation weekly on the unfolding Nursing Care Plan/Surgical Case Log.

4. Students who are encountering difficulty in meeting the objectives should be counseled weekly both verbally and in writing. They may receive an Unsafe/Unsatisfactory Clinical performance form and/or a Lab Review Referral if the unsatisfactory skill is appropriate for lab practice. In addition, a formal meeting may be called between the student, Course Coordinator, Clinical Instructor and Course Lecturer if appropriate.

5. All statements in student evaluations should be objective and reflect identified behaviors. Recommendations for successful course completion should be clearly stated.

6. Students who are not meeting the course objectives are to receive written notice, (Failing Grade Notice) at mid-semester from the lecturer/Course Coordinator. This may apply to either theory or clinical practice. Students who are failing may not withdraw from the course after the date noted on the Academic Calendar according to KBCC policy.

7. The Clinical Evaluation Tool must be completely filled out with a written progress statement. Both the student and the Faculty member must sign this tool.

8. All evaluations are to be completed and submitted to the Course Coordinator/Program Director after the final examination.
Faculty Responsibilities Clinical:

1. All faculty (full and part-time) must submit and maintain their personnel file (A218) including documentation of current RN registration, CPR certification, verification of professional liability insurance and CV. Copies of these documents may also be required by the clinical agency.

2. Faculty are required to have a physical examination, proof of influenza immunization and PPD test every year. The completed form is returned to the office of Health Services, A-108, ext. 5684.

3. Complete and submit the Faculty Professional Assessment to the Deputy Chair for Clinical Affiliations.

4. **It is the responsibility of the clinical Faculty to contact the assigned clinical agency prior to the first clinical experience.** The course coordinator will provide meeting dates and contact information to the agency. The agency will give a brief orientation and provide the instructor with a brief tour of the facility.

5. Be knowledgeable of and follow policies and procedures of the agency, college and department.

6. Assume full responsibility for clinical instruction and assignments.

7. Be present with students at all times during the clinical experience.

8. Co-sign student documentation unless the agency has a policy that differs from this.

9. Dress appropriately and wear a lab coat and proper photo identification badge.

10. Communicate concerns or information regarding students to Course Coordinator/Program Director.

11. If a student becomes ill, or injures himself or herself during clinical, follow the procedure specified by the agency. The instructor should notify the Course Coordinator/Program and Chairperson on the day of the occurrence. If a student refuses emergency treatment at the agency, he or she must receive medical clearance from the Office of Health Services before returning to the clinical area. Copies of any forms filed at the agencies should be obtained. When appropriate, mandated follow-up at the college office of Health Services (A108) must be completed by the student and instructor.

12. If there is a behavioral issue while on the clinical unit, the student should be dismissed for the day. The department Chairperson and Course Coordinator/Program Director should be notified immediately of such an incident. The student will need to meet with Faculty member as soon as possible, preferably the same day, and a written notation made. Students who demonstrate inappropriate behavior or are unable to perform appropriately because of suspected substance abuse should be sent to the College Office of Health Services.
Test Policies

The Course Coordinator will submit a copy of each validated exam with the correct answer identified with an * to the Chairperson prior to the beginning of the corresponding semester. It is the responsibility of all full-time Faculty members assigned to each class to have the final drafts submitted to Office Services for reproduction.

All tests will be kept in a locked and secure cabinet. Scantrons can be obtained from the Media Center in the Library.

Administering Unit Exams:

- All exams MUST use the Department Test Policy Cover Sheet.
- All exams and corresponding Scantrons are to be numbered prior to exam administration.
- Prior to beginning the exam, each student must place all personal items in the front of the room.
- No personal items are allowed on the student’s desk.
- No electronic devices allowed in the testing area.
- Calculators and pencils are provided by the exam proctor.
- The proctor assigns seats to students during the exam.
- During the test there is to be no talking or communication between students.
- If a student has a question during the exam, the student is to raise their hand and the proctor will walk to them to answer the question.
- Each exam is timed and the students are advised of the start time and end time.
- If a student is suspected of cheating during an exam, the proctor will change the student’s seat immediately and notify the Course Coordinator/Program Director and Department Chairperson of the event. (See Nursing Student Handbook)
- Each exam is graded using the Scantron machine.
- If exams are computerized grading is done electronically.
- Course Faculty will complete an item analysis for each exam on every item that twenty-five percent of the students answered incorrectly.
- Item analyses of each exam will be discussed at course meetings.
- Problematic questions must be brought to the Test Item Committee for review.
- Exam grades are transcribed to grade rosters and posted on Blackboard.
- In the event that a student misses a scheduled unit exam, the student will take a make-up exam. The date will be determined by the Course Coordinator/Program Director.
- **Final grades are to be submitted within 72 hours of the final examination.**

Retention of Exams:

- All exams Scantrons are to be retained for two-years after the course is completed along with a clean copy of the exam and answer key.
- In case of failures, all exams are to be kept for 2 years after completion of the course to preserve records in case of appeal.
- In case of an appeal all exams are to be kept for 6 years after resolution
• For students who are out of the program, all copies, from the courses which the
students failed, will be filed in the student OOP folder.

Student Documentation

Attendance and Grade Record (Gray and White form):

All Faculty are required by the College to maintain attendance records for each
student enrolled in the course. The departmental office distributes these forms during
the first week of classes. The names of all students officially registered in each
course are listed alphabetically therein. Each course and clinical group is listed
separately. Attendance and all grades are entered on the record, which is an official
record and legal document. These forms are the property of the College and must be
returned to the department Chair's office at the end of the semester. The Course
Coordinator/Program Director is responsible for ensuring they are complete and
submitted to the Department Office Manager.

Attendance for Clinical courses that have both lecture and clinical sessions in the
same day must demonstrate the student’s attendance for EACH session. For those
students who did not complete the course, record the last date a student attended.
This information is required to comply with mandatory Federal regulations.

