

# *ICMSN Faculty Handbook*



Intercollegiate  
Consortium for a  
**Master of  
Science  
in Nursing**

*Southeastern  
Louisiana University*

*McNeese State University*

*University of  
Louisiana at Lafayette*

*Nicholls State University*

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## **INTRODUCTION**

### **Organizational Structure**

Administratively, the Council of the Intercollegiate Nursing Consortium (C.I.N.C) oversees the programs of the consortium institutions and assures that the policies of the consortium are reflective of the interests of the member institutions and responsive to the needs of the nursing profession. Additionally, C.I.N.C. is authorized to hear, adjudicate, and/or recommend action to the appropriate authority (ies) to resolve faculty, student, and institutional grievances pertaining to the administration of the affiliates of the Intercollegiate Nursing Consortium after established institutional appeals procedures have been followed. Membership on the C.I.N.C. consists of the chief academic officer, and the Deans from each participating institution.

Each institution appoints a graduate program coordinator who is an approved member of the graduate faculty. The coordinator is an administrator and a teacher who acts as liaison between administration, faculty, and students. The four graduate coordinators make up the Coordinating Committee, which meets on a regularly scheduled and as needed basis. These graduate coordinators provide the day-to-day implementation of the curriculum and administrative oversight. Finally, all qualified graduate faculty from the four institutions meet annually and on an as-needed basis to address academic issues germane to implementation of the curriculum.

**MEMORANDUM OF AGREEMENT**  
**AMONG**  
**SOUTHEASTERN LOUISIANA UNIVERSITY, MCNEESE STATE UNIVERSITY,**  
**UNIVERSITY OF LOUISIANA AT LAFAYETTE, and NICHOLLS STATE**  
**UNIVERSITY**  
**FOR THE OPERATION OF THE**  
**INTERCOLLEGIATE CONSORTIUM FOR A MASTER OF SCIENCE IN NURSING**  
**(ICMSN)**

**Preamble**

The Intercollegiate Consortium for a Master of Science in Nursing (ICMSN) is an academic partnership among four institutions of higher learning offering advanced nursing programs with common specialties. Each institution is authorized to offer the Master of Science in Nursing (MSN) through affiliation with the ICMSN. The collaborative effort supports open mobility and matriculation through the utilization and application of an agreed upon philosophical base. Students are eligible to enroll in program specific courses across the campuses of participating institutions. All courses completed within the consortium are considered resident among member institutions. The outcome generates an educational alliance that promotes teaching and research where resources are shared and quality graduate nursing education is actualized.

**Introduction**

Southeastern Louisiana University, McNeese State University, the University of Louisiana at Lafayette, and Nicholls State University have agreed to cooperate in the operation of a consortium to offer graduate education in nursing. The consortia arrangement is intended to make effective use of existing resources and to meet the need for master's level nursing education in southern Louisiana. To this end, the four institutions named above and the

University of Louisiana System Board of Supervisors and the Louisiana Board of Regents agree to the following terms and conditions.

### **Administration**

A Council of the Intercollegiate Consortium (C.I.N.C.) provides administrative direction to the ICMSN. Membership on the C.I.N.C. will consist of the chief academic officer and the nursing dean from each participating institution.

The Deans' Administrative Council (DAC) for the ICMSN will assure that the policies of the consortium are reflective of the interests of the member institutions and responsive to the needs of the nursing profession. Membership on the DAC will consist of the nursing dean, associate dean/department head of the college/school of nursing, the graduate program coordinator from each participating institution, the GFO Chair, and the consortium NP Directors.

The DAC will adopt bylaws to guide its internal operations and will meet at least once a semester at participating institutions. The DAC will oversee the operation and management of the consortium.

The DAC will be responsible for establishing and revising as necessary, policies for the operation of the consortium. The DAC may appoint whatever committees and committee membership it deems appropriate to ensure optimal functioning of the consortium. Each participating institution, using minimum criteria set by the DAC, shall have jurisdiction over its faculty and program.

The DAC may designate primary responsibility for specific functions to any of the participating institutions as needed and in accordance with consortium bylaws.

