



Queen's University School of Nursing

Structure, Function and Procedures of the School of Nursing Academic Council

March 17, 1999
Approved at Faculty Board, Health Sciences, May 6, 1999

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Academic Council

1. Purpose

The School of Nursing Academic Council meets to administer the academic affairs of the School under ~~such authority regulations of the following: the Senate of Queen's University, as the the Board of Trustees , the Queen's University School of Graduate Studies, and~~ Faculty Board, Faculty of Health Sciences, ~~University Senate, and the Board of Trustees may prescribe.~~

2. Functions

- (2.1) To determine the principles, policies and priorities for the academic development of the School's programs.
- (2.2) To recommend to the Faculty Board, Faculty of Health Sciences or School of Graduate Studies, programs of study leading to the degrees, diplomas or certificates, the requirements for admission and the qualifications and standards required for completion of these programs.
- (2.3) To receive regular reports and consider recommendations from Standing Committees, Special Committees and Task Groups of Academic Council.
- (2.4) To approve policies governing class, laboratory, clinical and research fieldwork and, examinations.
- (2.5) To act on the delegated authority of Faculty Board, Faculty of Health Sciences ~~about with respect to~~ promotion, standing, supplemental privileges, the repeating of a portion of the program and the requirement to withdraw.
- (2.6) To recommend to the Faculty Board, Faculty of Health Sciences, the names of undergraduate degree ~~or certificate~~ candidates, those graduating with Honours distinction and the recipient of the University Medal in Nursing and the Governor General's Academic Medal nominee.
- (2.7) To recommend to the Faculty Board, Faculty of Health Sciences, terms of reference for new permanent scholarships, medals and prizes for students in the School of Nursing.
- (2.8) To set the policy ~~of regarding~~ non-academic discipline within the academic setting, academic dishonesty and the professional conduct of students, in conformity with University policy and the guidelines of the College of Nurses of Ontario.
- (2.9) To approve and recommend to the Senate Committee on Academic Procedures (SCAP) the Sessional Dates for Undergraduate Nursing Programs.

Commented [AM1]: Should the degree and awards lists be approved at Academic Council

3. Composition

Members of the School of Nursing Academic Council shall consist of the Director, all tenured, tenure-track and renewable [term](#) adjunct faculty members, [one term adjunct faculty member](#), [the Clinical Outreach Services Librarian](#), the President ~~and Vice-President~~ of the Nursing Science Society, ~~the student Senator~~, the Presidents of each undergraduate class, ~~one~~ graduate student [representative](#), and ~~one~~ staff member. The [Dean, Vice-Principal-Faculty of \(Health Sciences\)](#) or delegate shall be an *ex-officio* member.

The [Vice-Dean \(Faculty of Health Sciences\)](#) and Director of the School of Nursing shall be the Chair. The chair will prepare the agenda, conduct the meetings and follow-up on decisions. ~~The A-Vice-Chair will normally be the Associate Director, Graduate Nursing Programs and will shall be elected from the tenured faculty to~~ conduct meetings in the [Vice-Dean and](#) Director's absence. The [Vice-Dean and](#) Director's administrative ~~assistant secretary~~ will act as Secretary of the Council. The Secretary's responsibilities include: ~~assisting in the~~ preparation of agenda for meetings of the Academic Council; ~~to circulate the agenda and minutes of the Academic Council to members (see Article 7); to preparing~~ minutes and submitting them to the Academic Council for approval; [to maintain an official and permanent record of all agenda and minutes of Academic Council; to maintain a current list of those eligible for membership in the Academic Council and to ensure that all new members of the Council have access to the Structure, Function and Procedures; to maintain a current list of all Standing and Special Committee memberships and ensure that all Chairs have access to the Structure, Function and Procedures; to ensure that each of the students and staff know how to access the Structure, Function and Procedures, and circulating the agenda and supporting materials, and minutes of the Academic Council, as well as relevant documentation, to members, and such other persons as may from time to time be designated and maintaining an official and permanent record of all minutes.](#)

4. Meetings of the Academic Council

(4.1) Regular meetings

Regular meetings of Academic Council shall be held monthly except in [June](#), July and August.

(4.2) Special meetings

The Chair or, in the absence of the Chair, the ~~Vice-Chair~~ may call a special meeting at any time. The Chair shall call a special meeting following a request in writing signed by 5 members of the Academic Council.