The columns to the right of the last Date of Attendance are for recording grades. In
the space above each column record what the grade represents. i.e. (Exam #1). Space
is provided to record individual raw exam scores, the 60% of the composite exam
score; the final exam grade and 30% of the final score and the composite ATI score
10% (If additional columns are needed, the Faculty are instructed to create them as
necessary). The final course grade is recorded as the actual numerical value obtained;
i.e. 74.53, and the corresponding letter grade, in this case “C”. Do not round
numerical values to even numbers. The final grades should be extended to two
decimal points.

COA Roster:

Attendance is mandatory at Kingsborough. Maintenance of course rosters are the
responsibility of the Faculty member assigned to the course.

Grade Work Sheets:

The assigned Faculty member for each course maintains grades. Records are
maintained according to Kingsborough's policy. Raw scores are entered for each quiz
administered. Final grades are calculated by dividing the total raw score by the total
number of questions administered for the semester. The final lecture grade is
determined by multiplying this number by 0.6 (60%). This number is then added to
the final exam grade multiplied by 0.3 (30%), and 0.1 (10%) ATI Course
Coordinators are responsible to submit the course worksheets to the Department
office (preferably via e-mail). There is provision in Blackboard for the Gradebook to
be maintained.
E-grading:

All final course grades must be submitted electronically using The Grade Roster in CUNYfirst within 72 hours after the final exam.

Distance Learning:

There are courses in the Nursing Program (N 24) and the Surgical Technology Program (ST 45) that may be offered in an online format. Many of the Nursing electives are offered in hybrid format. All courses regardless of format adhere to the same standard of rigor.

Community Service:

Effective Spring 2012, all students are required to perform community service each semester. Community service allows the student to interact with people of diverse cultures and lifestyles, develop a greater sense of local community, and foster a sense of caring. Students may choose to do their work here in the Nursing program, in the College community, or out in the neighborhoods of the five boroughs and beyond. They must show evidence of community service by the time of graduation.

Proctoring:

All full-time course Faculty members are required to proctor unit exams. Prior to the final exam period, College Administration sends two proctoring assignments to each Faculty member. At all times, each Faculty member is responsible to enforce Kingsborough's academic integrity policies.

Senior students will take the ATI Comprehensive Predictor Exam towards the end of the second mini of the last semester. This is administered on a separate testing date. The Chairperson will assign proctors.

At the end of the Fall semester, the graduating Surgical Technology students take the National Certification Examination. This exam is normally scheduled on the reading day of the Fall semester. The Chairperson will assign proctors for the NCE.

End of Semester Submission:

- The Course Coordinator MUST review all course grades.
- Attendance and Grade Record is submitted to the administrative staff in the Nursing Office for reduction in size (8 1/2 x 11).
- The reduced copy is returned to the instructor.
- A copy of the Grade Work Sheet is submitted to the administrative staff in the Nursing Office. The instructor retains a copy.
- A copy of the E-grading roster is also submitted.
Change of Grade Form:

If necessary, the form is completed, specifying the reason for the grade change and signed by the instructor and the Chair. When completed, the form is returned to the administrative staff in the Nursing Office with any additional documentation for copying prior to being forwarded to the Office of Academic Scheduling.

Responsibilities of Coordinator of Nursing Learning Resources (CNLR):

The CNLR is a staff position, which involves collaboration with Faculty and lab resource personnel to create simulation-learning experiences. The CNLR reports to the Chairperson of the Nursing Department.

Responsibilities include:

1. Coordinate student-learning activities in the Department of Nursing.
2. Assist the Department in the planning and development of new learning experiences using high fidelity simulation mannequins and software.
3. Serve ex-officio on the Department Curriculum and Faculty Committees. Collaborate with Faculty to assist in integrating the use of simulation and technology in all aspects of the curriculum. Participate in curriculum development; review and revision as it pertains to simulated clinical learning.
4. Use the course syllabi and lab grids to collaborate with Course Coordinators in assuring the appropriate medical equipment; software and textbooks are ordered and available for each course and lab experience.
5. Assist Faculty in the presentation and demonstration of skills.
6. Manage practice sessions for students by organizing supplies and equipment and assigning CLT and/or resource personnel.
7. Provide remediation for students referred to the lab. Maintain close communication with course Faculty regarding student progress in labs.
8. Set up and tear down equipment used in the labs.
9. Serve as a member of the Nursing Department’s Grant Development Committee.
10. Assist in identifying the most suitable supplies and equipment for campus learning experiences.
11. Oversee the requisition and inventory of supplies and equipment, and monitor their need for maintenance and replacement.
12. Oversee the student survey process and summarize results and report each semester maintaining records of survey results.
14. Supervise college lab technician and resource personnel. Train adjunct and full-time Faculty in the use of simulators.
15. Maintain professional competence and licensure through practice, continuing education and professional activities.
16. Other duties as assigned.
Responsibilities of College Laboratory Technician (CLT):

The CLT is a staff position, which involves collaboration with Faculty teaching courses and involves assisting with basic skills labs, simulation labs, and student practice sessions. The CLT is responsible to the Coordinator of Learning Resources.

Responsibilities include:

1. Assist with the coordination of student learning activities in the Department of Nursing.
2. Assist the Department in the planning and use of high fidelity simulators and the development of simulated learning experiences.
3. Use the course syllabi and lab grids to collaborate with the Coordinator of Learning Resources (CNLR) in assuring the appropriate medical equipment, software, and textbooks are ordered and available for each course and lab experience.
4. Assist Faculty in the presentation and demonstration of skills.
5. Manage practice sessions for students by organizing supplies and equipment.
6. Provide remediation for students referred to the lab. Maintain close communication with course Faculty regarding student progress in labs.
7. Set up and tear down equipment used in the labs.
8. Assist in identifying the most suitable supplies and equipment.
9. Work with the CNLR to requisition and inventory supplies and equipment and monitor the need for maintenance.
11. Maintain professional competence and licensure through practice, continuing education and professional activities.
12. Other duties as assigned.
Responsibilities of the Administrative Staff:

The department has one full-time office manager, one full-time and one part time CUNY office assistant. This class of positions encompasses the clerical and daily office operational activities within the University, which includes various academic and administrative settings at the college. Persons employed in these positions are accountable for rendering services in a respectful, courteous and professional manner.