Each institution will appoint a graduate program coordinator who shall be an approved member of the graduate faculty of the consortium. The institutional program coordinators will

constitute a Coordinating Committee. The Coordinating Committee will meet as needed, but no less than three times a year on a rotating basis between participating institutions and will report to the DAC.

### **Resources**

Monies generated by tuition, fees and formula appropriations for each course offered in the programs of study will accrue to the institution at which the student is registered. Each institution will be responsible for providing the instruction and resources necessary to assure that its contribution to the consortium is one of high quality. Collectively, the participating institutions will be responsible for providing resources sufficient to maintain the quality of its programs at the level necessary to assure receipt and maintenance of professional accreditation.

### **Faculty**

Faculty members who teach any graduate program course must be qualified to hold graduate faculty status at their home institution. Collectively these faculty will constitute the graduate faculty organization of the ICMSN.

### **Students**

A student admitted to any ICMSN program must meet the standards of admission consistent with the graduate schools of the participating institutions. Students shall be registered at their home institution and shall have a degree plan managed by the appropriate faculty at the home institution. Regardless of the institution in which the student enrolls or registers, the rules and regulations of the institution at which the student is attending class will prevail.

**Curriculum and Awarding of Degrees**

The number of course credit hours and degree requirements for the Master of Science in Nursing are agreed upon by the ICMSN participating institutions with the approval of DAC. Degrees will be awarded by the student’s home institution.

**Effective Date**

This Memorandum of Agreement shall be effective upon approval by the University of Louisiana System Board of Supervisors and the Louisiana Board of Regents.

\_\_\_\_\_  
**PRESIDENT**  
MCNEESE STATE UNIVERSITY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
**PRESIDENT**  
UNIVERSITY OF LOUISIANA AT LAFAYETTE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
**PRESIDENT**  
SOUTHEASTERN LOUISIANA UNIVERSITY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
**PRESIDENT**  
NICHOLLS STATE UNIVERSITY

\_\_\_\_\_  
DATE

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**UNIVERSITY OF LOUISIANA SYSTEM**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
**BOARD OF REGENTS**

\_\_\_\_\_  
DATE

Revision 1/8/15

**BYLAWS  
COUNCIL OF THE INTERCOLLEGIATE NURSING CONSORTIUM (C.I.N.C.)  
FOR A MASTER OF SCIENCE IN NURSING**

**PREAMBLE**

Pursuant to the general areas of agreement contained within the Inter-institutional Agreement affirmed by Southeastern Louisiana University, McNeese State University, the University of Louisiana at Lafayette, and Nicholls State University the following bylaws are offered to give administrative direction to the Intercollegiate Consortium for a Master of Science in Nursing (ICMSN):

**ARTICLE I - NAME**

The name of the group who will provide administrative direction to the Intercollegiate Consortium for the Master of Science in Nursing (ICMSN) degree shall be the Council of the Intercollegiate Nursing Consortium (C.I.N.C.).

**ARTICLE II - PURPOSE**

The purposes of the C.I.N.C. are to:

- A. Provide administrative channels and directives for consortium operations that are in keeping with the parent universities and state governing boards relevant to the consortium agreement between Southeastern Louisiana University, McNeese State University, the University of Louisiana at Lafayette and Nicholls State University for the provision of a master's degree in nursing.
- B. Review and act on recommendations from consortium deans and/or Deans' Administrative Council (DAC) relevant to program outcomes, financial and human resource needs, development and implementation of innovative new concentrations, and accreditation issues.
- C. Provide administrative support for continuing enhancement of distance learning technologies and strategies for online delivery of master's concentrations.

**ARTICLE III - MEMBERSHIP**

The Council of Intercollegiate Nursing Consortium (C.I.N.C.) membership shall be the chief academic officer and the dean from each participating institution.

**ARTICLE IV - OFFICERS**

**SECTION 1. OFFICERS**



Only Vice Presidents of Academic Affairs/Provost shall serve as officers. The officers of the C.I.N.C. shall be a chair and vice-chair.

**SECTION 2. ELECTION OF OFFICERS**

The C.I.N.C. shall elect its officers at the annual meeting of the C.I.N.C. in the fiscal year on or before June 30.

**SECTION 3. TERMS OF OFFICE**

The officers of C.I.N.C. shall hold office for two fiscal years. The chair will rotate among participating institutions every two years.