(4.3) Attendance

Regular attendance is expected of the members of the Academic Council.

(4.3.1) Invitees

The Chair may invite other persons whose presence would be useful to Council meetings; such invited persons may speak but shall not vote.

(4.3.2) Appointees

Term adjuncts, Cross appointees, Adjunct (Group I), and Academic Assistants may attend Academic Council, but do not vote.

(4.3.3) Visitors

Space will be provided for up to 10 visitors who are not members of the Academic Council. Visitors may be invited by the Chair to speak, but they may not vote.

Persons wishing to attend the Academic Council meetings may apply in person to the Chair~~Director's Secretary's Office~~. Spaces will be issued on a first-come, first-served basis during the week of the meeting until 30 minutes before the meeting time. A lottery system may be instituted for a particular meeting if it appears from the agenda that there will be a strong demand for spaces.

Visitors who wish to speak to an item appearing on the agenda of the Academic Council shall apply to the Secretary of Council not later than 48 hours before the meeting. Such requests shall be ruled on by the Chair.

(4.4) Cameras and audio-recording devices are not normally permitted at Academic Council meetings. However, requests to use these may be made to the Chair.

(4.5) Closed session

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.

(4.6) Quorum

A quorum shall be one-third of the members plus one, with one-half plus one being tenured, tenure track and renewable adjunct faculty. Regular attendance shall be

[expected of the members of Academic Council. A record of attendance shall be taken and kept as part of the minutes.](#)

(4.7) Order of business

[1. Adoption of the Agenda](#)

[2. Adoption of the Minutes](#)

[3. Business arising from the minutes](#)

[4. Program reports:](#)

[4.1 Undergraduate Nursing Programs](#)

[4.2 Graduate ~~Nursing~~ Program-s](#)

[4.3 Health Quality Programs](#)

[4.4 Undergraduate Student Report \(NSS President\)](#)

[4.5 Graduate Student Report \(Graduate Student Representative\)](#)

~~Undergraduate program~~

~~Nurse Practitioner Program~~

[5.1 Standing Committees](#)

[5.2 Special Committees](#)

[5.3 Task Groups](#)

[6. Director's Report](#)

[7. Motions](#)

[8. Report of representatives to other bodies Other Business](#)

[9. Other](#)

[10. Closed session](#)

(4.8) Rules of Order

Unless otherwise specified in these rules of procedure, [Bourinot's](#)~~Robert's~~ Rules of Order

(4.9) Duration of meetings

Meetings shall normally not exceed 90 minutes unless two-thirds of the members present agree to continue with the business of the meeting. If the meeting is not continued, a special meeting may be called within 10 days to complete the agenda.

5. Motions

(5.1) Notice of motions

All motions and resolutions of substance shall be preceded by a notice of motion which is given in writing during the previous meeting or submitted to the Secretary in time to be included in the agenda circulated before the meeting at which the motion is to be considered. Otherwise, a two-thirds vote of the members present shall be required to proceed with a motion.

(5.2) Voting

Voting shall normally be by a show of hands. Ballot voting shall be used when there are two or more candidates for a position.

6. Agenda and Minutes

(6.1) Agenda

Any member may submit agenda items for a meeting. The agenda for a regular meeting shall normally be in the hands of members at least 4 working days prior to the meeting. Items to be placed on the agenda of regular meetings must be submitted to the Secretary ~~8~~¹⁰ working days preceding the regular meeting, or 5 working days prior to meetings scheduled at other times. Notice of special meetings, together with the agenda, shall normally be in the hands of members at least 48 hours prior to the meeting but in cases of emergency the Chair may call a meeting at any time.

Copies of all reports, except those dealing with confidential matters, shall accompany the agenda of the meeting at which the report is to be considered. Otherwise, the report shall be deferred to the next meeting, unless there is the consent of two-thirds of the members present to proceed with the report.

(6.2) Minutes

Minutes of meetings shall be taken and maintained by the Secretary. A One-digital version of approved minutes signed copy shall be saved in deposited with the official the School of Nursing shared drive Committee folder records in the Office of the Administrative Assistant, and one signed copy shall be deposited in the Archives. With the exception of those portions of meetings dealing with cases of individuals and declared confidential, the minutes of Academic Council meetings will be accessible to all persons and bodies who request them. Normally, the minutes of Academic Council

meetings are approved at the next Academic Council meeting and the non-confidential portion is a matter of public record.

