

KINGSBOROUGH

COMMUNITY COLLEGE

★ DREAMS BEGIN HERE ★



*Department of Nursing
Nursing Program Faculty Handbook
Fall 2015 – Spring 2016*

The Department of Nursing, Nursing Program Faculty Handbook has been developed to provide information regarding the Nursing mission, organizational framework and outcomes; roles and responsibilities of all Faculty and staff; and essential policies and procedures of the both the Nursing Program and Department. The primary outcomes are to graduate students with the requisite knowledge and skills to pass NCLEX-RN and function as beginning practitioners in Nursing.

Kingsborough Community College is accredited by the Middle States Commission on Higher Education and offers a Nursing Program that is approved by the New York State Education Department. This Nursing Education Program is a candidate for accreditation by the Accreditation Commission for Education in Nursing; 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326. The graduate receives an Associate in Applied Science Degree and is eligible to take the [National Council Licensure Examination for Registered Nurses](#) (NCLEX-RN).

Table of Contents

NURSING PROGRAM INFORMATION.....	6
Mission Statement	6
Nursing Program Outcomes.....	6
Program Student Learning Outcomes.....	6
Role Specific Graduate Competencies	7
Organizational Framework	7
The QSEN Competencies are:.....	7
The NCLEX Test Plan Categories of Patient Care Need are:.....	8
Role of the Associate Degree Nurse (ADN)	8
ADMISSION POLICIES.....	9
Entrance Requirements	9
Notice to Students on Criminal Background Checks	10
Advanced Placement for Licensed Practical Nurses	11
Pre and Co-requisites:	11
CRITERIA FOR RETENTION IN THE NURSING PROGRAM	11
TABLE OF ORGANIZATION OF THE NURSING DEPARTMENT	13
Responsibilities of Chairperson.....	13
Responsibilities of Deputy Chairperson	13
Responsibilities of Deputy Chairperson for Clinical Affiliations	14
Responsibilities of Course Coordinator	14
Qualifications And Responsibilities Of Full-Time Faculty.....	15
Qualifications Of Part-Time Faculty.....	16
Teaching Load.....	17
Report of Absence	17
Office Hours.....	17
CUNYfirst.....	17
Student Advisement.....	17
Degree Audit	17
Student Course History	18
Student Grading.....	18
Class Rosters	18
Counseling.....	19
Health, CPR and Malpractice Requirements.....	19
Committee Minutes	19
Staff Positions and Responsibilities	20
Responsibilities of Coordinator of Nursing Learning Resources (CNLR)	20
Responsibilities of the Senior College Laboratory Technician (SCLT)	20
Administrative Staff	21
Responsibilities of the Administrative Coordinator (aHEO)	21
Responsibilities of the CUNY Office Assistant.....	21
CLINICAL GUIDELINES FOR FACULTY	22
Student Assignments.....	22
Student Responsibilities.....	22
Fatigue	23
Student Evaluation.....	23
Faculty Responsibilities In The Clinical Area.....	24
TESTING POLICIES	24
Administering Unit Exams.....	24

Retention of Exams	25
Grading Policies for Nursing Courses	25
STUDENT DOCUMENTATION	26
Attendance and Grade Record (Gray and White form).....	26
COA Roster	26
Grade Work Sheets	26
E-grading	26
Proctoring	27
End of Semester Grade Submission	27
Change of Grade Form	27
STANDING COMMITTEES	27
College Committees:	27
College Committee on Faculty, Personnel, and Budget.....	27
College Committee on Admissions and Academic Standing.....	28
College Committee on Academic Review.....	28
The College Council.....	28
NURSING DEPARTMENTAL & PROGRAM COMMITTEES BYLAWS	28
Voting Committees	28
Nursing Department Committee	28
Nursing Program Committee	29
Nursing Program Curriculum Committee	30
Admission, Progression and Retention Committee.....	30
Personnel and Budget Committee.....	31
Test Item Committee	32
Non-Voting Committees.....	32
Nursing Program Assessment Committee.....	32
Faculty Development Committee	33
Technology Committee	34
Grant Development Committee	34
Nursing Club	35
Social Committee	35
Liaisons	36
FACULTY COMMUNICATIONS AND ENRICHMENT	36
Voice mail	36
Keys	36
Bursar-Parking.....	36
E-mail	37
Operations Work Request:.....	37
Security – ID Cards.....	37
Environmental Health and Safety.....	37
Participation in College Life	37
Attendance at Conferences/Personal Expense Record/Travel Expenses:	37
Instructional Support services	38
KCTL – Kingsborough Center for Teaching and Learning	38
Office Services	38
Blackboard	39
Library/Media/Computer Center/Tutoring	40
Accessing Library Resources	40
Bookstore:.....	40
Evaluations	40

