KINGSBOROUGH

BROOKLYN'S COMMUNITY COLLEGE

CUNY

Department of Nursing

Faculty Handbook
Full-Time & Adjunct

2026-2027

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 accredited by the Accreditation Commission for Education in Nursing; 3390 Peachtree Road NE, Suite 1400, 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).

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NURSING PROGRAM INFORMATION

MISSION STATEMENT

The mission of the Nursing Program at Kingsborough Community College (KCC) 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:

1. NCLEX pass rates for all first-time test takers in the same calendar year will be at least 80%.

2. A. At least 50% of graduates will have completed the Clinical Component of the program within 4 semesters (2 years) of beginning Clinical Nursing courses.

   B. At least 50% of LPN-RN Bridge graduates will have completed the clinical component of the program within 3 semesters (1.5 years) of enrollment in the first nursing course.

3. A. >85% of graduates will be employed in a position requiring an RN license within six-twelve months after completing the Program.

   B. > 85% of graduates enter a BSN program within six-twelve months after completing the Program.

END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLOS)

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

1. Organize nursing care to provide a safe patient environment.
2. Prioritize nursing interventions when providing nursing care.
3. Integrate evidence-based nursing practice into nursing care.
4. Integrate critical thinking/clinical reasoning strategies when providing nursing care.

5. Support principles of teamwork and collaboration when working with members of the interprofessional team.
6. Develop appropriate leadership/management strategies when providing nursing care.
7. Incorporate the utilization of informatics principles and technology systems while providing nursing care.
8. Support ethical and legal principles relevant to the practice of a registered nurse.

ORGANIZATIONAL FRAMEWORK

To realize the Nursing Program's Mission, Program Outcomes and End of Program Student Learning Outcomes the curriculum is grounded in recognized contemporary professional standards, guidelines and competencies which include:

- ACEN 2023 Standards and Criteria for Associate Degree Nursing
- NLN Associate Degree Competencies
- ANA Standards of Nursing Practice
- New York State Nurse Practice Act
- National Council of State Board for Nursing (NCSBN) NCLEX-RN Test Plan Categories of Client Needs
- Hospital: 2026 National Performance Goals (NPGs)
- 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, which culminate in End of Program Student Learning Outcomes.

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.

THE QSEN COMPETENCIES APPLIED AT KCC

- **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.
- **Teamwork and Collaboration**: Function effectively within Nursing and inter-professional teams, fostering open communication, mutual respect and shared decision making to achieve quality patient care.
- **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.

2026 NCLEX TEST PLAN: CATEGORIES OF CLIENT NEEDS

- **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 wellbeing 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.

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.

NURSING PROGRAM ADMISSION AND ENTRANCE REQUIREMENTS

NURSING PROGRAM COMPONENTS

Admission to Kingsborough Community College does not guarantee admission to the Clinical Nursing Program. To obtain specific information about college admission requirements and/or to obtain an application contact: The Admissions Information Center or call 1 718 COLLEGE.

To enter the clinical component of the Nursing Program, students should work closely with their academic advisor to ensure they select the appropriate courses and meet the pre-clinical requirements (ENG 1200, PSY 1100, BIO 1100, and SCI 2500) while reviewing their progress and eligibility for the Clinical Nursing Program.

ENROLLMENT IN THE PRE-CLINICAL COMPONENT OF THE NURSING PROGRAM

After completing BIO 1100, Eng 1200 and PSY 1100 students must take SCI 2500. Students must apply and be approved for Pre-Clinical status to receive permission to take SCI 2500. The application for Pre-Clinical Nursing is located on the Nursing webpage on the Kingsborough Community College website under "Pre-Clinical Application". The deadline and directions are posted under "Instructions for Pre-Clinical Application". https://www.kbcc.cuny.edu/academicdepartments/nursing/Pre-Clinical-instructions.html

ENROLLMENT IN THE CLINICAL COMPONENT OF THE NURSING PROGRAM

The application for Clinical Nursing is located on the Nursing webpage of the Kingsborough Community College website located under "Instructions for Clinical Application". You are **ONLY** eligible to apply for

Clinical Nursing if you have completed or will complete the **Pre-Clinical** course sequence (ENG 1200, PSY 1100, BIO 1100 and SCI 2500). https://www.kbcc.cuny.edu/academicdepartments/nursing/applying-clinical-nursing.html

A student who has not maintained appropriate academic progress, withdrew while failing or has been administratively dismissed from a nursing program at a previous institution is not eligible for admission to the KCC Nursing Program. If you have attended a previous clinical nursing program and left in good academic standing, you must submit the Certification of Withdrawal from A Nursing Program form found on the KCC Nursing Webpage.

NURSING ENTRANCE REQUIREMENTS

https://www.kbcc.cuny.edu/academic/documents/2026-2027-catalog/aas/Nursing_AAS.pdf

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. Therefore, all clinical students will be required to have a criminal background check completed prior to the start of the initial clinical practice experience. The cost for this clinical requirement is the student's responsibility.

- A student may also have to complete more than one criminal background check during the course of the Nursing Program at Kingsborough Community College, depending on the number of sites where they are placed and the requirements of each site.

- If the student receives a negative incident finding from a criminal background check result, the student must resolve that issue before the start of the clinical practice experience. This may require that the student withdraw or not be permitted to register for the course for the semester until the issue is satisfactorily resolved. There are NO alternative clinical placements.

- Please note that if a student is not permitted to take part in a clinical practice experience required by the program based on the results of a criminal background check, **the student may be unable to complete the course requirements**. It is important for a student to consider this before enrolling in any course of the Nursing Program. Kingsborough Community College has no obligation to refund tuition or fees or to otherwise accommodate the student in the

event they are ineligible to complete the course requirements based on the results of a criminal background check.

LICENSED PRACTICAL NURSES TO REGISTERED NURSE BRIDGE PROGRAM

https://www.kbcc.cuny.edu/academic/documents/2026-2027-catalog/aas/Nursing_AAS.pdf

CRITERIA FOR RETENTION IN THE NURSING PROGRAM

https://www.kbcc.cuny.edu/academic/documents/2026-2027-catalog/aas/Nursing_AAS.pdf

STUDENT INSTRUCTIONS FOR REPEATING A NURSING COURSE

If you receive less than a passing grade in a clinical nursing course, you will be eligible to repeat the course **only one time.** The procedure that will follow will vary depending on several outcomes such as:

- Final course grade.
- If you have taken the course before.
- If you have appealed a grade before.