7. Standing Committees of Academic Council

(7.1) The Standing Committees of Academic Council are:

(See Appendix A for Terms of Reference of Standing Committees)

[Graduate Program Committee](#)

[Health Quality MSc\(HQ\) Programs Committee](#)

[Nominating Committee](#)

[Undergraduate Program Evaluation Committee](#)

[Research Committee](#)

[Student Awards Committee](#)

[Undergraduate Curriculum Committee](#)

[Undergraduate Student Academic Progress and Graduation Committee](#)

[Undergraduate Student Admissions Committee](#)

[Graduate Program Committee](#)

(7.3) [Committees deal with matters passed to them by Academic Council or initiated by the committees themselves and will bring recommendations and/or motions based on their deliberations to Academic Council.](#)

(7.54) Committees should be small and the membership should rotate regularly. Normally, membership shall be for three-year term, with eligibility for renewal, and shall commence July 1.

(7.65) Normally one half of the membership of a committee shall constitute a quorum.

(7.76) Members of committees and task groups who are not members of the Academic Council may be invited to attend an Academic Council meeting at which a report of their committee is being presented, and may speak to the report but may not vote.

(7.87) The Director shall appoint the Chair of each committee of the Academic Council. Normally, the chair of all committees shall serve for two years and shall be eligible for reappointment for one further term.

- (7.98) Unless otherwise directed, each committee shall select a secretary from its membership.
- (7.109) The agenda of Academic Council committees that are not considered confidential, shall be prepared and distributed to committee members and the Director at least 48 hours before the meeting of the committee.
- (7.119) Normally, minutes of every committee meeting shall be ~~prepared and saved in the School of Nursing Shared Drive Committee folder. kept by the Secretary of the committee and one signed copy deposited in official School files in the office of the Administrative Assistant.~~ In addition, the Director will receive a copy of the minutes. With the exception of those portions of meetings dealing with cases of individuals and declared confidential, the minutes of meetings of committees will be accessible to all persons and bodies who request to see them.
- (7.124) ~~Meetings of the Committee on Student Admission, Academic Progress and Graduation are normally closed. Other c~~Committees may, by their own decision, have closed or open meetings. In the case of open meetings, the same general provisions as are utilized by the Academic Council shall be followed, with limitations on the number of visitors being set at a level appropriate to the committee concerned.
- (7.12) 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 Committee Council shall leave the meeting, unless the student whose status is under review requests that the student members of the Committee Academic Council be present during the discussion of her or his record. All discussions and decisions arising from such discussions are considered confidential.

8. Special Committees

Special committees are formed to consider specific questions. A special committee is established, and its membership and terms of reference determined, by resolution of the Academic Council. A special committee serves until it is discharged by the Academic Council.

9. Task Group

From time to time the Director may appoint a task group to consider a specific issue. The appointment of such a group, with its mandate, shall be reported by the Director at the next

Academic Council meeting and the Academic Council will be kept informed about the group's progress.

10. Amendment of Rules

The Structure, Functions and Rules of Procedure of the Academic Council may be amended on a ~~two-thirds~~^{2/3rds} vote of the Academic Council, following notice of motion at the previous meeting. A copy of the document, in the latest revised form, shall be distributed to all members of the Academic Council, and the Dean ~~and Vice Principal~~, Faculty of Health Sciences.

Appendix A

Terms of Reference for Standing Committees of Academic Council

Graduate Program Committee (to be updated in January)

The Graduate Program Committee has a dual reporting function: 1) to Academic Council (Program changes) then Faculty of Health Sciences Graduate Council, and 2) to the School of Graduate Studies (Admissions, Awards, Ph.D. Oral Examining Committees, Graduations, Periodic Reviews).