Student Program Opinion Survey/Course Opinion Survey	40
Graduate Opinion Survey.....	40
Faculty Opinion Survey	41
Clinical Agency Evaluation	41
Employer Opinion Survey.....	41
Evaluation of Teaching	41
Observations.....	41
Student Evaluation of Teaching.....	41
Personnel Files - Office of Academic Affairs	42
Promotion and Tenure	42
KINGSBOROUGH INFORMATION & POLICIES	42
Distance Learning.....	42
Civic Engagement.....	42
Affirmative Action.....	43
Sexual Harassment	43
Computer Resources	44
Students with Disabilities	44
Emergency Notification System	44
Student Complaints	45
The federal family educational rights and privacy act (ferpa)	45
Academic Integrity	46
Attendance Policy	47
Netiquette	47
Civility	47
Plagiarism.....	48

NURSING PROGRAM INFORMATION

MISSION STATEMENT

The mission of the Nursing Program at Kingsborough Community College is to develop competent Professional Nurses who are eligible for licensure. An appropriate balance between general education and Nursing courses prepares students with the competencies to provide safe, caring, patient-centered, evidenced-based Nursing care to culturally diverse populations. Graduates are prepared for entry into practice, articulation with institutions of higher learning, and engagement in life-long learning. The administration and Faculty are committed to offering a superior education to Nursing students that will prepare them to practice as Professional Nurses in accordance with national standards

NURSING PROGRAM OUTCOMES

At a minimum, the Kingsborough Community College Nursing Program will achieve the following outcomes:

- Achieve the national mean pass rate percentage for first time test takers on the NCLEX-RN examination.
- 70% of graduates will have completed the Clinical Component of the program within three years of beginning Clinical Nursing courses.
- Secure program satisfaction by graduates at a level of 80%.
- Secure program satisfaction by employers at a level of 80%.
- Realize a graduate job placement rate of 70%.

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the Kingsborough Community College Nursing Program, utilizing the Nursing Process, the student:

- Provides safe, caring, patient centered, evidence based nursing care to a diverse population of patients.
- Employs critical thinking/clinical reasoning strategies when providing nursing care and implementing quality improvement related to patient care.
- Engages in teamwork and collaboration with members of the interprofessional team.
- Employs informatics principles, techniques, and systems when providing nursing care.
- Demonstrates leadership/management in a variety of healthcare settings for the purpose of providing and improving patient care.
- Applies professional, ethical, and legal principles relevant to the practice of a registered nurse.

ROLE SPECIFIC GRADUATE COMPETENCIES

Upon completion of the Kingsborough Community College Nursing Program the graduate will demonstrate competency in the following areas:

1. Safe, Evidence-Based Care.
2. Critical Thinking.
3. Communication.
4. Technology.
5. Leadership/Management.
6. Legal/Ethical/Advocacy.

ORGANIZATIONAL FRAMEWORK

To realize the Nursing Program's Mission, Program Outcomes, Student Learning Outcomes, and Role Specific Graduate Competencies the curriculum is grounded in recognized contemporary professional standards, guidelines and competencies which include [ACEN 2013 Standards and Criteria for Associate Degree Nursing](#), [ANA Standards of Nursing Practice](#), [New York State Nurse Practice Act](#), [National Council of State Boards for Nursing's \(NCSBN\) NCLEX-RN Test Plan Categories of Client Needs](#), [The Joint Commission \(TJC\) National Patient Safety Goals \(2015\)](#), and [Quality and Safety for Nurses \(QSEN\) Competencies](#).

The QSEN Competencies together with the NCLEX-RN Categories of Client Needs provide the major unifying themes for application of the Nursing Process and for content and student learning throughout the curriculum. These are introduced in the first semester of the Nursing Program's Clinical Component and are applied at increasingly complex levels in successive semesters in the classroom, laboratory and clinical settings. The Student Learning Outcomes organize the curriculum, guide the delivery of instruction and learning activities, and are used to evaluate student progress. The Nursing curriculum and Student Learning Outcomes advance from simple to complex utilizing Bloom's revised Taxonomy of Learning Objectives. Course Outcomes are subsequently derived from the Student Learning Outcomes and reflect specific course content advancing from simple to complex. The following table demonstrates correlation of the Student Learning Outcomes and Role Specific Graduate Competencies with the major unifying professional standards and guidelines used in the development of the Nursing curriculum.

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 inter-professional 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.
 - **Management of Care:** Provide and direct Nursing care that enhances the care delivery setting in order to protect patients and health care personnel.
 - **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.
 - **Basic Care and Comfort:** Provide comfort and assistance in the performance of activities of daily living.
 - **Pharmacological and Parenteral Therapies:** Provide care related to the administration of medications and parenteral therapies.
 - **Reduction of Risk Potential:** Reduce the likelihood that patients will develop complications related to existing conditions, treatments or procedures.
 - **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.