1. If you have received a **C- in a clinical nursing course (NUR 1000, 1800, 2100, 1900,2000, 2200, 2300)** ***and it is the first time you have taken this course,*** then complete an **Intent to Return Form** and submit as per the directions on the form.

2. If you are in a non-clinical nursing course, such as **NUR 1700, and receive a grade of less than a B,** then complete an **Intent to Return Form** and submit as per the directions on the form.

   Nursing 1700 grading only:
   - Passing grade is B or above
   - B- to C- the student is able to repeat Nursing 1700
   - D+ or below – student is out of the program (OOP). Students can appeal their grade by initiating the Appeal Process . The Appeal form and directions can be found on the KCC Nursing website.

3. If you have received **less than a C-** in a nursing course and it is **the first time** you have taken this course, then you must submit an **Appeal of the Retention Criteria Form** and submit as per the directions on the form.

4. If you currently failed a clinical nursing course and you have already failed a prior clinical nursing course, **you will be dismissed from the nursing program.** You are eligible to submit the electronic **Appeal of the Retention Criteria Form** found on our website under forms.

   You are permitted to do this only if you have never appealed a grade before. You are only allowed one appeal while you are enrolled in KCC's Nursing Program. Incomplete forms will not be accepted.

5. If you are **repeating a nursing course and receive a grade of less than a B-, you will be dismissed from the nursing program.** If you have never appealed the retention criteria before, you are eligible to appeal your grade. Submit an electronic **Appeal of the Retention Criteria Form** found on our website under forms.

6. **You are only allowed one appeal while you are enrolled in KCC's Nursing Program.**

WITHDRAWAL INFORMATION

1. A student cannot withdraw from a course if they are failing the course.
2. A student is allowed to withdraw from any nursing course only one time while in the KCC Nursing Program, and only if they are passing the course and within the KCC withdrawal period posted on the KCC calendar.
3. Withdrawal requests must be made prior to that semester's withdrawal deadline as posted on the KCC Academic Calendar.
4. All requests for withdrawal after the deadline or if a student is failing a course, have to be presented to the Department Chairperson.
5. Documentation to support this withdrawal request should be submitted to the Department Chairperson.

TABLE OF ORGANIZATION OF THE NURSING DEPARTMENT

Chairperson
Deputy Chairperson
Deputy Chair for Clinical Affiliation
Full-time Faculty
Adjunct Faculty
Coordinator of Nursing Learning Resources
College Laboratory Technician
Non-Teaching Adjunct
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

RESPONSIBILITIES OF DEPUTY CHAIRPERSON(S) 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. Provide Chairperson, Faculty and Administrative Coordinator (aHEO) with current list of agencies, units, names of contact people, telephone and fax numbers and email addresses.
5. Represent Department at annual meetings with clinical agencies.
6. Provide needed documentation to agencies.
7. Notify Course Coordinator of needs.
8. Notify Course Coordinator of problems with student or Faculty requirements.
9. Facilitate orientation to the agencies.
10. Summarize Course Evaluation of Clinical Agencies annually.
11. Distribute and collect *Faculty Professional Assessment* forms to Faculty.
12. Prepare clinical placement schedule for each semester including dates, times and sections.
13. Evaluate clinical placement sites each semester with course Faculty.
14. Locate, assess and secure new clinical sites.

RESPONSIBILITIES OF COURSE COORDINATOR

1. Communicate with the 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.
2. 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.
3. 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 the course coordinator provides a weekly schedule to course teachers, students and office assistants.
4. Submit a course letter for each semester to the Chairperson on designated dates prior to the start of a new semester.
5. Ensure the development of course specific exams each semester.
6. Submit all semester exams to Chairperson and Exams Coordinator electronically with correct answers designated.
7. The Course Coordinator or course designee will attend the Test Item Committee meeting. This Committee will convene regularly to review any exam question that is found to be problematic upon exam review.
8. Ensure that each clinical Faculty member provides a weekly electronic report. This should include student names, progress and issues.

9. Annually assess textbook adoptions. Inform Chairperson of new textbooks.
10. 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 at least 2 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.

11. 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.
12. Each semester, discuss with the Coordinator of Student Learning Resources the facilitation of student evaluations/program opinion surveys.
13. Oversee clinical evaluation of students at mid and final points in the semester.
14. Oversee student evaluation of teachers as per college policy.
15. 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.
16. 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.
17. Assure minutes of course meetings are maintained in the Departmental file.
18. 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.

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

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

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

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.

TEACHING LOAD

FULL-TIME FACULTY

The teaching load is determined by contract, 24 contact hours per year for full-time tenure bearing lines**.** Faculty members are full-time employees and are expected to devote a major part of their time to the University. CUNY recognizes the need and desirability for professional activity outside

the college and has promulgated multiple position procedures. The Multiple Position Form must be completed and submitted to the Department Chair each semester.

PART-TIME ADJUNCT FACULTY

The maximum teaching load is 12 hours per semester.

FACULTY ABSENCE

In the event of illness/absence of a full-time or part-time faculty member, the member should notify the Course Coordinator at the earliest possible time. If the Course Coordinator cannot be reached, all faculty must notify the Department Chairperson. **Only the Chairperson can cancel a class or clinical**. **In the event of a clinical absence, the clinical faculty should notify the students, agency and unit of their absence for the day.** 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

FULL-TIME FACULTY

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.

PART-TIME ADJUNCT FACULTY

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 needed 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 CUNYFirst account:

- Go to KCC homepage

- Using the Quick Links drop-down menu, click on CUNYFirst.
- Click on First Time Users and follow the directions.

STUDENT GRADING

FULL-TIME FACULTY ONLY

To enter student grades:

- Log into CUNYFirst.
- Click on Faculty Center.
- Click on Brightspace.
- Choose the class you are entering the grades.
- Under MORE, click on drop down menu
- Click on Enter Grades
- Action should be set to "Not Reviewed".
- Click on "View All" to see the entire roster.
- When you are done grading, click on the Save button.
- Action can be changed to "Review", so students have access to grades.
- To submit the final 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

FULL-TIME FACULTY ONLY

To access class rosters:

- Log into CUNYFirst.
- Click on Faculty Center
- Click on Brightspace
- Click on the class you are reviewing.
- Under MORE, use the drop down menu to choose class list.

STUDENT WELLNESS SERVICES

Student Wellness Services (SWS) can help students achieve their goals during their journey at Kingsborough. The services consist of four separate programs to holistically provide for student needs. Each center offers unique and varied programming, safe spaces, services, support, and education

relating to health, mental health, and general wellness. All services are FREE, CONFIDENTIAL, and VOLUNTARY for all registered students.