Terms of Reference

The Graduate Program Committee (GPC) has the following functions:

1. Responsible for, and makes recommendation on, admissions, course waivers, special student status, academic progress and graduation.
2. Reviews, monitors and makes recommendations on individual student progress reports.
3. Advises the Director on problems arising between students and supervisors.
4. Approves the supervisory committee for a student in consultation with the supervisor.
5. Responsible for recommending and rating students for scholarships and awards as requested by agencies and Queen's School of Graduate Studies.
6. Reviews and suggests policies for and improvements to the graduate programs to School of Nursing and School of Graduate Studies.
7. Proposes policies and procedures for the School of Nursing graduate programs and implements policies and directives from the School of Graduate Studies.
8. *Undergoes program evaluation for all fields on a regular basis.

Membership

- Vice Dean (Health Sciences) and Director, School of Nursing (ex-officio)
- Associate Director (Graduate Nursing Programs) (Chair)
- The committee consists of three members of the Faculty who supervise graduate students for a three-year term, the Associate Director (Graduate Nursing Programs) (Chair), the Director (ex officio) and a
- One graduate student representative (for policy discussions only)-
- One staff member for administrative support

*An ad hoc committee will be struck for program evaluation.

School of Nursing, Academic Council: Structure, Function, and Procedures

Approved Academic Council, April 13, 2011
Revised and approved at Academic Council, September 10, 2014
Revised and approved at Academic Council, October 21, 2015

Health Quality Graduate MSc(HQ) Programs Committee

The Health Quality MSc (HQ) Program Committee ~~reports to~~ is a sub-committee of the Graduate Program Committee of the School of Nursing. The sub-committee has a dual reporting function: 1) Faculty of Health Sciences to Graduate Program Committee which reports to Academic Council (e.g., program changes) then to the Faculty of Health Sciences Graduate Council, and 2) to the School of Graduate Studies (e.g., Admissions, Awards, Graduations, Periodic Reviews). The Committee will provide an update to the School of Nursing Academic Council as required. The Health Quality (HQ) Graduate Program Committee oversees admissions, academic progress, graduation, research, curriculum and program evaluation.

Terms of Reference

The MSc (HQ) Program Committee has the following functions:

2. Advises the Faculty of Health Sciences Graduate Council (FHS GC) on progress and graduation.
3. Reviews and suggests policies and procedures for program improvement and oversees the implementations of the aforementioned improvements to HQ Programs to School of Nursing, Department of Anesthesiology & Perioperative Medicine and School of Graduate Studies.
4. To provide an annual report on committee activities under the Terms of Reference to School of Graduate Studies, School of Nursing Academic Council (SONAC) and the Department of Anesthesiology & Perioperative Medicine.
2. Establish a small working group around (Queen's University Quality Assurance Process) QUQAPs tasks and coordinating report that is distributed to reporting bodies.
- 8.

The committee consists of four HQ Programs Committee Chairs ~~members of the MSc (HQ) Faculty~~ whom are members of the School of Graduate Studies, the Associate Director of HQ Programs (will hold the position of Chair), Vice-Dean (Health Sciences) and Director of the School of Nursing, Department Head of Anesthesiology & Perioperative Medicine, Medical Lead of HQ Programs, co-Directors of the MSc (HQ) program (one of whom is Chair), the Graduate Program Coordinator (ex officio), and a current graduate student representative (for policy,

QUQAPs, and program discussions only). The aAim of the Committee will be to have faculty representation from each discipline involved in the MSc (HQ) program.

Quorum

50% of voting members plus one (1) must be in attendance.

Frequency

The committee shall meet two (2) times per year.

Special Procedures

Minutes arising from closed session meetings shall be held in confidence and shall be accessible by faculty members of the committee.

Approved at Academic Council, April 4, 2012
Approved at HQ GPC January 23rd 2019

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Nominating Committee

Terms of Reference

1. To prepare a slate of nominations of faculty [and staff](#) members for Standing Committees, Renewal, Promotion, and Tenure Committee, Appointments/~~Personnel~~ Committee ~~and Council of Ontario University Programs in Nursing (COUPN)~~ representation by May of each year.
2. To solicit nominations for vacancies or new positions that arise during the year.

Membership

Two faculty members.

