

**The University of Louisiana at Lafayette
ICMSN Dean's Administrative Council Meeting
03/09/2017**

Meeting Minutes

Time: 10AM -2PM
Location: UL Lafayette
Present: All members
Absent/Excused: none
Presiding: Dr. Gail Poirrier

Item of Business	Discussion	Action
I. Welcome	Members welcomed by Dr. Poirrier	No action needed
II. Approval of minutes	Minutes presented and floor open for discussion. Motion to accept the minutes of the November 3, 2016 DAC meeting by Dr. Dilks with second by Dr. Westbrook. Motion unanimously accepted.	Unanimous approval
III. Summer 2017 A. Course Offerings B. Budget Issues C. Enrollment	Summer 2017: A. Course Offerings: Open discussion among member schools relating student needs and projected summer course offerings: McNeese – 609/617; SLU-609/600/617/605, additionally, Dr. Sealy stated that course priority is respective of BSN-DNP students which mandates 605 being offered in the summer; ULL-505/605; Dr. Schreiber stated that Nicholls will likely not offer summer courses. B. Budget Issues: Summer school pay discussed; each Institution's Administration determines the pay scale; Dr. Carruth commented on a taskforce at SLU relative to increased enrollment and subsequent increase in faculty pay. Dr. Oberleitner commented on a new summer school pay model/formula thus providing competitive summer salaries. C. Review of anticipated ICMSN enrollment numbers.	Summer course offerings per Institution to meet student needs. Anticipated enrollment numbers reported per member school.
IV. Substantive Change – Nurse Executive Concentration	Dr. Poirrier reported that the substantive change letter was submitted to CCNE; the ICMSN will suspend offering the Nurse Executive concentration due to little/no interest. A copy of the letter was also sent to the ICMSN Deans.	Substantive Change Letter submitted to CCNE; ICMSN will no longer offer the Nurse Executive Concentration.
V. Nurse Educator A. Enrollment B. Need C. Curriculum Review	Nurse Educator: A. Coordinators reported four (4) new students enrolled for fall 2017. Although enrollment is not robust, the need for nurse educators exist. Dr. Westbrook commented on Return on Investment (ROI) stating that regardless of the enrollment, students are in the courses along with the	Continue to monitor and trend interest and enrollment in the Nursing Education concentration.

	<p>other students in the other concentrations and the number of faculty is truly not impacted.</p> <p>B. Need: Dr. Poirrier stated that the consortium will continue to monitor and trend the data on interest and need. Nurse Educators are needed, however, the current trend is the FNP serving as nurse educators.</p> <p>C. Curriculum Review: Committee on Curriculum will study the curriculum and compare to other trends.</p>	
<p>VI. Follow-Up: Item Updates</p> <p>A. NP Director's Job Description</p> <p>B. Second Masters</p> <p>C. Technology Supported Site Visits</p>	<p>Follow-Up: Item Updates</p> <p>A. NP Director's Job Description: Review of submitted Job Description for Director of Psychiatric Mental Health Nurse Practitioner Concentration & for Director of FNP Concentration – edits discussed to include the role of the director to orient new faculty; Dr. Oberleitner suggested adding the role in the preparation of the self-study report. Dr. Agosta commented that with the increase in number of faculty, skype meetings may be a viable option. Discussion ensued with the outcome of needing to conduct at least one (1) meeting, face-to-face, each semester, and must be included in the bylaws. Motion by Dr. Helen Hurst and 2nd by Dr. Dilks to accept amendments to the job description. Motion unanimously accepted.</p> <p>B. Second Masters: Dr. Carruth reported that the second masters is acceptable because of the different concentrations students are seeking. Dr. Wolfe stated that students are also seeking the financial means to support the second masters, especially to return to complete NP programs. The Admissions Committee completes curriculum mapping for these students and the consortium model works well for this.</p> <p>C. Technology Supported Site Visits: Dr. Tari Dilks stated there is nothing new to report.</p>	<p>Amendments to Job Description for Director of FNP and PMHNP Concentrations unanimously accepted.</p> <p>Continue to work with students who are pursuing a second masters.</p> <p>To date, face-to-face site visits are enforced.</p>
<p>VII. Evaluation Workshop</p> <p>A. C.E. Credits for Evaluation Workshop</p> <p>B. Focus of Topics</p> <p>C. Preparation for CIPR</p>	<p>Evaluation Workshop:</p> <p>A. C.E. Credits: Evaluation Workshop – April 6, 2017; costs are shared among consortium members; encouraged all to RSVP.</p> <p>B. Focus of Topics: will review comments and suggestions</p> <p>C. Preparation for CIPR – see Item X. of Agenda</p>	<p>Evaluation workshop scheduled for April 6th, 2017, Petroleum Club, Lafayette, LA</p>
<p>VIII. ICMSN GFO Retreat</p>	<p>As noted: GFO meeting at 10 a.m. on April 6th, 2017.</p>	<p>GFO meeting as scheduled.</p>
<p>IX. CINC Meeting Discussion</p>	<p>CINC: Dr. Poirrier reported that the CINC will continue to function in its established role. This is further supported in that there are many new administrators across the consortium universities. Dr. Gillette, Provost and VPAA, Nicholls State University, currently serves as Chair. Deans</p>	<p>Possible dates/times for the CINC meeting to be submitted to Dr. Poirrier along with key metrics (enrollment and certification pass rates).</p>