The Nursing Faculty integrates Knowles Theory of Adult Education in applying educational theory appropriate for student learning. 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 major demographic in the Nursing Program.

ROLE OF THE ASSOCIATE DEGREE NURSE (ADN)

Nursing practice takes place at differentiated levels. The Associate Degree Nurse is an entry-level practitioner and is competent to practice as a direct caregiver in a variety of health care settings, which include diverse patient populations. 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. The ADN graduate is also 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. The ADN graduates are employed in a health care delivery system that continues to grow and change. As a result, ADN graduates are encouraged to pursue bachelors, masters and doctoral degrees in preparation for advanced levels of practice.

ADMISSION POLICIES

ENTRANCE REQUIREMENTS

To be considered for the Clinical Component of the Nursing Program, a student must comply with the following:

1. be enrolled in the Pre-Clinical Component. A student must complete an application for Pre-Clinical Nursing during the period noted on the Academic Calendar. The application is obtained in the Registrar's Office. The student must see a nursing advisor to discuss their academic performance and obtain a advisor's signature on the application. The application is submitted to the Nursing Department (M401);
2. pass the CUNY Reading and Writing exams and parts 1 and 2 of the COMPASS Math Skills Test and/or 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: ENG 1200, PSY 1100, BIO 1100 and SCI 2500;
4. complete the four courses 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. the student who has 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 science course more than 10 years old will not be accepted for exemption or credit;
8. perform satisfactorily on the Test of Academic Skills (TEAS) exam.
9. the transfer student from other colleges must be in good academic standing. A student who is on academic probation or has been administratively dismissed from a Nursing program at a previous school is not eligible for admission to the Nursing program.

The student must also earn a minimum of a "C" grade in all co-requisite courses.

PLEASE NOTE WELL: All current CUNY Clinical Nursing students must provide documentation as to legal status in one of these categories:

- U.S. Citizenship.
- Permanent residency.

- International Student with F1 status.
- Granted Asylum, Refugee Status, Temporary protected Status, Withholding of Removal, 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 you may be asked by the site to pay the cost of the background check. You 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 you are placed and the requirements of each site.
- Please note that if a clinical training site determines that you may not take part in its training program based on the results of the criminal background check, you may be unable to complete your course requirements and to continue in the Nursing program. **IT IS IMPORTANT FOR YOU TO CONSIDER THIS BEFORE YOU ENROLL IN THE NURSING PROGRAM.** Kingsborough Community College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice nursing.

Students who successfully complete the prescribed Pre-Clinical Sequence requirements must file for an application to take the ATI-TEAS exam and an application for acceptance into the Clinical Component of the Nursing Program. Completion of the above requirements does not guarantee admission into the Clinical Component; Admission to the Clinical Component is based on space availability, the Pre-Clinical Sequence grade point average and Test of Academic Skills (TEAS) results. Candidates are ranked based on their Pre-Clinical GPA and the Test of Academic Skills (TEAS) 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 semesters in which the student expects to complete the Pre-Clinical requirements. Students completing the

requirements during the Summer or Winter modules should file their application in the following Fall or Spring semester.

ADVANCED PLACEMENT FOR LICENSED PRACTICAL NURSES

Licensed practical nurses (LPN) who are accepted into the Clinical Component may receive credit for NUR 1800 (Fundamentals of Nursing) by earning a score of Level 2 or better on the ATI Proctored RN Fundamentals Exam. These candidates may receive credit for NUR 1700 (Calculations for Medication Administration) by achieving a grade of "B" or better on the Department of Nursing's NUR 1700 examination. Candidates wishing to earn these credits by examinations must meet with the Department Chairperson.

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:

Course	Pre Requisites	Pre/Co Requisites	Co Requisites
NUR 1700	BIO 1100, PSY 1100, SCI 2500, ENG 1200 or ENG 2400	BIO 1200	NUR 1800
NUR 1800	BIO 1100, PSY 1100, SCI 2500, ENG 1200 or ENG 2400	BIO 1200	NUR 1700
NUR 2100	NUR 1700, NUR 1800	BIO 5100	
NUR 2200	NUR 2100	PSY 3200	
NUR 2000	NUR 2100	PSY 3200	
NUR 1900	NUR 2000, NUR 2200	SOC 3100, ENG 2400	
NUR 2300	NUR 2000, NUR 2200	SOC 3100, ENG 2400	
NUR 2400	NUR 2000, NUR 2200	NUR 1900, NUR 2300, SOC 3100, ENG 2400	

CRITERIA FOR RETENTION IN THE NURSING PROGRAM

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 with the exception of Nursing 1700.
2. Students must achieve a grade of "B" in order to pass NUR 1700. **Students in NUR 1700 who achieve a failing grade of no less than "C-" may repeat the course one time only after submitting an intent to return form.**
3. **Students who achieve a "C-" grade in required clinical 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."** The "Intent to Return to Nursing Course" form can be found on the KCC Website Nursing Department page under "Forms". This must be completed and include a plan of success that demonstrates significant changes in how they will approach the course when repeated. **Only one required nursing course may be repeated.** A grade of

- less than a "C" in a second nursing course will cause the student to be dismissed from the program.
4. Students who enter Nursing 1700 and Nursing 1800 **MUST** complete the Nursing Program within four years from the date of entry into this course. Any student who has not attended 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 repeated only once.

