

**ICMSN  
Communication Committee  
Minutes of the February 4, 2013 Meeting**

DATE: February 4, 2013  
 TIME: 10:00 AM  
 PLACE: Teleconference  
 MEMBERS PRESENT: Mary Burke (Chair), Denise Linton, Tari Dilks, Todd Keller, Brandi Boudreaux (Student Representative)

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>RECOMMENDATION</b>
I. Call to Order	The meeting was called to order at 10:02 AM. Roll call, all members present.	So noted; quorum established.
II. Appointment of Secretary	Recording Secretary, Todd Keller	Established.
III. Acceptance of Prior Minutes	Minutes being processed	Agreed among members that an email vote will occur when the minutes are disseminated.
IV. Old Business		
A. ICMSN Brochure	The brochure has been updated to include Nicholls State University.	No action required.
B. Student Handbook	Mary has reviewed the student handbook and indicated updates through tracked changes.  Regarding the statement on page ten(10) referring to “Grounds for Disciplinary Action” by the LSBN: Not all students in the ICMSN are practicing or licensed in Louisiana (e.g. McNeese has Texas students in the program, and they do all of their clinical in Texas).  Page eleven(11), Student Health Requirements; many institutions where students are precepting require proof of	So noted.  Tari suggested a general statement directing the student to their state licensing board’s most current rules and regulations for maintaining licensure and disciplinary actions.  Add a statement under Health Requirements indicating that

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	<p>immunization for “the flu.”</p> <p>Page fifteen(15), Requirements for Web-Based Courses: the minimum hardware and software requirements need to be revisited, as operating systems have evolved significantly over the past few years.</p> <p>All student courses, regardless of which institution is teaching the course for the semester, should appear on the student’s home school Moodle site. As of Fall 2013 all institutions will be using Moodle as the Learning Management System.</p> <p>Page twenty-one(21), reference to CNS Clinical/Practicum Experiences needs to be removed as the CNS programs have been phased out of the ICMSN. Should reference to the Nurse Educator and Nurse Executive precepted experiences be added here?</p>	<p>students must “comply with institutional guidelines” that are above and beyond the ICMSN requirements.</p> <p>Tari suggested the use of more generic language (e.g. “The most current version of the operating system”</p> <p>Mary will make note of this in the handbook.</p> <p>Mary will look into this.</p>
C. Website	The “old” logo remains on the website (left upper corner) without Nicholls listed.	Mary was advised that this was changed; as it was not, she will call the web administrator.
D. Faculty Handbook	The order of the schools in the ICMSN is not consistent within the documents. Is there an established order for listing (alphabetical, etc.).	This may require a change to the logo as well.
VII. New Business/On-going Business		
A. Recruiting since Fall 2012	Nicholls – Sent out a mailer advertising MSN program with very good results, admitted 24 students Spring 2013 as a result.	

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<p>B. ICMSN Student Resource Portal</p>	<p>McNeese – Considering FaceBook and Social Media as an outlet for advertising and recruiting the MSN program.            ULL – Dr. Hurst attended LANP conference in December 2012 and spoke about the DNP at ULL.</p> <p>Communication Committee charged with creating a “Student Portal” webpage that includes hyperlinks to all student resources at all schools in the ICMSN. Mary has created such a page and requested review by each school for additions, etc. Requested student rep, Brandi, review the lists for any other relevant resources that student’s would need/want listed. A motion was entered by Tari and seconded by Todd to approve the addition of the “ ICMSN Student Resources” page to the website. Suggestions were made to add a Typhon tutorial link to the Resources page as well.</p>	<p>Send any updates or additions to Mary to be added to the list.</p>
<p>C. Review of Communication Committee Bylaws</p>	<p>The committee is to be comprised of one(1) member from each member school and one(1) MSN student. The committee is charged with maintaining the student handbook and ICMSN published policies governing the faculty, reviewing and updating published information of the ICMSN, promoting recruitment in the program, and presenting an annual report to the Graduate Faculty Organization.</p>	<p>Mary will seek clarification on the committee’s role in updating the faculty handbook.</p>
<p>D. Possible Upcoming Recruiting Opportunities</p>	<p>ULL – Denise will be attending the SNRS conference as an exhibitor and will promote the programs.            Will move discussion of FaceBook and Social Media as a recruiting tool to the Coordinators in the ICMSN.</p>	

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VIII. Announcements	<p>Brandi Boudreaux – I will be graduating this Spring semester so a new student will need to be assigned to the committee.</p> <p>Next Communication Committee meeting – Fall 2013.</p>	<p>Coordinators will nominate a replacement for membership.</p> <p>Date TBA.</p>

Respectfully submitted:




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Todd M Keller, Recording Secretary