Administrative Staff will:

1. Type and print letters, memoranda, payrolls, purchase orders, vouchers etc.,
2. Proofread the typed material for accuracy, correcting errors as necessary.
4. Collect information and data from various sources and updating files.
5. Create file systems, maintain records and keep confidential records when instructed.
6. Provide unit related information to the Faculty, students and other CUNY employees and general public.
7. Answer telephone calls, screen incoming calls and forward them to proper person.
8. Provide receptionist services and makes appointments.
9. Furnish information on the department’s rules and regulations when authorized.
10. Prepare routine reports, including drafts, using the information or data received from various sources.
11. Record minutes for departmental meetings.
13. Receives mail for the department and distributes it among the proper persons.
14. Prepare the department mailings within or outside of CUNY.
15. Arrange special mail services when authorized.
17. Communicate with other academic or administrative departments or outside agencies to expedite processing of work.
18. Assist in preparing and distributing recruitment material.
19. Assist in registration activities within the department and when authorized, process drop/add and over tally for course registration.
Standing Committees

Participation on Committees is an expectation of all full-time Faculty. There are College Committees as well as Departmental Committees. (Refer to College Governance Plan)

College Committees:

College Committee on Faculty, Personnel, and Budget

The College Committee on Faculty, Personnel, and Budget is composed of the President, the Vice President for Academic Affairs and Provost, Dean of Student Affairs, and the department chairpersons. This committee receives from the departments all personnel recommendations with respect to the instructional staff and it recommends actions to the President, which the President considers before making his or her decisions and recommendations to the Board of Trustees. Five Faculty Review Committees assist the College Committee on Faculty, Personnel, and Budget: the Committee on Reappointment and Tenure, the Committee on Advancement to Associate Professor, the Committee on Advancement to Professor, the Committee on Reclassification and College Laboratory Technicians Series, and the Committee on Fellowship Leaves of Absence.

College Committee on Admissions and Academic Standing

The College Committee on Admissions and Academic Standing reviews requests from students for exceptions and waivers concerning admission, loss of matriculation, dismissal, and probation.

College Committee on Academic Review

The College Committee on Academic Review hears student appeals concerning grades and waivers of College academic requirements.

The College Council

Faculty, students, and staff participate in the governance of the College. The governing body of Kingsborough is the College Council. With the President as its presiding officer, the 75-member Council consists of the Vice President for Academic Affairs and Provost, the Registrar, Vice President for Finance and Administration, the chairperson of each department, one additional elected faculty member from each department, elected delegates at-large (who may be faculty, deans, or Higher Education Officers), and other elected members representing students, support staff, and alumni.

The College Council conducts the educational affairs customarily cared for by a college faculty with the exception of the right to confer degrees, which is reserved by the faculty. The College Council generally meets at least twice each semester and meetings are open to faculty, administrators, and staff who are not College Council members. The College Council has five standing committees: the Committee on Instruction, the Curriculum Committee, the Legislative Committee, the Committee on Students, and the Committee on Strategic Planning and Budget. A Steering Committee, to set the agenda for the Council, is composed of the chairs of all of the standing committees and the President of the College.
Nursing Department Committee

Article 1: Function
   Section 1

   To communicate and implement Faculty goals and responsibilities and to ensure the program outcomes are met. Meetings held once a month or more often if called by the Chairperson.

   Section 2

   Functions of the Nursing Department Committee are as follows:
   A. Confer regarding the progress of students.
   B. Oversee the organization of teaching to meet the program outcomes.
   C. Discuss the Department’s relationships within the College, University, and Nursing profession.

Article 2: Membership

   The committee shall be made up of all full-time Faculty members and designated staff of the Department of Nursing.

Curriculum Committee By-laws

Article 1: Function
   Section 1

   The Curriculum Committee shall be responsible for the formulation, development, modification, and evaluation of curricula.
   This committee will make recommendations on the matters related to:

   A. Philosophy, purpose, and objectives of the Nursing program.
   B. Conceptual Framework.
   C. Organization for Nursing prerequisites, and elective courses.
   D. Assurance that the curriculum meets the standards set forth by the Council of Associate Degree Nursing, New York (CADNNY).
   E. Development and review of new courses.
   F. Revision of existing courses
   G. The assurance that curriculum meets objectives set forth by the department.

Article 2: Membership
   Section 1

   Faculty Members: The committee shall be made up of Faculty members appointed by the Department Chairperson at the beginning of each academic year.
Section 2

**Student Members:** Will attend as is appropriate. A scheduled invitation will be posted and the invitees will rotate.

**Article 3: Chairperson**

Chairperson of this committee will be appointed yearly by the Department Chairperson.

**Article 4: Meetings**

The Committee shall meet monthly each semester and as needed.

**Assessment Committee**

**Article 1: Function**

The Assessment Committee is responsible for ensuring that the tools and evaluation methods used are congruent with and accurately reflect the achievement of our student learning outcomes.

A. Meet expected level of achievement of standard.

B. Ensure the ongoing and effective assessment of student learning outcomes.

C. Ensure that all tools are utilized within the Nursing Program to accurately evaluate the Expected Level of Achievement of the Systematic Evaluation Plan.

**Article 2: Membership**

**Section 1**

**Faculty Members:** A Chairperson for the Assessment Committee will be appointed yearly by the Department Chairperson. The committee shall consist of Faculty members appointed by the Department Chairperson at the beginning of each academic year.

**Section 2**

**Student Members:** The committee shall consist of student member representation. Student representation must be from the clinical Nursing courses.

**Admission, Progression and Retention Committee**

**Article 1: Function**

**Section 1.**

The APR committee is responsible for determining the needs and designing policies that will facilitate the admission, progression and retention and readmission and transfer of students in the Nursing program.
Section 2.

Functions of the APR committee are as follows:

A. To assess the needs of the program and establish priorities for meeting those needs in regard to the admission, progression, and retention, and readmission and transfer of students in the Nursing program.
B. Develop criteria and recommend policies for the admission, progression and retention, readmission, and transfer of Nursing students.
C. Review and recommend revision for policies governing admission, progression and retention, readmission and transfer of Nursing students.
D. Explore innovative approaches to admission, progression and retention, readmission and transfer of Nursing students.
E. Review and make recommendation regarding applications for admission to the Program.
F. Review and make recommendations regarding applications for readmission and transfer/credit of Nursing students.
G. All recommendations shall be approved by the Nursing Department Chairperson prior to implementation.
H. Track results and document findings of the Graduate Nurse Survey.