**SECTION 4. DUTIES OF THE OFFICERS**

- A. It shall be the duty of the chair to preside at the meetings of the C.I.N.C., prepare an agenda relevant to stated purposes of C.I.N.C. for said meetings, and act as spokesperson for the C.I.N.C. at meetings of other public or private bodies. He/she shall be an ex-officio member of all committees.
- B. It shall be the duty of the vice-chair to assume the duties of the chair when requested to do so or when the chair, for any reason, is unable to carry out his/her duties and to perform such other duties as are assigned by the C.I.N.C.
- C. Minutes will be recorded at all the C.I.N.C. meetings.

**ARTICLE V - MEETINGS**

**SECTION 1. REGULAR MEETINGS**

The C.I.N.C. shall meet at least once a year at a date, time, and place determined by the C.I.N.C. The chair shall send out a notice of meetings a minimum of ten days in advance of the proposed meeting date.

**SECTION 2. SPECIAL MEETINGS**

The C.I.N.C. shall hold such special meetings as it deems necessary. A special meeting may be called by the chair upon request of a majority of the members of the C.I.N.C.

**SECTION 3. PARLIAMENTARY AUTHORITY**

The parliamentary authority of the C.I.N.C. shall be the latest edition of Robert's Rules of Order Revised.

**SECTION 4. ORDER OF BUSINESS**

The order of business shall be that which is prescribed by the parliamentary authority.

**SECTION 5. QUORUM**

A majority of voting C.I.N.C. members shall constitute a quorum for the transaction of business at any regular or special meeting.

**SECTION 6. VOTING**

Each member of the C.I.N.C. shall have one vote. A member, not present at the meeting, may send a written proxy for casting his/her vote to the C.I.N.C. Chair. Proxies may be used to constitute a quorum.

**SECTION 7. COMMITTEES**

The C.I.N.C. may appoint whatever special committees it deems appropriate to aid the operation of the consortium.

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Revision 1/15/10  
Approved 3/23/10  
Revision 8/21/12  
Revision 12/10/14  
Revision 1/8/15  
Revision 3/19/15

**BYLAWS**  
**DEANS' ADMINISTRATIVE COUNCIL FOR THE**  
**INTERCOLLEGIATE CONSORTIUM FOR A MASTER OF SCIENCE IN NURSING**  
(here and after referred to as DAC)

**PREAMBLE**

Pursuant to the general areas of agreement contained within the Inter-institutional Agreement affirmed by Southeastern Louisiana University, McNeese State University, the University of Louisiana at Lafayette, and Nicholls State University the following bylaws are offered to give structure and function to the Intercollegiate Consortium for a Master of Science in Nursing (ICMSN):

**ARTICLE I - NAME**

The name of the group who will implement and administer the Intercollegiate Consortium for the Master of Science in Nursing (ICMSN) degree shall be the DAC.

**ARTICLE II - PURPOSE**

The purposes of the DAC are to:

- A. Provide structure and administrative channels for the implementation and functioning of the consortium agreement between Southeastern Louisiana University, McNeese State University, the University of Louisiana at Lafayette and Nicholls State University for the provision of a master's degree.
- B. Develop and review policies and procedures for consortium operations that are in keeping with policies and procedures of the parent universities and the nursing profession.
- C. Provide for curriculum development, implementation, and evaluation of the master of science degree in nursing.

**ARTICLE III - MEMBERSHIP**

The DAC membership shall be the nursing dean, the associate/assistant dean, the department head of the college/school of nursing, the graduate program coordinator from each participating institution, the GFO Chair, and the Consortium NP Directors.

**ARTICLE IV – PRESIDING DEAN (CHAIR DUTIES)**

It is the duty of the DAC Chair to communicate with all ICMSN deans to determine the need for a DAC meeting and meeting agenda items.

**SECTION 1. ELECTION OF PRESIDING DEAN (CHAIR)**

The DAC shall elect the presiding dean at the spring meeting of the DAC in the fiscal year on or before June 30.

**SECTION 2. TERMS OF OFFICE**

The DAC Chair will rotate among participating institutions every two years.