Undergraduate Program Evaluation Committee

Terms of Reference

1. To monitor the program evaluation plan for Undergraduate, Graduate and Healthcare Quality programs.
2. To advise on resources required for program evaluation activities.
3. To serve as a resource and coordinate program evaluation activities.
4. To collaborate and liaise with the Undergraduate Curriculum Committee, the Undergraduate Student Admissions Committee, the Undergraduate Student Academic Progress and Graduation Committee, the Graduate Program Committee, the Healthcare Quality Programs Committee and other committees as necessary.
5. To report to the Academic Council and to the relevant committees, with any necessary recommendations.
6. To collect and prepare data for candidacy review, including but not limited to CASN Accreditation, CNO Program Approval and internal reviews as required by Queen's.

- Vice Dean (Health Sciences) and Director, School of Nursing (Chair)
- Associate Director, Undergraduate Nursing Programs
- Associate Director, Graduate Nursing Programs
- Associate Director, Healthcare Quality Programs
- Two faculty members (minimum one tenured/tenure track faculty) for a three-year term.
- One staff member for administrative support (alternate years between Undergraduate/ Graduate-/Healthcare Quality staff)

Research Committee

Terms of Reference

1. ~~To e~~Enhance the scholarly and research environment in the School of Nursing.
2. To advertise, review, award, monitor and report on research applications submitted to internal School of Nursing administered funds.
3. To advise, as requested, on the adequacy or need for resources to support scholarship and research activities including, but not limited to library and informational resources, computing and office support, clinical research space etc.
4. To enhance the research environment of the School of Nursing through the planning, implementing of activities such as seminars, workshops, visiting scholar programs, and annual research symposia.
5. To promote, support and collaborate in inter-agency and interdisciplinary research initiatives.
6. To provide advice and recommend directions for consideration by Academic Council in regard to research requests from investigators wishing to access nursing students as participants.
7. To provide advice, as requested, on research or scholarship matters within the School of Nursing.

~~7-8.~~ To Submit to Academic Council an annual report on the business of the Committee.

~~— To provide an annual report to the Academic Council in the Fall of each academic year.~~

Membership (three-year term)

- Vice Dean (Health Sciences) and Director, School of Nursing (ex-officio)
- Three faculty members (one will be appointed as Chair by the Director)
- One 1-external nurse researcher
- One 1-graduate student representative will attend meetings for policy discussions only
- One1 undergraduate student representative will attend meetings for policy discussions only. ~~Students will be included for policy discussion only.~~

Meetings

Meetings will be held monthly between September and April, or at the call of the Chair.

Revised and approved at Academic Council, November 8, 2006
Revised and approved at Academic Council, May 6, 2009, Faculty Board, Faculty of Health Sciences May 13, 2010

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 Programs~~ 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 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.

- ~~Vice Dean (Health Sciences) and Director, School of Nursing (ex-officio)~~
- Three faculty members ~~(one will be appointed as Chair by the Director)~~, ~~o~~
- One upper level NSS executive member undergraduate student representative
- Two staff members: one for administrative support ~~(, one Undergraduate Program Coordinator), and the and the~~ Coordinator, Technology & Instructional Design.

Special Procedures

Minutes are confidential unless they relate to policy discussion.

If the confidential item pertains to a student matter, the student members of the Committee shall leave the meeting. All discussions and decisions arising from such discussions are considered confidential.

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 undergraduate programs.
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 monitor and utilize curriculum evaluation.
6. To recommend curriculum changes to Academic Council.
7. To submit to Academic Council an annual report on the business of the Committee.

~~6.~~ _____

Membership (three-year term)

- [Vice-Dean \(Health Sciences\) & Director, School of Nursing \(ex-officio\)](#)
- Associate Director, Undergraduate Programs (Chair, [ex-officio](#))
- Three faculty [members](#)
- Two undergraduate students ~~representatives (one four-year track, one AST track).~~
- Ex-officio (non-voting)
 - [Health Sciences](#) Bracken Library representative
 - [Invited guests](#)

Approved at Academic Council, October 14, 2009, Faculty Board, Faculty of Health Sciences, May 13, 2010
Revised: October 29, 2014, 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.](#)

Undergraduate Student Academic Progress and Graduation Committee

Terms of Reference

- ~~1. To act as the delegated authority of the Academic Council as approved by Faculty Board, Faculty of Health Sciences in all matters directed by the terms of reference.~~
- ~~3-2.~~ To consider records of students who are struggling academically 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 Spring/Summer terms on academic progress of students.~~
- ~~6-4.~~ To identify recipients of awards and scholarships based on academic performance.
- ~~7. To report to the Administrative Coordinator, School of Nursing, who notifies the University Registrar (Student Awards) on recipients of academic scholarships and awards.~~
6. To recommend to Academic Council changes to Academic Regulations.
7. To report to Academic Council at the end of Fall, Winter, and Summer terms on academic progress of students.
8. To submit to Academic Council an annual report on the business of the Committee.