The Counseling Center is located in Room D102. Staff is available Monday-Friday, 9-5. (718) 368 - 5975 or 5057.

More information can be found on our website at:
https://www.kbcc.cuny.edu/sws/counseling-center.html

ALL FACULTY HEALTH COMPLIANCE REQUIREMENTS

All faculty members are required to submit and maintain all required compliance documentation through CastleBranch/DISA Healthcare Technology. Compliance with these requirements is a condition of participation in both on-campus and clinical instructional activities and is necessary to ensure the safety of faculty, students, patients, and clinical partners.

Faculty are responsible for ensuring that all required documentation is complete, current, and submitted by the established deadlines. Failure to maintain compliance may result in restrictions on participation in clinical and/or instructional responsibilities until all requirements have been satisfied.

Full-time faculty who are not teaching a clinical are required to complete a urine drug screen every semester and a background check once/year.

The Clinical Affiliations Chairperson will provide guidance for all faculty teaching clinical on required documentation, submission procedures, deadlines, and ongoing compliance requirements.

COMMITTEE MEETINGS

Minutes will be recorded at every department meeting. A designated faculty minute minder will transcribe the minutes and submit them to the Chairperson and faculty prior to the next department meeting. 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 faculty 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 Department of Nursing.
2. Assist the Department in the planning and development of new learning experiences using high fidelity simulation mannequins and software.
3. Serve ex-officio on the Department 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. Assist in identifying the most suitable supplies and equipment for campus learning experiences.
10. Oversee the requisition and inventory of supplies and equipment and monitor their need for maintenance and replacement.
11. Oversee the student survey process for all courses.
12. Be knowledgeable about major trends and innovations in clinical practice and simulation learning.
13. Supervise college laboratory technician and resource personnel. Train adjunct and full-time Faculty in the use of simulators.
14. Maintain professional competence and licensure through practice, continuing education and professional activities.
15. Other duties as assigned.

RESPONSIBILITIES OF COLLEGE LABORATORY TECHNICIAN (CLT)

Responsibilities include:

1. Assist with the coordination of student learning activities in the Department of Nursing.
2. Assist the Department in the planning and use of high-fidelity simulators and the development of simulated learning experiences.

3. Use the course syllabi and lab grids to collaborate with the Coordinator of Learning Resources (CNLR) in assuring the appropriate medical-equipment, software, and textbooks are ordered and available for each course and lab experience.
4. Assist Faculty in 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.
12. Additional information can be found at: https://psc-cuny.org/wp-content/uploads/2023/11/FINAL-CLT-Handbook-Fifth-Edition_Nov15.pdf

ADMINISTRATIVE STAFF

Administrative staff roles consist of Administrative Coordinator (aHEO) and CUNY Office Assistant.

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; assists 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.

FACULTY RESPONSIBILITIES FOR CLINICAL

a. All faculty (full and part-time) must submit their current NYS RN license/registration, current malpractice insurance documentation, BLS certificate, Faculty Assessment Form and CastleBranch/DISA Healthcare Technology health clearance, including proof of influenza immunization and TB test (PPD or QuantiFERON Gold) to the Deputy Chair of Clinical Affiliations prior to the start of the clinical assignment. The Nursing Faculty Health form can be found on the KCC Nursing Department webpage under Nursing Program Faculty Information and should be uploaded on to CastleBranch/DISA Healthcare Technology. This will ensure annual physical examination and immunizations are complete and the faculty can safely perform their responsibilities in the clinical setting.

b. A Criminal Background Check and a 10-point urine drug screen is completed through CastleBranch/DISA Healthcare Technology, a screening company utilized by the Nursing Department. This service is free to all nursing faculty.

c. Complete and submit the faculty Assessment Form to the Deputy Chair for Clinical Affiliations.

d. 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.

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

f. Assume full responsibility for clinical instruction and assignments.

g. Clinical assignments are prepared by the clinical Faculty and given to students.

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

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

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

k. Communicate concerns or information regarding students to Course Coordinator.

l. Weekly clinical reports should be sent via email to the Course coordinator. Each report must be submitted within one week of the clinical experience and should include course-specific clinical competencies aligned with Student Learning Outcomes (SLOs), patient initials, skills performed, and any additional learning experiences, with content individualized to the student.

m. Weekly clinical attendance will be taken. Lateness or absences are recorded. Refer to course syllabi for excessive absences. Communicate all issues, concerns, absences and problems to the Course Coordinator immediately.

n. 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.

o. 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.

STUDENT RESPONSIBILITIES IN THE CLINICAL AREA

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

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.

NETIQUETTE

- Be mindful that electronic communication does not convey facial expression or tone of voice. It is important to consider that what is written could be misinterpreted.
- Typing messages all in caps is regarded by most Internet uses as shouting; so 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 appropriate 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 message in the title of the communication.

It 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 KCC 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 that is said or discussed in the classroom. Courteous behavior and responses are expected. Therefore, in any classroom, acts of harassment and/or discrimination based on matters of race, gender, sexual orientation, religion, and/or ability will not be tolerated. All persons have a right to be in a safe environment and treated with civility 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 not meant to be an exhaustive list.

1. Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source.
2. Presenting another person's ideas or theories in your own words without acknowledging the source.
3. Using information that is not common knowledge without acknowledging the source.
4. Failing to acknowledge collaborators on homework and laboratory assignments.
5. Unauthorized use of **AI-generated content**; or use of **AI-generated content**, whether in whole or in part, even when paraphrased, without citing the AI as the source.

USE OF MIND-ALTERING SUBSTANCES

Possession use or distribution of illicit drugs or alcohol while in class or on campus is prohibited. Refer to the KCC Student Handbook for the Rules on Campus Conduct. The affiliating clinical agencies have strict policies regarding substance use and abuse. When assigned to an agency for your clinical experiences, the student is expected to comply with the clinical agency's requirements.

STUDENT EVALUATION IN THE CLINICAL AREA

1. Unfolding care plans and concept maps 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 or concept maps are completed each week in the clinical area.
2. Formal evaluation of each student is scheduled with the assigned clinical instructor at mid-semester (Week 3 or 6, depending on the course) and again at semesters end. Formal evaluation is accomplished using the course specific Clinical Evaluation Tool and Clinical Competency Tool,

which is completed by the clinical Faculty. The student is to complete a reflection weekly on the unfolding Nursing Care Plan or concept map.

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 Return to Lab form 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 by midterm are to receive written notice. at mid-semester from the lecturer and/or clinical instructor and Course Coordinator. This may apply to either theory or clinical practice.
6. 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.
7. All evaluations are to be completed and submitted to the Course Coordinator/Program Director at the end of the semester.