TABLE OF ORGANIZATION OF THE NURSING DEPARTMENT

Chairperson
 Deputy Chairperson
 Deputy Chair for Clinical Affiliation
 Director Surgical Technology
 Director Allied Health and Paramedic Program
 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 Chairperson, Faculty and Administrative Coordinator (aHEO) with current list of agencies, units, names of contact people, telephone and fax numbers and email addresses.
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.
9. Summarize Course Evaluation of Clinical Agencies annually.
10. Distribute and collect *Faculty Professional Assessment* forms to Faculty

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 for new full and part time Faculty to the 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.
 19. Coordinate the submission of course grades (e-Grading and e-Roster) and Official Attendance and Grade Records (gray and white forms) according to college guidelines. 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.
 20. 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.
 21. Assure minutes of course meetings are maintained in the Departmental file.
 22. Facilitate Faculty professional development through active participation in department, campus and university educational offerings.

QUALIFICATIONS AND RESPONSIBILITIES OF FULL-TIME FACULTY

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, from 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.

Distinguished Lecturer/Instructor (Nursing)

Position Definition:

Persons employed as instructor (Nursing), shall perform teaching and counseling services in their Program. They shall also be responsible for keeping apprised of new developments in the field of health care. This is not a tenure-bearing line.

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.

QUALIFICATIONS OF PART-TIME FACULTY

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

TEACHING LOAD

The teaching load is determined by contract, 27 contact hours per year for full-time tenure bearing and Distinguished Lecturer 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.

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.

STUDENT ADVISEMENT

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.**

Student Course History

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.

STUDENT GRADING

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.

CLASS ROSTERS

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 (1159 – 1 is a constant; 15 is the year; 9 is the semester).
- Enter NUR.
- Search.
- Select Course and Section.

COUNSELING

Health career counselors are available to both Pre-Clinical and Clinical Nursing 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 office personnel 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.

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 also 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.

COMMITTEE MINUTES

A member of the administrative staff is responsible in coordination with Faculty minute minders 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 by the minute minder.

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.

STAFF POSITIONS AND RESPONSIBILITIES

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 Nursing Program.
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 Nursing Program Committee.
4. 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.
5. Use the course syllabi and laboratory grids to collaborate with Course Coordinators in assuring the appropriate medical equipment; software and textbooks are ordered and available for each course and laboratory experience.
6. Assist Faculty in preparing the equipment for presentation and demonstration of skills.
7. Manage practice sessions for students by organizing supplies and equipment and assigning CLT and/or resource personnel.
8. Set up and tear down equipment used in the laboratory sessions.
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 for all courses.
13. Be knowledgeable about major trends and innovations in clinical practice and simulation learning.
14. Supervise college laboratory 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 the Senior College Laboratory Technician (SCLT)

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

Responsibilities include:

1. Assist with the coordination of student learning activities in the Nursing Program.
2. Assist the Program 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 preparing the equipment for presentation and demonstration of skills.
5. Manage practice sessions for students by organizing supplies and equipment.
6. Set up and tear down equipment used in the labs.
7. Assist in identifying the most suitable supplies and equipment.
8. Work with the CNLR to requisition and inventory supplies and equipment and monitor the need for maintenance.
9. Be knowledgeable about major trends and innovations in clinical practice and simulation learning.
10. Maintain professional competence and licensure through practice, continuing education and professional activities.
11. Other duties as assigned.

Administrative Staff

The department has two-full-time Administrative Coordinator (aHEO) 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.

Responsibilities of the Administrative Coordinator (aHEO)

Responsibilities include:

1. Supports projects, initiatives, and activities that impact an academic or administrative department.
2. Manages basic office functions such as communications, meeting schedules, work plans, staff assignments, and distributing information.
3. Collects data for, prepares, and distributes reports and presentations using word processing, spread sheets, and presentation software.
4. Updates office databases, lists, and files to ensure completeness and accuracy; maintains current information on department website(s); maintains department archives and collections.
5. Conducts internet and/or database research and performs basic system queries to locate information related to department activities.
6. Maintains department fiscal plans and budgets; assist in budget administration and invoice processing.
7. Provides basic information, instructions, and materials as requested by students, Faculty, and others who contact the department.
8. May supervise office staff and student workers.
9. Perform related duties as assigned.

