

Undergraduate Curriculum Committee

Terms of Reference

1. To ensure that the curriculum enables students to achieve the stated program goals.
2. To ensure the curriculum meets the standards for [program approval and accreditation](#), ~~set by the Canadian Associate School of Nursing.~~
3. To coordinate discussions with teaching teams in each year of the program to ensure consistency across the curriculum, avoid duplication of content, and ensure all courses contribute to the overall goals and standards of the [School of Nursing](#) ~~ON~~ undergraduate program.
4. To review proposed changes to course objectives and/or major areas of content in order to assess the impact of such changes on the curriculum.
5. [To conduct regular](#) ~~To monitor and utilize~~ curriculum evaluation.
6. To recommend curriculum changes to Academic Council.

Membership

- Associate Director, Undergraduate Programs (Chair)
- Three faculty
- Two undergraduate students [\(one four-year track, one AST track\)](#).
- Ex-officio (non-voting)
 - [Health Sciences](#) Bracken Library representative
 - Invited guests

Revised: October 29, 2014

Approved at Academic Council, October 14, 2009, Faculty Board, Faculty of Health Sciences, May 13, 2010

Revised and approved at Academic Council November 5, 2014.

Revised and approved at Academic Council January 17, 2018, Faculty Board, Faculty of Health Sciences, February 15, 2018.

Revised and approved at Academic Council September 4, 2018.

Queen's University, School of Nursing

Student Awards Committee

Preamble

The Student Awards Committee has oversight over undergraduate School of Nursing student awards. The Nursing graduate and Health Quality student awards will be managed by the Associate Director Graduate Nursing Programs (& the Nursing Graduate Program Committee), and the Associate Director Health Quality Programs (& the Health Quality Graduate Program Committee) as applicable. The Associate Directors will submit an annual report of graduate student awards in the Nursing and Health Quality programs to the Student Awards Committee for reporting purposes only by the end of ~~October~~ September each year.

Terms of Reference

1. To review procedures for awards administered and/or recommended through the School of Nursing.
2. To develop terms of reference for new awards and recommend these to Academic Council.
3. To select potential recipients of undergraduate awards administered through the School of Nursing, in consultation with the Associate Director, Undergraduate Nursing Programs, when the criteria involve more than academic standing. *
4. To notify the applicants of the result of undergraduate awards administered through the School of Nursing.
5. Student Liaisons. The Committee will maintain a liaison to the Nursing Science Society (NSS) to promote availability and procedure for award application. This is achieved via the membership of one upper level NSS executive member undergraduate student.
6. External Liaisons. The Committee will maintain a liaison with the Faculty of Health Sciences Development Officer, and with the Student Awards Office.
7. To report to Academic Council the recipients of the awards administered and/or recommended through the School of Nursing for both undergraduate and graduate awards.
8. To submit to Academic Council an annual report on the business of the Committee.
9. Databases. To create and maintain a database of all undergraduate nursing awards to facilitate, including but not exclusive to, review of available funds and application

deadlines.

10. To annually review the undergraduate awards section in the School of Nursing Calendar and School of Nursing website annually for revisions or changes.

*Awards will be treated as confidential and only faculty will participate in the selection process.

Membership

Three faculty members, one upper level NSS executive member undergraduate student, one Undergraduate Program Coordinator, and the Coordinator, Technology & Instructional Design.

Special Procedures

Minutes are confidential unless they relate to policy discussion.

If an agenda item is confidential and should be discussed in Closed Session, students shall leave the meeting unless requested by the Chair to remain.

Approved at Academic Council, May 8, 2013, effective immediately.

Revisions approved at Academic Council January 17, 2018, Faculty Board, Faculty of Health Sciences, February 15, 2018.

[Revisions approved at Academic Council September 4, 2018.](#)

Undergraduate Student Academic Progress and Graduation Committee School of Nursing

Terms of Reference

1. To act as the delegated authority of the Academic Council as approved by Faculty Board of Faculty of Health Sciences in all matters directed by the terms of reference.
2. To review the grades and progress for all students and determine those students who have met requirements for promotion and those who will be placed on academic probation or required to withdraw from the School of Nursing.
3. To consider records of students struggling academically borderline or failing students and make recommendations to students to seek counsel from the Undergraduate Academic Advisor about policies, procedures and resources available to students.
4. To report to Academic Council at the end of Fall, Winter, and Summer terms on academic progress of students.
5. To **recommend to Faculty Board, Faculty of Health Sciences**, students for graduation, graduation with honours, the University Medal in Nursing and the Governor General's Academic Medal nominee.
6. To identify recipients of awards and scholarships based on academic performance.
7. To report to the Administrative Assistant, School of Nursing, who notifies the University Registrar (Student Awards) on recipients of academic scholarships and awards.
8. To review student appeals as outlined in Academic Regulation 22 "Procedures for review of student progress and appeal processes" with respect to procedure, progression and graduation (approved Faculty of Health Sciences Faculty Board, April 7, 2005; **amended by Academic Council, April 2011**).

Membership

Three to four faculty members from Queen's University will be members of the committee. One undergraduate student will attend meetings of the Committee for policy discussions. The student may also be in attendance and participate in discussion and decision-making regarding student appeals when the presenting student has knowledge of, and has given

permission for the inclusion of the student member. The student member will be excluded from such discussion when permission has not been obtained. The student member will not attend when academic progress of students is discussed or academic award recipients are identified.

Special Procedures

Minutes of meetings are confidential except when they pertain only to policy discussions.

Closed Sessions

If an agenda item is confidential and should be discussed in Closed Session, visitors shall leave the meeting unless requested by the Chair to remain.

If the confidential item pertains to a student matter, the student members of the Council shall leave the meeting, unless the student whose status is under review requests that the student members of the Academic Council be present during the discussion of her or his record. All discussions and decisions arising from such discussions are considered confidential.

Once approved, send degree lists to Senate Committee on Academic Procedures (SCAP) and the Secretary to the Faculty of Health Sciences (facsec@meds.queensu.ca) by the designated date.

Once approved, send scholarship and awards list to the Office of the University Registrar Student Awards and the Secretary to the Faculty of Health Sciences (facsec@meds.queensu.ca) by the designated date.

Motions must be preceded by “On the delegated authority of Faculty Board” and must also delegate authority to the Dean to add to the list any additional students who have completed the requirement up to and prior to convocation.

Sample Motions:

On the delegated authority of Faculty Board, the Undergraduate Student Academic Progress and Graduation Committee, School of Nursing has approved the students whose names appear on the degree list to be granted standing and would like to submit to Senate for the granting of the degree of Bachelor of Nursing Science with Honours.

On the delegated authority of Faculty Board, the Undergraduate Student Academic Progress and Graduation Committee, School of Nursing has approved the students whose names appear on the degree list to be granted standing and would like to submit to Senate for the granting of the degree of Bachelor of Nursing Science.

That the Dean of Health Sciences be authorized to add to the degree list the names of additional students who complete the BNSc requirements prior to convocation.

That the Dean of Health Sciences be authorized to put forward to Senate for Fall Convocation the names of students who do not complete the BNSc requirements prior to the Spring Convocation but who complete the requirements prior to the Fall Convocation.

On the delegated authority of Faculty Board, the Undergraduate Student Academic Progress and Graduation Committee, School of Nursing has approved and would like to submit the list of students receiving scholarships and prizes.

That the Dean of Health Sciences be authorized to add additional names of students to the prize list as nominations are received.