EXAM PROCEDURE

1. Each course will be responsible for their own exams. All faculty of each course will collaborate on exam content, exam mapping to categories and question formatting.

2. All finalized exams for the following semester will be emailed to the Chairperson and Department's IT Manager two weeks prior to the end of the current semester.

3. All exams in Clinical Nursing courses are computerized.

4. Exam Policy - See Appendix A.

PROCTORING

All full-time course Faculty members are required to proctor unit exams. The Chairperson will assign proctors for all Finals. At all times, each Faculty member is responsible to enforce Kingsborough's academic integrity policies.

GRADING POLICIES FOR NURSING COURSES (NUR 1000, 1800, 2100, 2000, 2200, 1900, 2300)

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 the above Clinical Nursing Courses.
- All written assignments are pass/fail.
- Clinical and laboratory performance is evaluated as Satisfactory (S) or Unsatisfactory (U).
- Grading for all courses is posted in course syllabi.
- 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 and there will be no group exam review at the end of the exam. Students may meet with their individual faculty members to discuss their strengths and weaknesses but not to review specific exam questions.**
- **For NUR 1700 ONLY: Passing is a B grade. Please see NUR 1700 Syllabus for further information.**

FACULTY DOCUMENTATION

ADVISEMENT

Each semester, full-time faculty are responsible for providing academic advisement to students assigned to their respective class(es). Faculty are expected to review each student's academic progress and document the advisement in accordance with Nursing Program procedures.

The advisement process is as follows:

1. **Obtain the Degree Audit**: Instruct students to either email or provide a printed copy of their Degree Audit, which is available through their CUNYfirst account (see Appendix for instructions).
2. **Review the Degree Audit**: Conduct a thorough review of the student's Degree Audit to verify academic progress, degree requirements, and program compliance. Any discrepancies or concerns identified during the review must be communicated promptly to both the student and the Course Coordinator for appropriate follow-up.
3. **Complete the Advisement Documentation**: Complete the Nursing Program Advisement Form for each assigned student (see Appendix) and submit the completed form to the Nursing Office for inclusion in the student's academic record.

Faculty are expected to complete advisement and submit all required documentation by the deadlines established by the Nursing Program.

VOE ROSTER

A CUNY VOE (Verification of Enrollment) roster is a mandatory faculty task used to confirm whether enrolled students have attended or participated in an academically related activity. Verification of Roster Attendance is mandatory at Kingsborough. Maintenance of course rosters are the responsibility of the faculty member assigned to the course.

COURSE GRADE SUBMISSION.

The assigned Faculty member for the didactic portion of each course posts grades to Brightspace.

CUNY GRADE ROSTER.

As per CUNY Policy, grades are to be entered no later than three business days (72 hours) after the final exam period ends.

END OF SEMESTER GRADE SUBMISSION

It is the Course Coordinator's responsibility to review all students' course grades before they are posted. Additionally, Clinical Evaluation Tools, Clinical Competencies and any specific required course work should be reviewed as well.

CHANGE OF GRADE FORM

If a change of grade is necessary, an electronic form, found on CUNYFirst, should be initiated by the course faculty. Once the faculty member initiates the form, it is automatically sent to the Chair for approval and then the Registrar for final approval.

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

FULL TIME FACULTY ONLY

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:

- Confer regarding the progress of students;
- Oversee the organization of teaching to meet the program's outcomes;
- Discuss the Department's relationships within the College, University and Nursing profession.

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:

- Mission;

- Organizational framework;
- Nursing program outcomes;
- Student issues and appeals;
- Nursing student progress;
- Vote on recommendations brought forth by the Nursing Program Committee.

Article 2: Membership

Section 1: Voting members
Voting members shall consist of all full-time Faculty members of the Nursing Department.

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. 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% 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 at least once per semester and as needed.

NURSING DEPARTMENT CURRICULUM COMMITTEE

Article 1: Function
The Nursing Department Curriculum Committee shall be responsible for the formulation, development, and modification of curriculum. All recommendations of this committee will be brought forth to the Nursing Department Committee for vote.

This committee will make recommendations on the matters related to:
Organization for Nursing prerequisites, and elective courses;
Assurance that the curriculum meets the standards set forth by CUNY, KCC and the Council of Associate Degree Nursing, New York (CADNNY);
Development and review of new courses;
Revision of existing courses;
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 at least 3 full-time Faculty members of the Nursing Program.

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 at least once per 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 Department 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 Department 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 3 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 be 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 evaluation of each course's test questions data after an exam is taken.

Section 2
This committee will:

A. Ensure that the evaluation method is valid and reliable;
B. Report directly to the Nursing Department Chairperson.
C. Minutes will be recorded by the Deputy Chair.

Article 2: Membership
The committee shall be made up of at least five full-time Faculty members. 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

FULL TIME FACULTY ONLY

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 Curriculum 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 Levels 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.

Article 2: Chairperson
The Department Chairperson will appoint a chairperson of this committee yearly.

Article 3: Meetings
The Committee shall meet at least once per 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 KCC 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 Handbooks;
D. Distribute information on areas of interest to the Nursing Faculty.

Article 2: Membership
The committee shall be made up of at least 3 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.

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: <u>Membership</u>

Membership: All 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, and Financial Aid.

FACULTY COMMUNICATIONS AND ENRICHMENT

CONTACT LIST / CAMPUS DIRECTORY

Administrative staff will distribute a current list at the beginning of each semester via your KCC email address.

ID CARDS / FACULTY IDS

All full and part time faculty must have a current KCC ID card. Information regarding how to obtain an ID card can be obtained in the Public Safety Office located in L-202 Ext.5069

OFFICE OF PUBLIC SAFETY

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, some desks have a secure alarm button under the desktop. The red fire alarm boxes are to be used to report fire emergencies. **L-202, Ext 5069.**

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: TO OBTAIN A KEY FOR YOUR OFFICE, COMPLETE THE ELECTRONIC FORM BELOW.

https://inside.kingsborough.edu/login/keysystemapp/viewrequests.php?val=10969378

Keys are picked up at Buildings and Grounds **(P-220 Ext 5124)**. You must pick up your key in person and provide your KCC ID for identification. **Keys must be returned in person to Buildings and Grounds when no longer needed**. They are NOT to be given to office personnel or other Faculty members.

PARKING INFORMATION

An annual parking pass may be obtained from the Bursar's Office for the required fee. An identification badge is required. Faculty members must display the pass in their car at all times while on campus in order to park. All Faculty members are required to abide by all rules for parking on the campus. **A-205, Ext 5416**.