Responsibilities of the CUNY Office Assistant

Responsibilities include:

1. Receives and processes financial transactions following prescribed procedures (e.g., tuition payments, library fines).
2. Processes purchase orders and supply orders; verifies deliveries.
3. Verifies inventory and supplies reports on request.
4. Completes Time & Leave calculations and keeps up-to-date records.

5. Assists supervisors in specialized office functions, e.g., fingerprinting, I-9, reference and background checking, unemployment insurance.
6. Calculates payroll figures; verifies amounts on financial forms; prepares deposit records; refunds authorizations, and similar documents; keeps related records.
7. Makes routine petty cash purchases and disbursements, and maintains petty cash account; keeps necessary records.
8. Receives mail for the unit/department/college and distributes it among the proper persons; may sort mail per instructions.
9. Prepare the department/unit/college mailings within or outside CUNY, arranging special mail services when authorized.
10. Duplicates, collates and distributes materials.
11. Coordinates the work of others to produce and distribute materials; confers with printing department and mailroom personnel as needed.
12. Assists in preparing and distributing materials such as recruitment documents.
13. Assists in registration activities within the department or as assigned; when authorized, processes drop/add and over tally requests for course registration.
14. Performs routine upkeep of office machines, e. g photocopier, typewriter, computer terminals, printers, and fax machines.
15. May serve on committees when authorized.

CLINICAL GUIDELINES FOR FACULTY

STUDENT ASSIGNMENTS

1. Clinical assignments are prepared by the clinical Faculty and given to students.
2. Assignments should be posted on the unit 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, classroom and 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. PLEASE NOTE: Students may be required to attend a mandatory clinical orientation at the clinical site prior to the beginning of the semester. Students who fail to attend this mandatory orientation may be required to defer from the course for the semester.
2. Students are expected to come prepared to the clinical area. Students 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.
3. Students are to report to pre-conference in full uniform.
4. 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.
5. 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.
6. Students are to attend post-conference promptly and in uniform.

7. Students who receive a “Failing Grade Notice” for the clinical day and a “Return To Lab Form” will need to attend the Practice Skills Laboratory, which is open 5 days per week. The Hours of Operation are posted so as not to interfere with scheduled lab sessions.

FATIGUE

Fatigue can certainly impair a health care worker’s ability to provide safe, professional nursing care. It is the policy of the Nursing Department that 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 on patient care and student nurse’s 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.
2. Formal evaluation of each student is scheduled with the assigned clinical instructor on campus by appointment at mid-semester (Week 7) and again at semesters end. Formal evaluation is accomplished using the course specific 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.
3. Students who are encountering difficulty in meeting the course student learning outcomes 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.
4. All statements in student evaluations should be objective and reflect identified behaviors. Recommendations for successful course completion should be clearly stated.
5. Students who are not meeting the course student learning outcomes 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.
6. Students are required to complete a self-evaluation utilizing the clinical evaluation tool at mid-semester and again at semesters end. Faculty will review this self-evaluation with the student.
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 IN THE CLINICAL AREA

1. All Faculty (full and part-time) must submit and maintain their personnel file (A-218) 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* form 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 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.
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 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 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.

TESTING POLICIES

The Course Coordinator will submit a copy of each exam with the correct answer bolded to the Test Coordinator for review. The Test Coordinator returns the exams with recommendations to the Course Coordinator and after corrections are made by the course Faculty, the Course Coordinator submits the finalized copy to the Chairperson prior to the beginning of the corresponding semester. The exams are uploaded to the Moodle server by the Department's IT Manager.

ADMINISTERING UNIT EXAMS

All exams in Clinical Nursing courses are computerized.

- All personal items (backpacks, purses, etc.) must be placed in front of the classroom before the exam begins.
- The Nursing Program will provide each student with a calculator and #2 pencil during exams.
- There are to be NO personal items in use (pens, highlighters, pencils, electronic devices, etc.) during an exam.
- Food and drink is strictly prohibited during the examination period.
- Students will be asked to remove all hats, scarfs and jewelry prior to the beginning of exams. (The only exceptions are head coverings and jewelry worn for religious purposes).
- All exams must include the computerized Department Test Policy Cover Sheet.
- The proctor assigns seats to students during the exam.
- During the test there is to be no talking or communication between students.
- No questions are to be asked by students during the exam.
- 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 and Department Chairperson of the event. (See Nursing Student Handbook)
- 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 Course Coordinator will determine the date with input from the lecture Faculty member.
- **Final grades are to be submitted within 72-hours of the final examination.**

RETENTION OF EXAMS

Results of both computerized and pencil and paper exams are maintained for two years after completion of the course to preserve records in case of an appeal. In case of an appeal, all exam results are kept for six years after resolution.

