

Queen's University, School of Nursing

**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 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 SON 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 monitor and utilize curriculum evaluation.
6. To recommend curriculum changes to Academic Council.

Membership

- Associate Director, Undergraduate Programs (Chair)
- Three faculty
- Two undergraduate students.
- Ex-officio (non-voting)
  - Bracken Library representative
  - Invited guests

**Deleted:** <#>Glaxo Wellcome Clinical Education Centre (CEC) representative¶  
<#>Interprofessional Education and Practice (OIPEP) representative¶

Revised: October 29, 2014  
Approved at Academic Council, October 14, 2009, Faculty Board, Faculty of Health Sciences, May 13, 2010  
Revised: October 27, 2014. Approved at Academic Council November 5, 2014.  
Revised: Approved at Academic Council January 17, 2018

## Program Evaluation Committee

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### 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 Program 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.

**Deleted:** (see Blueprint for Evaluation of the BNSc Program).

**Deleted:** Undergraduate

### Membership

- Vice Dean (Health Sciences) and Director, School of Nursing (Chair)
- Associate Director, Undergraduate Programs
- Associate Director, Graduate Nursing Programs
- Associate Director, Healthcare Quality
- 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)

**Deleted:** <#>To report the evaluation outcome to the Nursing Science Society annually.¶  
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**Deleted:** Director, Undergraduate Coordinator, and the Undergraduate Academic Advisor.¶

## 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 each year.

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### 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.

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<#>To maintain liaison with the Nursing Science Society regarding background, availability, and procedures for application of awards administered through the School of Nursing.¶

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Deleted: <#>To maintain liaison with the Student Awards Office, School of Graduate Studies, and the Development Officer for Health Sciences.¶

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

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

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### Membership

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

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### Special Procedures

Minutes are confidential unless they relate to policy discussion.

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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.

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Approved at Academic Council, May 8, 2013, effective immediately.  
Revisions approved at Academic Council January 17, 2018.