CAMPUS EMAIL

All faculty members are assigned an e-mail address. It may be accessed as follows:

1. Go to the KCC website.
2. Go to Quick Links in the top right corner of the screen.
3. Click on Microsoft 365.
4. Click on Employee e-mail Web Logon.
5. Type in User ID and password.

Your KCC email is the required method for communication with both students and other faculty. It is important to note the college policies regarding online communications and netiquette

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 CUNYFirst account:

- Go to KCC homepage.
- Using the Quick Links drop-down menu, click on CUNYFirst.
- Click on First-Time Users and follow the directions.

Login/Password Help (IT Helpdesk) Ext. 4840 or 4800.

BRIGHTSPACE

BrightSpace is a course management system that allows Faculty to conduct synchronous or asynchronous online, hybrid, and face-to-face courses. In this course management system faculty can post materials, deliver assignments and surveys, hold online discussions and many other course-related functions. All currently enrolled students and faculty can access the BrightSpace system that is available 24/7 from the internet. All Nursing courses must utilize BrightSpace to communicate course materials and important program information. All students are required to attend a mandatory orientation session for BrightSpace during/prior to NUR 1800.

Accessing BrightSpace: In order to log into BrightSpace, you must have a CUNYFirst account.

- Once you have established a CUNYFirst account, you can access BrightSpace from the KCC website.
- From the KCC home page, using the Quick Links drop-down menu, click on BrightSpace, or it can be accessed on the CUNYFirst page under Faculty Center
- Click on CUNY Portal (http://www.cuny.edu)
- Click on BrightSpace.
- Enter username and password. This will bring you to BrightSpace home page.
- You should see the courses that you are teaching in this semester.

Assistance with BrightSpace 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 BrightSpace:

1. Log into Brightspace.
2. Under MORE use drop down to click on grades
3. Click on Grade Center.
4. Click on Create Column.
5. Enter Column Name i.e., Exam #1.
6. Enter Points Possible i.e., 50.
7. Under Options, Click on yes to first two questions and no to the third.
8. Click on Submit.
9. Click on the Weighted Total column and from the drop-down list click on the Edit Column Information option.
10. 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. Total points should equal 100.

BrightSpace: How to Move Your Course to the Next Semester:

Sign in to BrightSpace:

1. Choose the new course, the one you want to **receive** the class information.
2. In Course Administration, choose "Import/Export/Copy Components.
3. You will receive a prompt to choose where do you want to **copy from**, this is your previous class number.
4. Choose "Copy Components from another Org Unit"
5. It will ask you to search for your previous class or where you are copying from.
6. When the correct class is posted on the screen check the circle and click on copy all components.
7. You will receive an alert on the screen when the task is complete.
8. You can now review the new class module and edit/review as needed.

OPERATIONS WORK REQUEST

Faculty can submit work requests for facility related issues; i.e., light bulbs not working. The required work must be requested via the Archibus Work Order entry system by the designated requester for the Nursing Department.

The Archibus Work Order Entry System will be the primary way to report facilities issues. Each department in the College is assigned two (2) administrators to report all facilities requests through Archibus. Please see: https://www.kbcc.cuny.edu/administration/campus_facilities/archibus-guide.html

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

KINGSBOROUGH CENTER FOR E-LEARNING (KCeL)

This center 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. **L705** (Located on the 7th floor of the Library Building), **Ext 6622, KCeL@KCC.cuny.edu**

KCTL – KINGSBOROUGH CENTER FOR TEACHING AND LEARNING

This center is designed to serve as a hub for professional development for the Faculty at KCC. 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 KCC 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.

NURSING COURSE TUTORING

Tutoring support may be available for nursing courses each semester, based on tutor availability and student need. Information regarding available tutoring services and courses will be provided each semester. Dates and times are posted on each course Brightspace site and on the door of the Nursing Resource Lab (M 421).

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 and can also be requested via email. 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 KCC ID card (front bottom right).

BOOKSTORE:

Kingsborough Community College does not have a physical bookstore. A list of course textbooks should be submitted to the Chairperson to add to the textbook adoptions.

EVALUATIONS

End-of-Program Student Survey

This survey is administered to graduating students during their final semester. The Assessment Committee reviews all survey results, and any category scoring below 80% is reported to the Curriculum Committee for consideration and potential program enhancement.

Faculty Opinion Survey

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

Clinical Agency Evaluation

Clinical Faculty – Faculty verbally report the ability of the agencies to meet the student learning outcomes at the final course 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 KCC Observation Report is used for this process. Faculty members can obtain a blank form from the KCC 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

Nursing student evaluations are carried out in all courses. Students do the surveys via SmartEval at the end of the semester. Faculty review the student evaluations for potential course improvement. Anonymity and the integrity of the process are paramount.

PERSONNEL FILES – OFFICE OF HUMAN RESOURCES (NON-TENURED AND ADJUNCT FACULTY; OFFICE OF ACADEMIC AFFAIRS (TENURED FACULTY)

Faculty personnel files constitute the formal record of a faculty member's work at the college and thus provide a basis for sound academic judgment regarding reappointment, reappointment with tenure, and promotion. Each faculty member is responsible for submitting, in electronic format, to the Office of Academic Affairs (A-218) any materials, such as publications, materials developed for a course, book reviews, letters of commendation, etc., that they would like to have considered when being reviewed for a personnel action. Department chairs arrange for observation reports, annual evaluations, updated and signed CVs to be placed in faculty personnel files by emailing them to RPTMatters.KCC@kbcc.cuny.edu as attachments.

Faculty members being reviewed for the third through tenure reappointments and second year reappointments, promotions to associate or full professor, or reclassification given access to their personal files in a Brightspace shell:

- In early September (third through tenure reappointments) or March (second year reappointments, promotions to associate or full professor, or reclassification) faculty have access to add all new scholarship and service files to their Scholarship and Service file folders on their shells for a period of about three weeks (usually to the end of that month).
- Faculty must send a copy of all files they upload to their shells to Academic Affairs by emailing them to RPTMatters.KCC@kbcc.cuny.edu as attachments.

- When naming files use your last name, a short description of the file and a timestamp.
- Convert all documents to portable document format (PDF) files for before uploading and sharing a copy with the Academic Affairs.
- Faculty access is then changed to view-only and Academic Affairs staff add material to CV, appointment and reappointment letters, annuals and evaluations, and other files.