GRADING POLICIES FOR NURSING COURSES

Definition	Grade	Definition	Grade
97 – 100	A+	78 – 79	C+
93 – 96	A	75 – 77	C
90 – 92	A-	70 – 74	C-
87 – 89	B+	66 – 69	D+
83 – 86	B	60 – 65	D
80 – 82	B-	< 60	F

A grade of C is the minimum passing grade for Clinical Nursing Courses. The final course grade is determined by the weighted percentage assigned to course exams and the final exam for a total of 90% and 10% for ATI participation/testing. All written assignments are pass/fail. Clinical and laboratory performance is evaluated as Satisfactory (S) or Unsatisfactory (U). Performance that has been designated as "U" at the end of the course will result in failure of the course (F) regardless of the theory

grade. Students must pass both the theory and clinical components of the courses in order to receive a passing grade for the course.

There will be no individual exam reviews with Faculty members. Students will be allowed to review their computerized exams for 10-minutes at the conclusion of the exam.

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 Chairperson's office at the end of the semester. The Course Coordinator is responsible for ensuring they are complete and submitted to the Administrative Coordinator (aHEO). 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 percentage assigned to the composite exam grades; the percentage assigned to the final exam grade 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 the didactic portion of each course maintains grades. Records are maintained according to Kingsborough's policy. There is provision in Blackboard for the Gradebook to be maintained. Raw scores are entered onto Blackboard for each exam administered. The course coordinator will coordinate the submission of course grades (e-Grading and e-Roster) and Official Attendance and Grade Records (gray and white forms) according to college guidelines.

E-GRADING

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

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.

END OF SEMESTER GRADE 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.
- The Clinical Evaluation Tool, Clinical Competency and any specific required course work.

CHANGE OF GRADE FORM

If necessary, the form is completed, specifying the reason for the grade change and signed by the instructor and the Chairperson. 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.

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 DEPARTMENTAL & PROGRAM COMMITTEES

BYLAWS

Robert's Rules of Order: Robert's Rules of Order shall serve as the parliamentary authority of all committees within the Department of Nursing.

VOTING COMMITTEES

Nursing Department Committee

Article 1: Function

Section 1

To communicate and implement Faculty goals and responsibilities and to ensure the programs' outcomes are met.

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 programs' outcomes;
- C. Discuss the Department's relationships within the College, University, and Nursing profession.

Article 2: Membership

Section 1: Voting members

Voting members shall consist of all full-time Faculty members of the Nursing, Surgical Technology, Paramedic, and Polysomnography Programs.

Section 2: Non-voting members

Non-voting members shall consist of the Coordinator of Nursing Learning Resources and designated administrative staff of the Department of Nursing.

Article 3: Quorum

At least 51% of voting members shall constitute a quorum for the Committee.

Article 4: Chairperson

Chairperson of this committee is the Department Chairperson.

Article 5: Meetings

Meetings are scheduled to meet twice per semester or more often if called by the Chairperson.

Nursing Program Committee

Article 1: Function

To communicate and implement Faculty goals and responsibilities and to ensure the Nursing Program outcomes are met.

The committee will make recommendations on matters related to:

- A. Mission;
- B. Organizational framework;
- C. Nursing program outcomes;
- D. Student issues and appeals;
- E. Nursing student progress;
- F. Vote on recommendations brought forth to the Nursing Program Committee.

Article 2: Membership

Section 1: Voting members

Faculty Members: The committee shall be made up of full-time Nursing Program Faculty members appointed by the Department Chairperson at the beginning of each academic year.

Section 2: Non-voting members

Student Members: Voluntary student representatives from each clinical nursing course are invited to each Nursing Program meeting. A calendar of meeting dates is distributed to all students at the beginning of each semester.

Article 3: Quorum

At least 51% voting members shall constitute a quorum for the Committee.

Article 4: Chairperson

Chairperson of this committee is the Department Chairperson.

Article 5: Meetings

Meetings are scheduled to meet two times per semester or more often if called by the Chairperson.

Nursing Program Curriculum Committee**Article 1: Function**

The Nursing Program Curriculum Committee shall be responsible for the formulation, development, modification, and evaluation of curricula. All recommendations of this committee will be brought forth to the Nursing Program Committee for vote.

This committee will make recommendations on the matters related to:

- A. Organization for Nursing prerequisites, and elective courses;
- B. Assurance that the curriculum meets the standards set forth by CUNY, KCC and the Council of Associate Degree Nursing, New York (CADNNY);
- C. Development and review of new courses;
- D. Revision of existing courses;
- E. Assurance that curriculum meets the student learning outcomes set forth by the program.

Article 2: Membership**Section 1: Voting members**

Faculty Members: The committee shall be made up of all full-time Faculty members of the Nursing Program. All members will have voting privileges.

