

**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 29, 2012

PLACE: Skype

MEMBERS PRESENT: Dr. Mary Burke Dr. Tari Dilks Dr. Denise Linton Brandi Payne (Student Representative)

| AGENDA ITEM | ACTION/DISCUSSION | PLAN |
|------------------------|--|---|
| I. Designated Recorder | The meeting was called to order at 10am by Dr. Burke. Dr. Linton served as the recorder | |
| II. Meeting minutes | Dr. Dilks moved to accept the minutes from and Dr. Linton seconded the motion. | |
| III. Old Business | <p>Brochures - Dr. Burke informed us that Nicholls need to be added to the brochure they are now a part of the consortium</p> <p>Student handbook – Dr. Burke reported that changes were made to the handbook but information about Nicholls needs to be added</p> <p>Website - Reviewed for areas to add Nicholls. Logo needs changing</p> <p>Recruitment Events since Spring – None that the committee members are aware of.</p> | <p>Dr. Burke remembered that Dr. Sealey said that it was done.</p> <p>Dr. Burke agreed to review the handbook and submit changes to the graduate coordinators</p> <p>Dr. Burke will contact the person in charge of the website</p> |

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| <p>IV. New Business</p> | <p>Review of bylaws - Tabled because there was no copy of the updated faculty handbook</p> <p>Upcoming recruiting events – No events were reported</p> | <p>Hope to have information at the next</p> |
| <p>V. Next meeting</p> | <p>Spring 2013 - TBA – Designated recorder: Todd Keller</p> | |
| <p>VI. Adjournment</p> | <p>Meeting was adjourned at 10:50</p> | |

Respectfully submitted by: Dr. Denise Linton