Faculty then are given two or more weeks to review their complete files and to work with Academic Affairs staff to add additional materials and correct any mistakes. These files are then shared with the departmental P&Bs, Faculty Review Committees, and College P&B. In addition, faculty submit a new CV to their chair every year and every time they go up for a personnel action (i.e., see items listed in bold above and also fellowship and other leaves). Faculty can use KCC's CV format in Word or PDF versions if they wish or use their own academic CV format submit a signature page in Word or PDF to their chair for them both to sign along with a copy of their academic CV.

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 KCC 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.

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.

AFFIRMATIVE ACTION

KCC 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 KCC. 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 (them) and any other incidents of sexual harassment of which he/she(they) 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

Access-Ability Services (AAS) serves as a liaison and resource to the KCC community regarding disability issues, promotes equal access to all KCC programs and activities, and makes every reasonable effort to provide appropriate accommodations and assistance to students with disabilities. Students with disabilities are required to self-identify according to the Americans with Disabilities Act. Prior to receiving services, all students with disabilities present documentation, engage in an extensive interview and are asked to sign the *Disability Status Form*.

To sign-up for services, students need to complete our AAS Application for Academic Accommodations Once the application and supporting documentation are received, a counselor will review for processing. Applications can take 2-3 weeks to process. Should you have any questions regarding the application process or need assistance with completing it, please call our direct line 718-368-5175 or email us at aas@kbcc.cuny.edu.

Once approved, an acceptance letter will be sent to the student's KCC email address, along with a guide containing instructions on how to use the system and submit requests. Students are then responsible for submitting an Accommodation Letter Request to ensure their professors are informed of their approved accommodations; these letters may take up to two business days to be delivered. After the accommodation letters have been sent, the "Test Request" section will become available in the student's Accommodate account. Students enrolled in Nursing or fully online courses are not required to submit test requests, as accommodations will be coordinated directly by the Nursing Department or the course instructor. Additional information can be received from the Access-Ability Center (AAS) at KCC. Request for exam accommodation must be received 72 hours prior to an exam.

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.

FACULTY AND STUDENT COMMUNICATION

Procedures for handling student concerns regarding Faculty conduct in academic settings:

Clear and accurate communication is a key component to the education process and quality health care. Students should communicate problems/concerns initially with the course lecturer/clinical faculty member. If the problem is not resolved the next step is to discuss the issue with the Course Coordinator. After this, then the Deputy Chairperson and finally Department Chairperson may be consulted.

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 student's 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 questions about the applicable procedure to follow for a particular complaint, they should consult with the Dean of Student Affairs.
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 Dean of Health or Dean of Students Affairs 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 Dean of Health, student affairs 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 (grievance) is made.
   C. The Fact Finder shall meet with the 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 - Kingsborough Community College (KCC), FERPA rights are managed directly through the KCC Office of the Registrar in Room A101. You can exercise your privacy rights, limit information sharing, or grant third-party access using specific campus procedures and official documents. For detailed information please visit the link below:

https://www.kbcc.cuny.edu/registrar/ferpa_policy.html

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 days 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

Academic Integrity Policy – The City University of New York (cuny.edu) Revised Academic Integrity Policy now **includes the use of Artificial Intelligence.** The policy outlines definitions and examples of academic dishonesty.

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 other 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.

Student Attendance Policy

One goal of the Nursing Program is to prepare the student to practice competently and professionally in the health care work environment. Among the many desirable qualities of the nurse are courtesy to others, punctuality for obligations, and completion of responsibilities. These qualities also are expected while the student is learning to become a nurse.

1. Students are expected to attend all classes and are required to attend all laboratory and clinical experiences. Attendance is taken at the beginning of each class and serves as a record of the students' commitment to the course and is required by the NYSED.

2. Absences of more than 15% of course hours will result in a grade of WU.

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

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

**** For more detailed information, related to Faculty issues please refer to the Kingsborough Community College's Faculty Handbook located under Faculty, Faculty Resources, Faculty Handbook on KCC's homepage.**

APPENDIX A.

DEPARTMENT DOCUMENTS, POLICIES AND FORMS.

EXAM POLICY

1. Students are required to arrive at least 15 minutes prior to scheduled exam time.

2. All students, including NUR 2000 students, are required to wear the KCC clinical uniform for all examinations, **including approved shoes. Unless granted permission from the nursing department**, no shirts may be worn under or over the uniform, and arms must be visible. Failure to comply with this requirement will result in the student being prohibited from sitting for the examination. A makeup exam will be scheduled on the next designated makeup exam date.
3. All students should have their hair tied back so that their ears are visible. Only medically prescribed hearing devices or devices required for an AAS accommodation are acceptable. Medical documentation needs to be provided at the beginning of the semester to the instructor.
4. The wearing of jewelry of any kind is strictly prohibited during the examination. This includes, but is not limited to earrings, necklaces, bracelets, smart rings, all types of watches and any other item or any other item the faculty proctors deem unacceptable. Failure to comply with this requirement will result in the student being prohibited from sitting for the examination. A makeup exam will be scheduled on the next makeup exam date.
5. All eyeglasses are subject to inspection.
6. Any student who arrives **15 minutes later than the posted exam time** will not be permitted to take the exam that day. A makeup exam will be scheduled on the next makeup exam date. There will be no exceptions to this policy. **Students will be allowed only one make up exam/semester.**
7. Students are required to line up outside of assigned classroom and will be seated at the discretion of the faculty.

8. All personal items (cell phones, smart watches, earbuds/pods, backpacks, purses, pens, highlighters, pencils, food and drinks etc.) must be placed in the classroom, at a location designated by the proctor before taking assigned seat.
9. Cell phones are to be turned off (not on vibrate) and placed with all personal items in the area designated by the proctor. At no time shall a student have their cell phone on their person once seated for the exam.
10. Students should remove all hats, scarves, sweatshirts, hoodies, prior to the beginning of the exam (The only exceptions are religious head coverings).
11. Prior to the start of the exam, students will be given a pencil and one sheet of paper, if required.
    a. Additional paper can be requested from the proctor as needed.
    b. Students must write their name on the paper.
    c. **No information may be written on the paper before the exam begins.**
    d. All paper will be collected by the proctor at the conclusion of the exam.
    e. Returned paper must be intact and may not have any torn portions.
    f. The paper will not be shared between students.
12. Students are prohibited from talking once the exam starts until the proctor states the exam is over and the students have exited the testing room.
13. Students are not permitted to discuss/record/write down the exam questions in any context on their own or with each other during or after the exam.
14. If the student has any questions once the exam begins, they are required to raise their hand and a proctor will come to them.
15. Questions related to medical terminology are not allowed.
16. Once the student completes the exam, they are to raise their hand after the green check mark is visible on their computer screen. A proctor will come over to them to confirm their exam is uploaded.
17. After exam upload confirmation has occurred, the student will sign out of ExamSoft.