Section 2: Non-voting members

Student Members: Voluntary student representatives from each clinical nursing course are invited to each Nursing Program meeting. A calendar of meeting dates is distributed to all students at the beginning of each semester.

Article 3: Quorum

At least 51% voting members shall constitute a quorum for the Committee.

Article 4: Chairperson

The Department Chairperson will appoint chairperson of this committee yearly.

Article 5: Meetings

Meetings are scheduled to meet monthly each semester and as needed.

Admission, Progression and Retention Committee**Article 1: Function****Section 1**

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

Section 2

This committee will:

- A. Assess the needs of the program and establish priorities for meeting those needs in regard to the admission, progression, retention, and readmission and transfer of students in the Nursing program;
- B. Develop criteria and recommend policies or revision of existing policies for the admission, progression, retention, readmission and transfer of Nursing students;
- C. Explore innovative approaches to admission, progression, retention, readmission and transfer of Nursing students;
- D. Review and make recommendations regarding applications for admission to the Program;
- E. Review and make recommendations regarding applications for readmission and transfer/credit of Nursing students;
- F. Track results and document findings of the Graduate Nurse Survey and submit to Nursing Program Assessment Committee;
- G. The Nursing Department Chairperson prior to implementation shall approve all recommendations.

Article 2: Membership

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

Article 3: Quorum

At least 51% of voting members shall constitute a quorum for the Committee.

Article 4: Chairperson

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

Article 5: Meetings

Meetings are scheduled to meet once each semester and as needed.

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 Committee 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 for full-time positions 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. All members will have voting privileges.

Article 3: Quorum

At least 51% voting members shall constitute a quorum for the Committee.

Article 4: Chairperson

Chairperson of this committee is the Department Chairperson.

Article 5: Meetings

The Chairperson will call meetings as deemed necessary.

Test Item Committee**Article 1: Function****Section 1**

The Test Item Committee is responsible for overseeing the Nursing Program's test construction and analysis in relation to the Nursing Program Test Policy and NCLEX Test Plan.

Section 2

This committee will:

- 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 at least five full-time Faculty members, one of whom is the Test Item Coordinator who reviews all exams prior to implementation. All members are appointed by the Department Chairperson at the beginning of each academic year. All members will have voting privileges.

Article 3: Quorum

At least 51% voting members shall constitute a quorum for the Committee.

Article 4: Chairperson

The Department Chairperson will appoint a chairperson of this committee yearly.

Article 3: Meetings

Meetings are scheduled to meet twice per semester and as deemed necessary by the committee chairperson.

NON-VOTING COMMITTEES**Nursing Program 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 the student learning outcomes. All recommendations of this committee will be brought forth to the Nursing Program Committee.

This committee will:

- A. Review results of assessment tools to determine if the program and students learning outcomes are met;
- 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

The committee shall consist of at least four full-time Faculty members appointed by the Department Chairperson at the beginning of each academic year.

Section 2: Student Members

Voluntary student representatives from each clinical nursing course are invited to each Nursing Program meeting. A calendar of meeting dates is distributed to all students at the beginning of each semester.

Article 3: Chairperson

The Department Chairperson will appoint a chairperson of this committee yearly.

Article 4: Meetings

The Committee shall meet twice each semester and as needed.

Faculty Development Committee

Article 1: Function

The Faculty Development Committee 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 in conjunction with the course coordinators and the Chairperson.

This committee will:

- A. Provide the Faculty with new evidence based practice guidelines in nursing education;
- B. Orient new, full-time, Faculty to the environment of the Nursing Department/Program;
- C. Revise and update material in the Faculty Handbook;
- D. Distribute information on areas of interest to the Nursing Faculty.

Article 2: Membership

The committee shall be made up of at least four full-time Nursing Program Faculty appointed by the Department Chairperson at the beginning of each academic year.

Article 3: Chairperson

The Department Chairperson will appoint a chairperson of this committee yearly.

Article 4: Meetings

Meetings are scheduled to meet once per semester and as needed.

Technology Committee**Article 1: Function**

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, smart devices, EHR's);
- E. Computerized testing.

Article 2: Membership

The committee shall be made up of at least four full-time Faculty members, appointed by the Department Chairperson at the beginning of each academic year.

Article 3: Chairperson

Appointed yearly by the Department Chairperson.

Article 4: Meetings

Meetings are scheduled to meet twice per semester and as needed.

Grant Development Committee**Article 1: Function**

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

The committee shall be made up of at least four Faculty full-time members from the Nursing Department appointed by the Department Chairperson at the beginning of each academic year. A Chairperson appointed by the Department Chairperson will lead the committee.

Article 3: Meetings

Meetings are scheduled to meet at least once per semester and as needed.

