

**Intercollegiate Consortium for a Master's of Science in Nursing
Southeastern Louisiana University
College of Nursing and Health Sciences
School of Nursing**

Communications Committee Meeting

MEETING MINUTES

DATE: October 23, 2013

PLACE: Phone Conference

MEMBERS PRESENT: Dr. Mary Burke Dr. Cynthia Roberts Dr. Denise Linton Dawn Denicola (Student Representative)

AGENDA ITEM	ACTION/DISCUSSION	PLAN
I. Designated Recorder	The meeting was called to order at 10am by Dr. Burke. Dr. Burke served as the recorder	
II. Meeting minutes	Approval of the minutes were deferred due to lack of a quorum. Minutes will be distributed via email for a vote.	
III. Old Business	<p>Brochures – Recently updated for the site visit. No suggested changes</p> <p>Student handbook – Dr. Burke discussed some suggested changes mainly related to deletion of references to BlackBoard. Committee discussed possible changes. (See attached list)</p> <p>Website - Reviewed by committee. No suggested changes.</p> <p>Recruitment Events since Spring – None that the committee members are aware of.</p>	Dr. Burke agreed to submit changes to the graduate coordinators

<p>IV. New Business</p>	<p>Review of bylaws – Reviewed by the committee. No suggested changes</p> <p>Faculty Handbook – Dr. Burke discussed possible revisions mainly related to references to BlackBoard and faculty changes. (See attached list)</p> <p>Upcoming recruiting events – No events were reported. Dr. Roberts reported that McNeese has plans to recruit through a marketing agency.</p>	<p>Dr. Burke agreed to submit changes to the graduate coordinators</p> <p>Dr. Roberts will reach out to the contact person for more details.</p>
<p>V. Next meeting</p>	<p>Spring 2014 - TBA – Designated recorder: Denise Linton</p>	
<p>VI. Adjournment</p>	<p>Meeting was adjourned at 10:40</p>	

Respectfully submitted by: Dr. Mary Burke

Faculty Handbook changes:

Page (14) – reference to BlackBoard remove since all schools now use Moodle. “Courses will be offered as asynchronous using the Learning Management System (LMS), Moodle, available at the university where the course is generated.”

Under course offerings (4th paragraph). Courses should be only accessible to those students who are registered at one of the three (should be 4) schools.

Page 15 – Remove link to BlackBoard at Southeastern add link to Moodle at ULL

<https://moodle2.louisiana.edu//>

Page 63: Tari Dilks is now rank of professor, Page 63: Twila Sterling is Associate Professor

Page 66: Janice Guilbeau is no longer NP coordinator – Office is 319- C

Page 67: Donna Gautier is DNP coordinator; Helen Hurst is Graduate Coordinator and office is 309 B, Denise Linton is NP Coordinator - office number is 307 D, Dr. McCoy needs to be deleted

Page 68 – Lucy Agosta is Associate Professor, page 69 Luanne Billingsley is Assistant Professor, Donna Hathorn is Associate professor, page 70 Oscar Lee is Assistant Professor, page 71 Kristen Whitty is Associate Professor

Student Handbook:

Page 7 – Remove references to BlackBoard in first paragraph. Should read: “All participating universities use Moodle as their Learning Management System (LMS). Delete 2nd sentence regarding BlackBoard. Delete section on accessing Blackboard at Southeastern

Page 14 – Remove BlackBoard link

Page 28: Tari Dilks is now Professor

Page 29 – Twila Sterling-Guillory - Associate

Page 31 – Donna Gautier – DNP coordinator, Janis Guilbeau no longer NP coordinator (office is 319 – C), Helen Hurst is Graduate Coordinator (office 309-B) Denise Linton is omitted *see faculty handbook for her information), Delete Dr. McCoy – no longer at ULL

Faculty page 32:

Agosta to Associate

Hathorn to Associate

Whitty to Associate

Billingsley to Assistant

Lee to Assistant