18. Once signed out of ExamSoft, the computer will not be used by the student for any reason. (Assignments, internet searching, personal use etc.).

19. Students will remain silent while they are waiting for the examination to be over.

20. **If a student does not comply with the exam rules, they will be dismissed from the exam, receive a grade of zero for the exam, be reported to the Academic Dishonesty office and have their final course grade withheld until a final resolution of their situation has occurred.**

MED MATH POLICY

Students are required to take the ATI: Dosage Calculation RN Adult Medical Surgical Online Practice Assessment 3.2 and quiz at the beginning of each semester to validate drug calculation competency. Students can complete the learning portion to refresh their med math skills. Students must upload the 'Individual Performance Profile' to Brightspace Assignments. A minimum grade of 80% is required. The student will receive a satisfactory/unsatisfactory grade for Dosage Calculation, as it is not part of the numerical calculation for your Final Grade in a course.

ATI PROCTORED ASSESSMENTS WITH RESPONDUS LOCKDOWN BROWSER

The Respondus LockDown Browser will be utilized for **all** ATI *Proctored* Assessments given remotely or in person. It will prevent students from copying, printing, visiting another URL, or accessing other applications during a test. When you launch an ATI Proctored Assessment with Respondus through the ATI student portal, Respondus Lockdown browser will open **automatically when you begin a proctored assessment.**

Please read the information below carefully. Print out the last page, print your name and sign in the spaces provided. Your signature will represent your agreement and adherence to the requirements.

This form is to be submitted to your instructor during the first week of class, for each course you take that administers an ATI Proctored Exam (Nursing 2100, 2200, 2000, 1900, 2300).

If you fail to sign the form, you will not be able to take your ATI Proctored exam. If the exam is not rescheduled prior to the end of the semester, you will receive an Incomplete (INC) grade and will not be able to progress in the program.

The Respondus Monitor will record the student using video during the exam. The video record will only be reviewed by ATI if there is a reason to believe test protocol has been breached and the student may have committed an act of academic dishonesty. If a student is found or suspected of an act of academic dishonesty, they will be investigated by ATI and reported to KBCC's Office of Academic Integrity. ***If ATI Test Security has deemed a student has committed any act of academic dishonesty, ATI can permanently suspend the student's ATI account. Without an ATI account, a student will be unable to complete the KBCC Nursing program requirements and therefore be dismissed from the nursing program.***

- ATI Proctoring-Student Quick Guide (PDF)
- ATI Proctoring-Student Orientation (6 min)

I agree to the use of Respondus Lockdown Browser during my Proctored ATI Assessments.

I have completed the requirements as outline above.

Print Your Name _____

Your Signature _____

Today's Date _____

Current Course_____

Instructor_____

FACULTY AFFAIRS

For information about forms, guides and policies related to employment at KCC:
https://www.kbcc.cuny.edu/faculty/index.html

FACULTY COMPETENCIES FORM - FALL 2026

KINGSBOROUGH COMMUNITY COLLEGE
DEPARTMENT OF NURSING
NURSING PROGRAM

Faculty: _____

From the following list of competencies, please check the ones that you can demonstrate proficiency.

Please designate by circling: Adult Pediatrics Maternal-Child Health

	Proficient		
	Yes	No	N/A
Application of antiembolic stockings			
Aseptic dressing technique			
Basic physical assessment			
Blood glucose monitoring			
Cardiopulmonary resuscitation			
Cast/traction care			
Catheterization			
Communication techniques			
Documentation			
Infection Control			
Management of Nutritional needs			
Management of patient with Chest tube			
Management of Volumetric Infusion pump			
Medication administration			
Mechanical lifting devices			
Neurological assessment			
Ostomy care			
Oxygen therapy			
Psychosocial skills			
Restraint application			
Sharps disposal			
Suctioning technique			
Trach care			

Plan for review/practice if not proficient:

Faculty Signature:_____ Date:_____

Deputy Chairperson's Signature:_____ Date:_____

Reviewed 2026

STUDENT ATTESTATION ON ACADEMIC INTEGRITY FORM

I hereby acknowledge that I have read, understood, and agree to abide by the policies and standards regarding academic honesty and integrity as outlined by both the KCC Nursing Department and CUNY.
I understand that academic dishonesty be it with exams, coursework, patient care in the clinical site or clearance documents is strictly prohibited and includes, but is not limited to:

- Cheating in any form during examinations or assignments.
- Taking an examination for another student or asking or allowing another student to take an examination for you.
- Using a third-party tester and or software or allowing use of another device or person when taking a remote/online exam, such as the ATI TEAS or proctored assessments given by ATI (Advance Technology International).
- Plagiarism, or representing someone else's ideas, research, or writings as my own.
- Unauthorized collaboration or use of materials, devices, or technology during academic work or exams
- Assisting or facilitating others in acts of academic dishonesty.
- Fabrication or falsification of data, clinical site care, academic work, health records or clearance documents.
- Submitting work completed by others or using commercial writing services.
- Resubmitting the same work for multiple courses without prior instructor approval.

ATI: If I am suspected of academic dishonesty through ATI, the third-party testing platform used by the KCC Nursing Department, ATI Test Security will investigate. If any testing irregularity is discovered, ATI can temporarily or permanently suspend my ATI account. As a result , permanent ATI suspension will prohibit me from completing the requirements of the KCC Nursing Program and therefore I acknowledge that I can be dismissed from the KCC Nursing Program permanently.

CastleBranch/DISA Healthcare Technology: If I am found to have falsified health records, lab and or diagnostic results, or any other records submitted to CastleBranch/DISA Healthcare Technology, I may be subject to an investigation by CastleBranch/DISA Healthcare Technology which may result in suspension of my CastleBranch/DISA Healthcare Technology account and/or dismissal from the KCC Nursing Program.
I further acknowledge that engaging in any form of academic dishonesty will result in being reported to the Academic Dishonesty Officer at KCC and may lead to serious consequences, including failing grades, suspension, or expulsion.

By signing below, I affirm my commitment to uphold the principles of academic integrity as outlined above.