	will submit dates for possible meeting times. VPAs and Deans to attend. Key metrics and challenges will be discussed.	
X. CIPR Preparation A. Proposed Schedule B. Persons'/Committee Responsibilities	CIPR Preparation: Dr. Poirrier reminded everyone of the CIPR due date of December 18, 2018. The compilation of data for the CIPR will begin with the Committees. The Communication Committee, via each school's rep, will be integral in gathering and communicating information. The goal is to have information/data ready by August. Discussion ensued regarding the August deadline and the need to choose a date that will work for all as faculty will just be returning to campus in August. Coordinators will meet for the retreat during the summer to further revise the plan.	Coordinators to begin to gather data for CIPR.
XI. Committee Reports A. Coordinating Committee B. Committee on Curriculum C. Committee on Evaluation D. Committee on Communication	Committee Reports: A. Coordinating Committee - Dr. Schreiber presented an overview of the certification pass rates/total enrollment. Dr. Sealy commented on a healthy FNP enrollment. B. Committee on Curriculum – Dr. Dilks stated that forms have been revised to eliminate redundancies; book lists were reviewed with the intent to move to e-books if available for cost savings to students. C. Committee on Evaluation: Dr. Hurst stated that the evaluation workshop scheduled will aid in the planning phase for the CIPR. Program Outcomes, Faculty Outcomes, SLOs have been revised and approved and aligned with the Essentials; SPPE is aligned with Standards; Tables will be included to depict scores for Barkley exam; student course evaluations will be revised and combined; McNeese University will continue to administer the evaluations. D. Committee on Communication – Dr. Sealy reported that the faculty handbook is in need of revising and that coordinators will first need to review/edit accordingly. Also, the consortium website will need to be updated with new faculty additions.	Committee reports as disseminated.
XII. GFO Reports	No Reports at this time.	N/A
XIII. Other	Dr. Carruth informed the member schools of the amount of the shared cost for the Go Daddy account for the web page. The total cost is \$185.00. An invoice will be sent to each member school. Survey Monkey will cost \$299 for a 5 year subscription.	Invoice to be sent to each school for shared cost.
Adjournment	Motion to adjourn the meeting by Dr. Dilks with second by Dr. Westbrook. Motion unanimously accepted.	Next meeting August 24, 2017
Respectfully submitted, Rebecca Lyons, MSN, RN Department Head for Nursing Nicholls State University		

**INTERCOLLEGIATE CONSORTIUM FOR MASTER OF SCIENCE IN NURSING
COORDINATING COMMITTEE REPORT**

Deans Advisory Council

March 9, 2017

- Coordinating Committee met on January 26, 2017
 - CCNE Substantive Change report (Nurse Executive)
 - Use of technology for remote site clinical visits (literature review/seek policy examples)
 - Summer course offerings (uncertainty)
 - Late assignment policy and consideration of sliding scale point reduction policy
 - GFO Annual meeting and Workshop - set for April 6, 2017
 - Discussion of Kappa Psi Chapter 2017 research day
 - Coordinator's Meeting and Retreat - July 19 -21, 2017
 - Curriculum Committee met on January 25, 2017
 - Evaluation Committee met on January 25, 2017
 - Communication Committee
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Table 1. Current Enrollment by Concentration and University - Spring 2017