Membership (three-year term)

- Vice Dean (Health Sciences) & Director, School of Nursing (ex-officio).
- Three to four faculty members (one will be appointed as Chair by the Vice-Dean and Director). ~~from Queen's University will be members of the committee.~~
- ~~Three faculty members will be members of the Committee.~~ One undergraduate student representative will attend meetings of the Committee for policy discussions only. 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. There is an understanding that one of the two members of the Committee may Chair appeals when the normal Chair would be in a conflict of interest.

- One staff member for administrative support.

Special Procedures

Minutes are confidential ~~except when they unless they concern pertain only to relate 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 [Committee Academic Council](#) shall leave the meeting, unless the student whose status is under review requests that the student members of the [Committee Academic Council](#) be present during the discussion of her or his record. All discussions and decisions arising from such discussions are considered confidential.

Degree Lists

Once approved, send [scholarship, award and](#) degree lists to the [Executive Assistant to the Dean, Senate Committee on Academic Procedures \(SCAP\) and the Secretary to the Faculty of Health Sciences](#) (facsec@meds.queensu.ca) by the designated date [for Faculty Board approval](#).

Once approved [by Faculty Board](#), send scholarship and awards list to the Office of the University Registrar Student Awards, [and degree list to the Office of the University Registrar Student Records 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.

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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.

School of Nursing, Academic Council: Structure, Function, and Procedures

Approved at Academic Council, March, 2005, effective July 1, 2005

Revised and approved at Academic Council, September 20, 2006

Revised and approved at Academic Council, October 14, 2009, Faculty Board, Faculty of Health Sciences, May 13, 2010

Revised and approved at Academic Council, February 14, 2018

Undergraduate Student Admissions Committee

Terms of Reference

- ~~1. To recommend to Academic Council on matters relating to the admission criteria for Undergraduate Nursing programs. To act as the delegated authority of the Academic Council in all matters directed by the terms of reference.~~
- ~~2. To recommend to Academic Council guidelines and policies for admission to the Undergraduate Nursing programs. To select applications in accordance with the admissions policies.~~
- ~~1. To advise, when requested, on the interpretation of the guidelines and policies for admission that have been approved by Academic Council.~~
- ~~1. With the Executive Director, Undergraduate Admission and Recruitment, select recipients for the undergraduate programs in accordance with admission policies. With the University Registrar (Admission Services) and in consultation with the Director, decide on the number of acceptances to be offered each spring.~~
- ~~1. In collaboration with Undergraduate Admission and Recruitment, participate in and make recommendations on student recruitment. With the Associate University Registrar (Admission Services) decide on the equivalency of nursing courses taken at another post-secondary institution for credit at Queen's University.~~
- ~~2. To submit to Academic Council an annual report on the business of the Committee and a summary of information on applications and enrollment for the incoming class. To maintain liaison with the Associate University Registrar (Admission Services) and with others in the university concerned with liaison with secondary schools in Ontario and elsewhere.~~
- ~~9.~~

Membership (three-year term)

- Vice Dean (Health Sciences) & Director, School of Nursing (ex-officio)
- Three faculty members (one will be appointed as Chair by the Director)
- One undergraduate student representative will attend meetings for policy discussions only
- One staff member for administrative support (Undergraduate Academic Advisor, ex-officio). This staff member also provides administrative support to the Committee

~~Three faculty members. One undergraduate student will be included for policy discussion only.~~

Special Procedures

Minutes are confidential unless they relate to policy discussion.

Approved at Academic Council April, 2006, effective immediately.
Revised and approved at Academic Council, September 20, 2006, Faculty Board, Faculty of Health Sciences, February 1, 2007
Revised and approved at Academic Council February 27, 2019

Representation on External Body

While faculty members may apply as individuals to University committees, formal provision is made for official School of Nursing representation on the following external body.