Nursing Club

The Nursing Club is a campus organization that provides opportunities for support, assistance, and collaboration for all 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

- 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 represent nursing students to the consumer, to institutions and other organizations.
- E. To promote and encourage students' participation in interdisciplinary activities
- F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of race, color, religion, gender, sexual orientation, national origin, age, or economic status.

Article 2: Membership

Every Clinical nursing student is automatically a member of the nursing club. The Chairperson appoints at least 2 full-time Faculty members as advisors. Officers are elected each semester by the student body. There are four officers of the club: President, Vice-President, Secretary and Treasurer.

Article 3: Meetings

Meetings are scheduled to meet at least once per semester and as needed.

Social Committee

Article 1: Function

Section 1

To ensure a level of civility on a departmental level for those events that occurs 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 Program. These liaisons will report to the Faculty once each semester at the Nursing Department meeting. A newly appointed 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:

On-campus

1. 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**). The Faculty member with their KBCC ID must pick up keys in person. 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 personnel or other Faculty members.

BURSAR-PARKING

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. **A-205, Ext 5416.**

E-MAIL

All staff have an e-mail address assigned.

Faculty may access e-mail from outside the Kingsborough Community College campus.

The following steps are required to access e-mail from campus:

1. Go to the KBCC website.
2. Go to Quick Links.
3. Click on Web Mail.
4. Click on Employee e-mail Web Logon.
5. Type in User ID.
6. Type in Password.

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. **Building and Grounds P-220, Ext 5124.**

SECURITY – ID CARDS

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. **L-202, Ext 5069.**

ENVIRONMENTAL HEALTH AND SAFETY

This office is responsible for occupational and environmental safety issues. They monitor and report on potential chemical hazards and address inquiries of regulatory agencies. **S-304, Ext 4778.**

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/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

KCeL - Kingsborough Center for e-Learning

The [KCeL](#) is located in **L-705 (EXT 6622)**. KCeL supports Kingsborough faculty in effectively integrating technology in their courses in order to engage 21st Century students and provide them with significant learning experiences that will promote their success.

Goals for the KCeL include:

- To determine what professional development faculty desire and need so they can effectively use technology in their courses.
- To provide assistance to faculty interested in exploring the use of technology in their teaching.
- Develop a community of practice for faculty who currently teach and who are interested in teaching web enhanced, hybrid, and online courses

The Chief Librarian can be reached at x5146 for additional information.

KCTL – Kingsborough Center for Teaching and Learning

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. **M-391, Ext 5252.**

Office Services

Duplicating services are available for Faculty members. Multiple print jobs may be submitted on a single request. **Xeroxing: P-101 Ext 5096.**

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 Office Services 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 1800.

Accessing Blackboard: In order to log into Blackboard, you must have a CUNYfirst account.

- 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 the Faculty posts them.

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

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 and on Blackboard. – **L-206, Ext 5429.**

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:

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. **U-101, Ext 5500.**

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 to 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 Nursing Program 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

Each semester all untenured Faculty are evaluated 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. The Department's Personnel and Budget Committee or their designees conduct the observations. 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 the observer and are placed in the Faculty'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 and a copy is sent to the Chairperson. 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 placed in the personnel file by the Faculty 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, seeking tenure 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/refereed journal, and presentations at professional conferences/seminars; and securing of grants.

KINGSBOROUGH INFORMATION & POLICIES

DISTANCE LEARNING

Specific courses in the Nursing Program may be offered in an online format. Many of the Nursing electives are offered in a hybrid format. All courses, regardless of format, adhere to the same standard of rigor. Students who enroll in online and hybrid courses must have access to Microsoft programs: Word and PowerPoint. These programs can be accessed at home, in the library and/or in MAC 224 computer labs. These programs are available for Faculty and student download free of charge through [CUNY email](#).

CIVIC ENGAGEMENT

Kingsborough accepts as a fundamental principle that education requires social awareness, an acceptance of social responsibility and active participation in meeting the challenges of a modern society. Through civic engagement, we recognize our mutual responsibility to care for each other in the college, in our communities, and on our planet. This responsibility may be accomplished through political activity, community

service, engagement in leadership roles, advocacy or becoming informed on issues that relate to social change. Therefore, civic engagement at Kingsborough seeks to foster civic awareness while providing the skills needed for our students to actively participate in their communities. Students are required to have a minimum of two (2) civic engagement experiences before graduation.

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 (Ext. 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](#).
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.

THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

GUIDELINES FOR THE IMPLEMENTATION OF THE STUDENT RECORDS ACCESS POLICY AND THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 (15days 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
 - A. Steps to appeal are specified.
 - B. 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.

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. The 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.

Clinical absence in excess of one full clinical day in the twelve-week semester and one-half clinical day in the six-week semester will result in a course failure.

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-users 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 you 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.**