UNIVERSITY	FNP	PMHNP	EDUCATOR	EXECUTIVE	TOTAL
McNeese	122	26	3	0	151
Nicholls	63	16	9	0	88
Southeastern	111	10	7	1	129
ULL	130	1	5	3	139
TOTAL	426	53	24	4	507

Table 2. Board Certification Reported 1st time Pass Rate - Spring 2016

UNIVERSITY	TOTAL # Graduates	FNP	FNP	PMHNP	PMHNP	TOTAL % 1 st time pass (as reported)
		# Taken (reported)	# Passed (reported)	# Taken (reported)	# Passed (reported)	
McNeese	20	14	14	6	5	19/20 95 %
Nicholls	14	14	13	N/A	N/A	13/14 93 %
Southeastern	27	24	24	2	2	26/26 100 %
ULL	22	19	19	N/A	N/A	19/19 100 %
TOTAL	83	71	70	8	7	77/79 97 %

Table 3. Board Certification Reported 1st time Pass Rate - Fall 2016

UNIVERSITY	TOTAL # Graduates	FNP # Taken (reported)	FNP # Passed (reported)	PMHNP # Taken (reported)	PMHNP # Passed (reported)	TOTAL % 1 st time pass (as reported)
McNeese	20	18	18	N/A	N/A	18/18 100 %
Nicholls	8	8	8	N/A	N/A	8/8 100 %
Southeastern	17	12	12	N/A	N/A	12/12 100 %
ULL	27	24	23	N/A	N/A	23/24 96 %
TOTAL	72	62	61	-	-	61/62 98.3%

Submitted: 03.09.2017

Curriculum report

The curriculum committee meets regularly and we have accomplished the following in the past year.

1. FNP CDTPs and evaluation forms have been redone and leveled.
2. PMHNP psychiatric evaluations, blogs and evaluation forms are being revised in a similar manner.
3. The nurse educator sub-committee continues to meet.
4. The booklist is being critically studied to reduce the number of textbooks we require our students to purchase and examining e-text options
5. Late work policy is being discussed

Respectfully submitted,

Tari Dilks, DNP

Communication Committee Report

Members:

Angelique Allemand angelique.allemand@nicholls.edu,
Christy M Dean cmd3978@louisiana.edu.
Patricia Christy pchristy@mcneese.edu,
Staci Taylor staci.taylor@selu.edu

1. Continue to Update the ICMSN Faculty pages
2. File all minutes on the Coordinators page of the ICMSN page
3. Working on revisions to the Faculty Handbook:

We have had one read through by all coordinators. Need to discuss some policy issues and decide when it's best to say refer to home institution policy and when to have a general policy.

Copy sent to Communication committee to start updating graduate Faculty list for each university

ICMSN Program Evaluation Committee Report

2016-2017

Chair: Dr. Helen Hurst

Committee Members: Drs. Schreiber, Dilks, Sealey, Warner, Eymard, Coffey, Stirling-Guillory, Kristine Hall (UL Student)

Actions:

- Program Evaluation Workshop (April 6, 2017): Making Connections
 - CEU's provided
- Developed and approved –
 - Graduate Program Outcomes
 - Student Learning Outcomes
 - Faculty Outcomes
- Revision of Course Evaluation Tool
 - Implemented Fall 2016

Ongoing Activities:

- Revision of SPPE
 - Anticipated completion Fall 2017
- Generation of alignment tables for each concentration – *Alignment between AACN Essentials, Competencies, Graduate Program Outcomes, Selected Student Learning Outcomes and Course Objectives, and Evidence of Learning Measures*
 - Anticipated completion May 2017
- Revision of Surveys
 - Alumni Survey, Exit Survey
 - Anticipated completion May 2017
 - SEI and Course Evaluation combination
 - Anticipated completion and implementation Fall 2017
- Continued evaluation of Barkley standardized test administration – 3P's, FNP, PMHNP
 - Ongoing each semester
- Continued evaluation of course evaluation results – benchmark tables
 - Ongoing each semester

Respectfully submitted

Helen M Hurst DNP, RNC-OB, APRN-CNM

Graduate Coordinator, UL Lafayette