Article 2: Membership

Section 1.

The committee shall be made up of at least 5 Faculty members one of which is chairperson appointed by the Department Chairperson at the beginning of each academic year. Each Faculty member has one vote and collectively makes a decision.

Faculty Development Committee/Nursing Education Toolbox

Article 1: Function

Section 1.

The Faculty Development Committee/Nursing Education Toolbox is responsible for the facilitation of innovative teaching strategies to all Nursing Faculty at KBCC to assist the students to become competent, evidence based practitioners in the contemporary health care environment. The Committee is responsible for orientation of new Full-time Faculty members to the department. This committee will make recommendations on the following matters to the Department of Nursing Faculty.

A. Provide the Faculty with New Evidence Based Practice guidelines in the Nursing Education.
B. Orientation of new full-time Faculty to the environment of the Nursing department.
C. Revise and Update material in the Faculty Handbook
D. Distribute information of areas of interest to the Nursing Faculty
Article 2: Membership  
Section 1

The committee shall be made up of at least 4 Faculty members appointed by the Department Chairperson at the beginning of each academic year.

Article 3: Meetings  

The Committee shall meet once per semester.

**Personnel and Budget Committee**

**Article 1: Function**  

The purpose of the Personnel and Budget (P&B) Committee is to recommend to the College P&B the appointments, reappointment, promotion and tenure status of the Faculty and staff in the Department of Nursing. They perform lecture and clinical observations to assist with evaluation and reappointment procedures, as well as interview candidates and make recommendations for hire.

**Article 2: Membership**  

Faculty members are elected to this committee by a majority vote of full-time Faculty within the department. Election to this committee shall be held at the same time that the Chairperson is elected. The Committee consists of the Department Chairperson, who acts as Chairperson of this committee and four additional full-time Faculty members. Four of the committee members must be tenured and serve for a three-year term.

**Article 3: Meetings**  

The Chairperson of the committee will call meetings as deemed necessary.

**Test Item Committee**

**Article 1: Function**  

**Section 1.**  

The test committee is responsible for overseeing the Department of Nursing test construction and analysis in relation to the Nursing Program Test Policy and NCLEX Test Plan.

**Section 2**  

Functions of the Test Item Committee are as follows:

A. Create test maps to ensure that the Student Learning Outcomes are used to organize and guide the delivery of instruction and to evaluate student progress.
B. Redesign the test item bank classification and blueprint to align with the NCLEX-RN test plan, course learning outcomes, and KBCC program concepts.
C. Ensure that test items reflect the cognitive level indicated in the course student learning outcomes.
D. Ensure that the evaluation method is valid and reliable.
E. Report directly to the Nursing Department Chairperson.

**Article 2: Membership**

The committee shall be made up of Faculty members appointed by the Department Chairperson at the beginning of each academic year.

**Article 3: Meetings**

The Committee shall meet once per semester and as deemed necessary by the committee chairperson.

**Technology Committee**

**Article 1: Function**

**Section 1**

The Technology Committee shall be responsible for assisting faculty to integrate the use of technology for instructional content delivery.

This committee will make recommendations on the matters related to:

A. Utilization of the internet to enhance presentations
B. Use of interactive Computer assisted Instruction (CAI)
C. Development and implementation of simulations
D. Utilization of available technology in the nursing department (clickers, i-pods, EHR’s)
E. Computerized testing

**Article 2: Membership**

**Section 1**

**Faculty Members:** The committee shall be made up of faculty members appointed by the Department Chair at the beginning of each academic year.

**Section 2**

**Student Members:** Will attend as is appropriate. A scheduled invitation will be posted and the invitees will rotate.

**Article 3: Chairperson**
Appointed yearly by the Department Chairperson

Article 4: Meetings

The Committee shall meet once each semester and as needed.

Grant Development Committee

Article 1: Function
Section 1

The Grant Development Committee of the Nursing Department shall be responsible for supporting Faculty and facilitating the development of program and/or research grants in areas of Faculty interest. This committee will make recommendations on the matters related to:

A. Formulating a goal statement for the desired grant project.
B. Exploring possible sources of funding.
C. Evaluating the goals and priorities of the funding agency.
D. Coordinating grant submission process with the Office for College Advancement.
E. Supporting Faculty throughout the pre-award and post-award process.

Article 2: Membership
Section 1

The committee shall be made up of at least 4 Faculty members appointed by the Department Chair at the beginning of each academic year. The committee will be led by a Chairperson appointed by the Department Chairperson.

Article 3: Meetings

The Committee shall meet at least once per semester.

Nursing Club

The Nursing Club is a campus organization that provides opportunities for support, assistance, and collaboration for clinical nursing students. Club involvement can introduce a student to new cultural experiences and help develop valuable leadership and organizational skills required in all aspects of life.

Article 1: Function
Section 1
A. To have direct input into standards of nursing education and to influence the educational process.
B. To influence health care, nursing education and practice through political education as appropriate.
C. To promote and encourage participation in community affairs and resolution of related social issues.
D. To actively participate in the political process in all matters affecting nursing as a profession.
E. To represent nursing students to the consumer, to institutions and other organizations.
F. To promote and encourage students’ participation in interdisciplinary activities
G. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of race, color, creed, sex, lifestyle, national origin, age, or economic status.

Article 2: Membership:
Every nursing student is automatically a member of the nursing club. Full-time Faculty members are appointed by the Chairperson as advisors. Officers are elected each semester by the student body.

Surgical Tech Club

Article 1: Function
Section 1

To assist students throughout the program and to encourage socialization among the health care students.

Section 2

The Surgical Tech Club:
A. promotes opportunities for students to learn about the profession;
B. plans and administers the budget;
C. interacts with various levels of students;
D. plans functions, such as Meet and Greet, campus wide activities, and Pinning.