Council of Ontario University Programs in Nursing (COUPN) Faculty Representative

Description

The COUPN is one of the constituent parts of the Canadian Association ~~of University~~ Schools of Nursing (CA~~U~~SN). Its purpose is to provide an organized body to promote the advancement of nursing in Ontario Universities and other degree granting institutions in Ontario. There are usually two meetings a year.

Membership

Membership in COUPN is by Faculty or School. Each member institution is represented by the Dean or Director and ~~the Associate Director, Undergraduate Nursing Programs~~a ~~faculty~~ ~~representative~~. Schools may set their own term of office for the faculty representative. At Queen's University it is usually ~~five~~~~two~~ years.

Queen’s University, School of Nursing: Other School Committees

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Administrative Advisory Committee

Terms of Reference

1. To examine administrative issues related to the School's operation.
2. To monitor the Strategic Plan on a regular basis.
3. To propose administrative policies for the School and to review such policies on a regular basis.
4. To act in an advisory capacity to the Director.

Membership

Director (Chair)

Associate Director (Undergraduate Nursing Programs)

Associate Director (Graduate Nursing Programs)

Associate Director (Healthcare Quality)

Administration Manager

Finance Manager

Undergraduate Coordinator

Graduate Coordinator

Administrative Assistant

Meetings

Every four ~~two~~ weeks during Fall and Winter terms and as required.

Appointments Committee

Terms of Reference

To implement Article 12 of the Collective Agreement, specifically sections 12.6.2 (a), (b), (c), (d) & (e).

Membership

Members of the Renewal, Tenure and Promotion (RTP) Committee, plus the Director (as chair).

Term: 1 year, Committee elected by May 1 of each year.

Faculty Committee

Terms of Reference

1. To identify School priorities and plans for a five-year period and to review these on a regular basis.
2. To discuss academic and administrative issues for the School.

Membership*

- All tenured/tenure track faculty
- All Renewable Adjunct Faculty

Meetings

Meetings are called by the Chair. Any faculty member may submit items for discussion at a meeting or request that a meeting be called. Special Faculty Committee meetings are held at the end of fall & winter term, usually for a 2-day period.

*Note: Academic Assistants, Clinical Tutors and Adjunct (Group I) may be invited to attend and participate about specific items.

Renewal, Tenure and Promotion Committee (RTP)

Terms of Reference

To recommend on personnel decisions of promotion, renewal, tenure and continuing appointments to the Director of the School of Nursing in accordance with Article 30

Membership

Based on Article 30.2 of the Collective Agreement between Queen's University Faculty Association and Queen's University at Kingston.

- Minimum of three (3) Members of the Bargaining Unit in the School of Nursing who shall be Tenure-Track or Tenured Members, and the majority of the committee members shall be Tenured Members
- A student representative from the undergraduate and/or graduate level may be elected
- Term: 1 year, Committee elected by May 1 of each year

School of Nursing Advisory Council

Terms of Reference

1. To provide the School of Nursing with advice on current and future educational programs.
2. To promote collaborative projects between faculty and agencies providing nursing services.
3. To support undergraduate and graduate student education and research in health care settings.
4. To discuss issues and trends in education, health and research and how these might influence the ongoing development of the School of Nursing.

Membership

The membership term will be three (3) years, with the initial membership terms staggered to provide continuity.

[Vice Dean \(Health Sciences\) and](#) Director, School of Nursing

[Associate Director, Graduate Nursing Programs](#)

[Associate Director, Health Quality Programs](#)

[Associate Director, Undergraduate Nursing Programs](#)

Faculty member elected by Academic Council

Graduate student [representative \(from Academic Council\)](#)

Undergraduate student [\(NSS President or delegate\)](#)

Health Sciences Faculty Representative

Alumni Representative

Community Health Representative

Acute Care Representative

[Acute Care Representative \(Community\)](#)

Continuing Care Representative [& Mental Health Practice Representative](#)

[Ambulatory Care Representative](#)

Other School Committees (May 26, 1999)

National Representative

[National/](#)International Health Representative

Director/Dean of a Canadian University School of Nursing

Public Representative

Meetings

The Council will meet at least annually, at the call of the Chair. The Chair will be elected by members of the Council for a ~~three~~[two](#)-year term. The Chair and Director of the School will collaborate on the preparation of an agenda.