Student Name (Printed): _____ Student ID _____

Student Signature: _____ Date _____

KINGSBOROUGH COMMUNITY COLLEGE
★ DREAMS BEGIN HERE ★

KINGSBOROUGH COMMUNITY COLLEGE
OF
THE CITY UNIVERSITY OF NEW YORK
2001 ORIENTAL BOULEVARD
BROOKLYN, NEW YORK 12235

DEPARTMENT OF NURSING FACULTY HEALTH RECORD FORM

Faculty Name: _____EMPLID: _____

Address: _____ Date of Birth: _____

Home Telephone: _____

In case of emergency notify: _____Phone: _____

1. **PHYSICAL EXAMINATION – To be done once/year by all faculty.**

   I have examined the above and found him/her to be in satisfactory physical condition to care for child and adult clients in health care facilities.

   Yes_____ No _____

   List any ongoing or chronic conditions for which this individual is being treated

   _____
   _____
   _____

   List all medications taken regularly or which are prescribed for the above condition(s)

   _____
   _____
   _____

   Limitations, which prohibit the faculty member from providing care to child and adult clients should be documented by a physician who is a specialist in health problem identified.

2. **10-PANEL URINE DRUG SCREEN – To be done every semester by all faculty. Upload to your CastleBranch/DISA Healthcare Technology tracker.**

3. **QuantiFERON –** Add TB Risk Assessment attached above to the Faculty Tracker.

   A. Upload your QuantiFERON blood test lab report to CastleBranch/DISA Healthcare Technology for approval. Skin tests (PPD) are NOT accepted.

   If the QuantiFERON is negative, no further action is required. Renewal is in one year.

   B. If the QuantiFERON TB test is positive:
   1. Upload to CastleBranch/DISA Healthcare Technology the positive QuantiFERON blood test lab report
   2. Upload to CastleBranch/DISA Healthcare Technology a chest x-ray report, that is done within two weeks of the positive result.
   3. Upload to CastleBranch/DISA Healthcare Technology a clearance letter from your healthcare provider, received within 4 weeks of your positive QuantiFERON test, and the TB Risk Assessment document.

   C. If there is a history of a positive QuantiFERON:
   1. Upload to CastleBranch/DISA Healthcare Technology your negative chest X-ray, done within one year.
   2. Upload to CastleBranch/DISA Healthcare Technology the original positive QuantiFERON blood test lab report.
   3. Upload to CastleBranch/DISA Healthcare Technology a clearance letter from your healthcare provider and the TB risk assessment document.

4. **MMR– once every 5 years. Documentation of positive titers has to be uploaded to your CastleBranch/DISA Healthcare Technology tracker.**

   Positive_____ Negative_____

   **Immunization required: Date of Immunization

5. **VARICELLA TITER LEVEL - once every 5 years. Documentation of positive titer has to be uploaded to your CastleBranch/DISA Healthcare Technology tracker.**
   The resulting levels were:

   Positive_____ Negative_____

6. **HEPATITIS B TITER LEVEL – To be done every year. Upload to your CastleBranch/DISA Healthcare Technology tracker or Complete a Declination Statement and upload to your CastleBranch/DISA Healthcare Technology tracker.**

7. **HEPATITIS C TITER LEVEL – To be done every year. Documentation of positive titer has to be uploaded to your CastleBranch/DISA Healthcare Technology tracker.**

Pursuant to Section 405.3 (b) of the New York State Hospital Codes, the following Statement of Physical Examination is required:

Based on my physical examination and the patient's medical history, I believe that the above-mentioned individual is free from a health impairment which is of potential risk to patients or which might interfere with the performance of his/her duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual's behavior.

Signed_____

EXAMINING PRACTITIONER

NAME_____

ADDRESS_____

TELEPHONE NO: _____

DATE OF EXAMINATION_____

Release of Information:

I grant permission for this information to be released, if requested, to the clinical facility (s) assigned.

Signature of faculty member: _____

STUDENT DEGREE AUDIT PROCEDURE

1. A student's Degree Works transcript should be reviewed each semester by the student's lecture faculty.

2. To complete: request a copy of the student's Degree Works prior to mid-term.

3. Degree Works information can be found at the link below:
   https://www.kbcc.cuny.edu/registrar/degree_works.html

4. Request that each student bring you a printed copy.

5. The faculty is to review the Degree Works course history and compare it with the Nursing Program's Degree Map.

   https://www.kbcc.cuny.edu/academic/documents/2025-2026-catalog/aas/Nursing_AAS.pdf#search=nursing%20department%20degree%20map

6. Complete a Degree Audit Form for each student.

7. Have student sign the completed form after the faculty completes it.

8. If there are any discrepancies on the student's audit, bring it to the attention of the student and a HEOa in the Nursing office.

9. Refer the student to their academic advisor for clarification of any missing courses or program requirements.

NURSING PROGRAM ADVISEMENT FORM

	Completed	Fall	Winter	Spring	Summer	
Writing Intensive Course						Each semester you must submit: 1. CPR Certification 2. Health Clearance 3. Flu Vaccination 4. Criminal Background Check
ENG 2400						
BIO 1200						
BIO 5100						
SOC 3100						
PSY 3200						
NUR 1700						
NUR 1800						
NUR 2100						
NUR 2200						
NUR 2000						
NUR 1900						
NUR 2300						
NUR 2400						

Student's Name: (PRINT) _____ Date: _____

Student's Signature: _____ Present Course _____

Faculty Signature: _____

COURSE - CLINICAL REPORTING TOOL - FACULTY NAME: _____ ***DATE:*** _____

Include in your Report student's progress in achievement of Clinical Competencies. Physical assessment, correct utilization of the unfolding NCP, specific skills performed. (i.e. IVPB meds, peg tube meds, sq/IM, po meds, trach care, suctioning, vent, dressings). Include problems in clinical related to communication, inappropriate behavior, etc.).

Student Name	Note/comments	SLOs Attained
		#1 #2 #3 #4 #5 #6 #7 #8
		#1 #2 #3 #4 #5 #6 #7 #8
		#1 #2 #3 #4 #5 #6 #7 #8
		#1 #2 #3 #4 #5 #6 #7 #8
		#1 #2 #3 #4 #5 #6 #7 #8

Clinical Day Summary:

List of SLOs: 1. Demonstrate safe nursing practices while providing care. 2.Implement priority nursing interventions that meet specific patient needs. 3. Use evidence-based practice while delivering nursing care. 4.Include critical thinking strategies to guide clinical decisions while providing nursing care. 5.Interact collaboratively with members of the healthcare team. 6.Explore effective leadership strategies. 7.Operate information and technological systems in the management of care. 8.Demonstrate an understanding of ethical and legal principles relevant to the practice of a registered nurse.

Form Revised 01/12/2021