Article 2: Membership:

The membership consists of all Surgical Technology students. One Faculty member serves as advisor.

Social Committee

Article 1: Function
Section 1
To ensure a level of civility on a departmental level for those events that occur outside the strict academic interests of the college.

Section 2

Plans social events for the Department including the end of semester luncheon.

Section 3

Maintains an account of Faculty funds to be used for significant events that affect the department members.

Article 2: Membership

Membership: All dues paying members of the Nursing Department are members.

Liaisons

Liaisons are appointed by the Chairperson to ensure ongoing communication and discussion of pertinent issues in major support courses for the Nursing and Surgical Technology programs. These liaisons will report to the Faculty once each semester. The newly elected liaison will work with their predecessor to facilitate transfer of responsibilities. Liaisons are appointed to the following departments: Behavioral Science, Biological Science, Physical Sciences, English, Honors, Library, Financial Aide, Nursing Counselors and the Nursing Discipline Council.
Faculty Communications and Enrichment

Voice mail

- Each full-time Faculty member has a telephone extension and access to email.
- Voice mail will be set up as follows after approval:
- Information Systems Specialist will be contacted at x-5025
- A mailbox will be set up by that office

Messages can be accessed as follows:

1. On campus, from assigned extension:
2. Dial 4990
3. Enter pre-selected password (4 or more digits). Initially, your password is your 4-digit telephone extension.
4. Receive messages are accessed by dialing “11”
5. It is important to log off the voice mail system using the “*” key to ensure that the system remains accessible.

Off Campus:

1. Dial 718-368-4990
2. Await announcement regarding system mailbox
3. Press “#”
4. Enter mailbox number (telephone extension)
5. Enter personal password
6. Access messages

Keys

Keys may be obtained for Faculty use upon Chairperson's approval. Once approved, the Faculty member can obtain keys from Buildings and Grounds (P-220 Ext 5124). Keys must be picked up in person by the Faculty member with their KBCC ID. If, over time, it is necessary to change offices, **keys must be returned in person to Buildings and Grounds.** They are NOT to be given to office staff or new Faculty.

Bursar-Parking: A-205, Ext 5416

Annual parking passes may be obtained from the Bursar's Office for the required fee. A validated identification badge is required. Once the Faculty member has paid the required fee, the parking pass will be issued. Faculty members are responsible to display the pass at all times in order to park on campus. All Faculty members are required to abide by all rules for parking on the campus.

E-mail

All staff have an e-mail address assigned.
1. Faculty may access e-mail from outside the Kingsborough Community College campus. The following steps are required to access e-mail from campus:
2. Go to the KBCC website.
3. Go to Quick Links in the top right corner of the screen.
4. Click on Web Mail
5. Click on Employee e-mail Web Logon.
6. Type in User ID
Operations Work Request:

Work requests are completed for facility related issues; i.e. light bulbs not working. They are only submitted online. The required work must be communicated to the administrative staff in the Nursing office for processing. Buildings and Grounds in P-220 (Ext 5124).

Security – ID: L-202, Ext 5069

This office is responsible for all campus security and safety as well as guard services, parking, traffic, lost and found, and personal I.D. cards. To summon immediate security response in the event of any emergency, except for fire, use the yellow emergency assistance boxes in corridors and stairwell. In addition each desk has a secure alarm button under the desktop. The red fire alarm boxes are to be used to report fire emergencies.

Environmental Health and Safety: S-304, Ext 4778

This office is responsible for occupational and environmental safety issues. They monitor and report on potential chemical hazards and address inquiries of regulatory agencies.

Participation in College Life

CUNY expects the Faculty to fully participate in the college life. This means active participation on committees and service events both in the department as well as campus-wide committees. All full-time Faculty are obligated to attend all Convocations called by authorized College personnel. The Commencement at the end of the Spring semester is another college event which all full-time Faculty must attend. It is incumbent upon all Faculty to be present in full regalia on this auspicious occasion.

Attendance at Conferences

Attendance at Conferences/Personal Expense Record/Travel Expenses:

If a program of interest is identified, the Faculty member must request permission to attend from the Chairperson. For Faculty to receive reimbursement for attendance at a conference, applications must first be approved by the department chairperson and then by the Office of Academic Affairs. Appropriate documents (Flyer/content outline of conference; estimated cost of the conference) should be submitted with the application. Upon return, a travel voucher must be completed, specifying all expenses. Original copies of all bills should be included. A summary report of the conference is required for submission prior to reimbursement. Allowable amounts for reimbursement with regard to mileage and per diem expenses for room and board are available from the Office of the Business Manager. (A-228, Ext 5902)
INSTRUCTIONAL SUPPORT SERVICES

Nursing Lab

The Practice Skills Lab is open 5 days per week. The Hours of Operation are posted so as not to interfere with scheduled lab sessions.

Surgical Technology Lab

The Surgical Technology Lab is located in M-385. There are 2 mock operating room setups as well as appropriate surgical instruments, supplies and equipment. There is a supply closet that contains forms needed for clinical assignments. The students are encouraged to make appointments with the Program Director if they would like additional practice of skills outside the posted open lab sessions.

KCATT – Kingsborough Center for Advanced Technology Training

The KCATT is located in L705 (EXT 6622). It provides the KBCC Faculty with the opportunity to develop and integrate advanced multi-media materials/tools (e.g. Blackboard, video conferencing, PowerPoint, streaming video) into the classroom. The KCAT staff provides individualized and small group (6 or less) training opportunities.

Resources in the KCAT include:

- Poster size printer
- High speed color double side printer
- Video conferencing simulator
- Blackboard
- Large format scanning
- Streaming video software

The Chief Librarian can be reached at x5146 for additional information. The email address for the KCAT is KCATTi@kingsborough.edu for appointments and questions.

KCTL – Kingsborough Center for Teaching and Learning, M-391, Ext 5252

This center is designed to serve as a hub for professional development for the Faculty at KBCC. It is dedicated to supporting the growth of its Faculty members in terms of both teaching and research. It will develop, coordinate and promote activities that encourage Faculty to think about their teaching in new ways, including the innovative use of technology in instruction, and to consider student learning as an integrative endeavor.
Office Services – Xeroxing: P-101 Ext 5096

Duplicating services are available for Faculty members. Multiple print jobs may be submitted on a single request.

In order to submit print request online, these are the steps required:

1. Go to the KBCC website- www.kbcc.cuny.edu/
2. Click on the ACADEMICS; click on Faculty Resources, click on Resources & Services
3. Click on Information Technology Services
4. Click on Office Services.
5. Click on Print Shop Job Request
6. Fill out the request information
7. When the form is completed, save it to your desktop.
8. Send an email to J. Tammany and Meryl Rothenburg with the form from the desktop as an attachment

Blackboard

Blackboard is a course management system that allows Faculty to conduct enriched face-to-face courses, hybrid, and online courses. Faculty can post materials, deliver assignments and surveys, hold online discussion and many other course-related functions. All currently enrolled students and Faculty can access the Blackboard system that is available 24/7 from anywhere on the Internet. All Nursing courses are expected to utilize Blackboard to communicate course materials and important program information. All students are required to attend a mandatory orientation session for Blackboard during/prior to NUR 18 and ST 1.

Accessing Blackboard: In order to log into Blackboard, you must have a CUNYfirst account. (See page 19 for instructions).

- Once you have established a CUNYfirst account, you can access Blackboard from the KBCC website.
- From the KBCC home page, using the Quick Links drop-down menu, click on Blackboard.
- Click on CUNY Portal (http://www.cuny.edu)
- Click on Blackboard
- Enter user name and password. This will bring you to Blackboard home page.
- You should see the courses that you are teaching in this semester.

Assistance with Blackboard use can be accessed through Kingsborough Center for Teaching and Learning (KCTL) –M-391, Ext 5252.

Gradebook

Course Gradebooks should be set up for each semester’s exams weighted appropriately so that as each is entered, the program calculates the numerical grade. This allows the students access to their grade as soon as they are posted by the Faculty.
Steps to setting up Course Grade Book in Blackboard:

1. Log into Blackboard
2. Go to Control Panel
3. Click on Grade Center
4. Click on Full Grade Center
5. Click on Create Column
6. Enter Column Name i.e. Exam #1
7. Enter Points Possible i.e. 50
8. Under Options, Click on yes to first two questions and no to the third.
9. Click on Submit.
10. Click on the Weighted Total column and from the drop down list click on the Edit Column Information option.
11. Move each item from the left hand box to the right hand box to include in the grade calculation. Then attach a weight to each of them and click Submit.

To Move Your Course to the Next Semester:

From the Control Panel of the Old Course:

1. Click on “Course Copy” and select the course materials you want to move.
2. DO NOT MOVE THE GRADEBOOK OR ENROLLMENT.
3. Submit

Library/Media/Computer Center/Tutoring – L206, Ext 5429

These services are available to the student and faculty. The Media Center is L118. Tutoring is available on a first come, first serve basis. Tutorial Services can be contacted in L605 at extension 5118. In addition, there is tutoring on a walk in basis for all math courses in the Math Workshop, Room F 206 as well as in the Nursing Department. Times are posted in the Nursing Lab.

Accessing Library Resources:

Library databases are available to Faculty via the internet. Faculty need to activate the bar code on their ID in order to gain access. This can be done at the circulation desk located in the library. It is required that this is done in person and with a valid I.D. card. Once activation is complete access can be gained by going to the Library webpage and clicking on access databases and type in Library bar code from your KBCC ID card (front bottom right).
Bookstore: U-101, Ext 5500

Required texts must be requested for Nursing courses through the bookstore using the Book Information Request. Books for the following semester must be submitted by October 15th and April 15th. The Nursing office will submit the compiled list for the department. The Course Coordinator must submit the request to the administrative staff by October 1st and April 1st.

EVALUATIONS

During week ten of each semester, each Faculty member should make arrangements with the Coordinator of Learning Resources to arrange for date and time, for access to surveys at the end of the semester.

Student Program Opinion Survey/Course Opinion Survey

Each student will have the opportunity to evaluate the course and program. Surveys are completed during the eleventh week of each semester (fifth week for mini courses). These evaluations are reviewed by course Faculty so that comments can be taken under consideration for overall course improvement and change and reported faculty the following semester by the Assessment Committee.

Graduate Opinion Survey

This survey is to be completed within 6 to 9 months after graduation. The survey is available on the college website. An email is sent by the APR Committee requesting that each graduate complete the survey. Results are reviewed and summarized by the APR Committee and reported to the Assessment Committee for overall program review and change.

Faculty Opinion Survey

This survey will be completed by all faculty each semester. All survey results will be reported to the full Faculty at a Department meeting for review and consideration.

Clinical Agency Evaluation

Faculty – faculty verbally report the ability of the agencies to meet the student learning outcomes at the final course meeting.

Student - A section of the Student Course Opinion Survey includes a written evaluation of the clinical agency as a learning environment. This is completed after each clinical course. Results of both are discussed at course meetings and when necessary at Assessment/Department meetings.
Employer Opinion Survey

The purpose of this survey is to gather information from the members of the KBCC Advisory Board to ascertain their opinions and to give input to the faculty for program improvement. The results are reviewed and summarized by the APR Committee and are reported to the Assessment Committee and then to the whole faculty at a Department meeting.

EVALUATION OF TEACHING

Observations

All untenured faculties are evaluated each semester through observation by their peers. Prior to a peer observation, each instructor is notified no less than 24 hours in advance of the time for such an observation as per the CUNY Bylaws. Observations are conducted by the department’s Personnel and Budget Committee or their designees. The KBCC Observation Report is used for this process. Faculty members can obtain a blank form from the KBCC website. After the observation, a post observation meeting is conducted to discuss the observation. Faculty members are entitled to copies of the Observation Report and Post-Observation Conference Memorandum. Originals are signed by the observed Faculty member and are placed in the instructor’s personnel files located in the Office of Academic Affairs. Overall goals of the observation are to improve instruction and to assist Faculty members in their development.

Student Evaluation of Teaching

Student evaluations are carried out in all courses. At the designated time announced by the Dean of Instructional Services, Faculty members follow the specified procedure. Summaries of student evaluation forms are given to the instructor after the course has been completed, and a summary sheet of the scores is placed in the instructor’s personnel file. Anonymity and the integrity of the process are paramount.

Personnel Files - Office of Academic Affairs

The personnel file provides a basis for sound academic judgment regarding matters such as appointment, reappointment, reappointment with tenure and promotion. The personnel file should be maintained carefully. The file contains evaluative material such as observation reports and annual evaluations. It also contains materials that the Faculty member wishes to have considered in the review of his/her reappointment or application for promotions. It is the responsibility of the Faculty member to submit all publications, book reviews, letters of commendation and other items that they wish the Personnel and Budget Committees and the President to consider in making personnel decisions. Personnel files are stored in the Office of Academic Affairs. (Room A-218). Everything in the file is initialed by the Faculty member. Anyone accessing the file must sign so that the Faculty member is aware of who is reviewing his or her file.
Promotion and Tenure

The current policy in CUNY is those non-tenured Faculty members have 7 years to achieve the tenured level. CUNY seeks permanent Faculty who not only are excellent teachers and committed to service but who make significant contributions to their fields through research and scholarly writing. CUNY expects Faculty to demonstrate their scholarship abilities through publications in peer-reviewed journals, through the publication of a book or research in addition to service to the college through committees. Guidelines for promotion and tenure are found on the KBCC website.

Nursing Faculty is committed to lifelong professional development and inclusion of best practices of teaching and learning. Faculty scholarship includes academic study; participation in continuing professional education (contact hours); professional organization participation; and contributions to the progressive body of knowledge in Nursing through publications and peer/refered journal, and presentations at professional conferences/seminars; and securing of grants.

KBCC Policies

Affirmative Action

KBCC adheres to a policy of non-discrimination and of providing educational opportunities for the disadvantaged as a means of facilitating access to a broader range of education and employment opportunities and to an affirmative action program aimed at ensuring women and protected minority group members full opportunity for employment and advancement. The college provides a yearly Affirmative Action Plan and adheres to the University’s protocols for recruitment, hiring, retention and development of its workforce. The College recruits, employs, retains and promotes employees without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender, disability, genetic disposition or carrier status, alienage or citizenship, veteran or marital status. The College policies are in compliance with the Americans with Disabilities Act. Pluralism and diversity provide benefits to the educational goals of KBCC. There is an Affirmative Action/Equal Employment Opportunity Officer found in Room A-216.

Sexual Harassment

It is the policy of CUNY to promote a cooperative work and academic environment where there exists mutual respect for all University students, Faculty and staff. Harassment based on gender is illegal and contrary to the University’s policies.

1. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or written communications or physical conduct of a sexual nature under certain conditions.
2. It is a violation of policy for any member of the college community to engage in sexual harassment or to retaliate against any member of the College community for raising an allegation of sexual harassment, for
filing a complaint or for participating in any proceeding to determine if sexual harassment has occurred.

3. Each Chairperson is required to report any complaint of sexual harassment made to him/her and any other incidents of sexual harassment of which he/she becomes aware or reasonably believes to exist. Supervisors shall arrange for posting the University policy in their areas for information regarding reporting.

4. All members of the college community are required to cooperate in any investigation of a sexual harassment complaint. Students, Faculty or staffs who are found to have violated this policy are subject to penalties including termination of employment.

5. Any member of the College community may report allegations of sexual harassment to any member of the Sexual Harassment Panel.

6. Members of the college community who believe themselves to be aggrieved under the Policy are encouraged to report allegations as promptly as possible. This will facilitate investigation of the complaint.

7. Members of the College community who become aware of allegations should encourage the aggrieved individual to report sexual harassment to a member of the Panel.

8. The privacy of the individuals who allege a complaint of sexual harassment, who are accused of harassment or are otherwise involved in the complaint process should be respected.

**Computer Resources**

CUNY’s computer resources are dedicated to the support of the university’s mission of education, research, and public service. CUNY further commits to the principles of academic freedom and this freedom of expression includes electronic information. Like any of the university provided resources, the use of electronic communication is subject to standards of legal and ethical behavior.

The definition of “CUNY Computer Resources” and the rules governing the use of the same is located on the CUNY website. They include:

a. Computer resources may not be used for any purpose that violates CUNY policy or civil laws.

b. Computers must only be used with legally obtained software.

c. Computers must not be used to mask the identity of the user.

d. Computers must not be used to damage computer resources, i.e. viruses.

e. CUNY may monitor the activity of individual users of computer resources.
Students with Disabilities

Students with disabilities are required to self-identify according to the Americans with Disabilities Act. They should present documentation and a request to receive related accommodations. This is done through the Access-Ability Center (extension 5175). Prior to receiving services, all students with disabilities present documentation engage in an extensive interview and are asked to sign the disability status form. This form is presented to the Faculty. It includes the student’s accommodations as well as the counselor’s name. Additional information can be received from the Access-Ability Center at KBCC. Students requiring accommodations for exams are identified. Faculty must submit the dates of scheduled exams at the beginning of the semester so that schedule can be communicated. All testing will be done in the Nursing Department with the approved accommodations.

Emergency Notification System

The college has an emergency notification system in place. It is able to reach all students and staff quickly via text message and through the college email. Registration with the system is required so that contact information and telephone numbers are accurate.

1. Before using the system for the first time, you must call the Help Desk (4840) to activate it.
2. To submit your information, go to the college website, www.kingsborough.edu.
3. Click on the Emergency Notification System at the top of the page.
4. Log in using your User ID and Password as instructed by the Help Desk.
5. You will be brought to an information submission screen for you to complete.

Student Complaints

Procedures for handling student complaints about faculty conduct in academic settings.

1. Introduction. The University and its colleges have a variety of procedures for dealing with student-related issues. One area not generally covered by other procedures concerns students’ complaints about faculty conduct in the classroom or other formal academic settings. The proposed procedures will accomplish this goal.
2. Determination of Appropriate Procedure. If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the chief student affairs officer.
3. Informal Resolution. Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.
4. Formal Complaint. If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint
with the department chairperson or if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to as the fact finder).

a. The complaint shall be filed within 30 calendar days of the alleged conduct.
b. The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made.
c. The Fact Finder shall meet with the complaining student and faculty member.
d. If resolution is not possible and the fact finder concludes that the facts are clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint.
e. At the end of the investigation the Fact Finder shall issue a written report setting forth his or her findings and recommendations.

5. Appeals Procedure. If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the Chief Academic Officer within 10 days of receiving the report.

6. Subsequent Action. Following the completion of these procedures, the appropriate college official shall decide the appropriate action, if any, to take.
GUIDELINES FOR THE IMPLEMENTATION OF THE STUDENT RECORDS ACCESS POLICY AND THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

(FERPA)

FERPA provides students with explicit rights in connection with educational records maintained by the college. CUNY developed guidelines to assure full compliance with FERPA. These Guidelines contain the following sections:

1. Requirements of FERPA
   a. Under these section definitions of student, education records, personally identifiable information, college official, legitimate educational interest, FERPA Appeals Officer are delineated.
   b. Procedures to review and inspect records. Within 45 days (15 days CUNY) of written request, the request should be granted or denied. If denied the student may appeal to the College FERPA Appeals Officer and a decision shall be rendered no later than 30 day of receipt of appeal. A second appeal may be filed to the General Counsel and Vice Chancellor for Legal Affairs within 30 days.
   c. Records not mandatorily accessible to students are delineated.
   d. Procedures for amending or correcting records if students believe records contain inaccurate, misleading or in violation of the student’s rights of privacy are specified.
   e. The Guidelines identify situations and to whom students’ directory information may be given without the students’ prior permission.
   f. The Registrar’s office is responsible for maintaining a record of each request for and disclosure of a student education record, other than directory information.
   g. The party who receives personally identifiable information from education records of students is informed in writing that they may not disclose the information to any other person.

2. Components of directory information which may be released without prior consent
   a. The College may disclose directory information to persons with a legitimate interest. Items listed as directory information are specifically delineated.

3. Annual notification of students’ rights concerning educational records and directory information.
   a. Student rights under FERPA must be furnished annually through various methods. i.e. posting in Registrar’s office, college catalogs, college website etc.

4. Rights of appeal to the Office of the General Counsel and Vice-Chancellor for Legal Affairs
   b. Steps to appeal are specified.

Student Consent Required. Written permission from students to disclose personally identifiable information contained in education record is required. FERPA Release Forms
and other forms related to FERPA appeals may be obtained in the Registrar’s office or on its website.

Faculty Development Committee: 1/5/11
Academic Integrity:

It is expected that students will be honest in all academic and clinical situations and perform independently on all tests, written assignments and turn in work that is their own. Any form of cheating or attempting to cheat will result in an F course grade. Students who knowingly collaborate in cheating by assisting others will also be held equally responsible. Learning assistance materials in the lab are for use by all Nursing students and are to remain there. Removal of such items by individual students jeopardizes the learning of all others students and is considered a breach of integrity. Students will demonstrate professional behavior on campus and in the clinical area, as evaluated by the professional Nursing Faculty. Unprofessional and unethical behaviors will also result in an F course grade.

Deliberately entering incorrect or false information into a patient health record is another form of cheating that is illegal with potential career-ending consequences. A full definition of each form of Academic Dishonesty may be accessed at www.kingsborough.edu. Allegations of academic dishonesty may be referred to the Dean of Student Affairs after notification of the Nursing Course Coordinator/Program Director and the Department Chairperson.

Where an examination is in progress, these steps should be taken:

1. The Faculty member should either remove the offending material and/or if possible change the person’s seat.
2. Completion of the examination by the student should be permitted.
3. The individual should be informed that the act has been observed and that a report will be filed.
4. If the test is a final examination, an INC grade is to be assigned.
5. There is a Faculty Report Form for Suspected Incidents of Academic Dishonesty.

More information on the CUNY policy on Academic Integrity can be found on the CUNY website.

Attendance Policy:

1. Attendance policies for the Nursing Department are consistent with the KBCC policies.
2. They students are expected to attend all classes and required to attend all laboratory and clinical classes. Attendance is taken at the beginning of each class and serves as a record of commitment to the course.
3. Absences of more than 15% of course hours will result in a grade of WU.

Grading Policies:

Grading policies are included on each syllabus.

A grade of C is the minimum passing grade for Clinical/Practicum courses. Faculty will be available to review exams at a specified time. No tape recording
of exam review is permitted at any time. Final exam review may be scheduled by Faculty up until one month into the next semester.

Netiquette:

Be mindful that electronic communication does not convey facial expression or tone of voice. It is important to consider what is written, could be misinterpreted. Typing messages all in caps is regarded by most internet-uses as shouting; so unless you mean to yell at someone, type your message in standard format. It is appropriate to share your point of view as well as indicate disagreements with another’s posts. However, it is not okay to make negative personal statements about another’s posts. Since many people read their email on small screen devices, when appropriate, be brief. Clearly indicate the nature of your email messages. If you send an email from a personal email account, sign the message. Often the names of personal email accounts are different from a person’s given name. Use the KBCC email whenever possible.

Civility:

Kingsborough Community College is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence. Civility in the classroom and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything, which is said or discussed in the classroom. Courteous behavior and responses are expected. Therefore, in the classroom, any acts of harassment and/or discrimination based on matters of race, gender, sexual orientation, religion, and/or ability is not acceptable. Whether we are students, Faculty, or staff, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.

Plagiarism:

Plagiarism is the act of presenting another person’s ideas, research or writings as your own.

The following are examples of plagiarism, but is by no means an exhaustive list.

1. Copying another person’s actual words without the use of quotation marks and footnotes attributing the words to their source.
2. Presenting another person’s ideas or theories in your own words without acknowledging the source.
3. Using information that is not common knowledge without acknowledging the source.
4. Failing to acknowledge collaborators on homework and laboratory assignments.

** For more detailed information, related to faculty issues please to the Kingsborough Community College’s Faculty Handbook located under Faculty, Faculty Resources, Faculty Handbook on KBCC’s homepage.