**SECTION 3. DUTIES OF THE PRESIDING DEAN (CHAIR)**

- A. It shall be the duty of the DAC Chair to preside at the meetings of the DAC, prepare an agenda for said meetings, and act as spokesperson for the DAC at meetings of other public or private bodies. He/she shall be an ex-officio member of all committees. All member consortium deans shall be non-voting ex-officio members of all committees.

**ARTICLE V - MEETINGS**

**SECTION 1. REGULAR MEETINGS**

The DAC shall meet at least once a semester at a date, time, and place determined by the DAC. The Chair shall send out a notice of meetings a minimum of ten days in advance of the proposed meeting date.

**SECTION 2. SPECIAL MEETINGS**

The DAC shall hold such special meetings as it deems necessary. A special meeting may be called by any ICMSN member nursing dean upon request of a majority of the other member deans.

**SECTION 3. PARLIAMENTARY AUTHORITY**

The parliamentary authority of the DAC shall be the latest edition of Robert's Rules of Order Revised.

**SECTION 4. ORDER OF BUSINESS**

The order of business shall be that which is prescribed by the parliamentary authority.

**SECTION 5. QUORUM**

A simple majority of voting DAC members representing all consortium institutions shall constitute a quorum for the transaction of business at any regular or special meeting.

## **SECTION 6. VOTING**

Each ICMSN member institution shall have two votes at DAC meetings. In the event of absence of an ICMSN member institution at a DAC meeting, a written proxy may be sent by the ICMSN member institution for casting their two university votes. Also, a member, not present at the meeting, may send a written proxy for casting his/her vote by another representative of his/her university. Proxies may be used to constitute a quorum.

## **ARTICLE VI - COMMITTEES AND FUNCTIONS**

### **SECTION 1. COMMITTEES**

The DAC may appoint whatever standing and special committees it deems appropriate. Membership on committees may consist of members of the ICMSN graduate faculty, graduate student representatives, and others whose expertise will aid the operation of the consortium.

### **SECTION 2. STANDING COMMITTEE**

The DAC shall appoint the Coordinating Committee.

### **SECTION 3. MEMBERSHIP AND COMMITTEE FUNCTIONS**

A. **Coordinating Committee** - Each ICMSN member institution shall appoint a graduate program coordinator who shall be an approved member of the graduate faculty. These individuals shall constitute the Coordinating Committee and shall meet as needed, but no less than three times per academic year on a rotation basis between participating institutions. The chair will rotate among participating institutions every two years. The Coordinating Committee shall:

1. Facilitate open communication between administration and faculty, students and faculty, and among consortium member institutions.
2. Facilitate the fulfillment of membership requirements for the consortium by participating institutions.
3. Coordinate the academic functions of the consortium, including oversight and implementation of Bylaws.
4. Coordinate and publish course schedules and faculty assignments across campuses and report to the department head and/or dean.
5. Coordinate the utilization of the learning management system, distance learning resources, and other shared resources.

6. Review the policies and procedures of the consortium, supervise the activities of, and recommend revisions of policies and procedures to the DAC for final approval.
7. Make recommendations to standing committees of the Graduate Faculty Organization (GFO).
8. Supervise the production and dissemination of annual and special reports for the consortium.
9. Promote research initiatives and disseminate across the consortium.
10. Utilize results of assessment data analyses based on expected outcomes to make recommendations for program improvement.
11. Promote visibility of the program through marketing and other activities.
12. Solicit input from members of the community of interest in developing the mission, goal, and expected outcomes of the graduate program of studies.
13. Implement or delegate activities referred from DAC.

#### **SECTION 4. QUORUMS OF COMMITTEES**

A quorum for each committee shall be no less than one representative from each institution on the committee.

#### **SECTION 5. VOTING OF COMMITTEES**

A motion will be accepted or rejected by a majority of the committee present and voting on any action. No proxy voting will be permitted for committee business.

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Revision 8/21/12  
Revision 6/19/14  
Revision 12/4/14  
Revision 1/8/15

**INTERCOLLEGIATE CONSORTIUM FOR A MASTER OF SCIENCE IN NURSING  
(ICMSN) GRADUATE FACULTY ORGANIZATION**

**PREAMBLE**

We the members of the Intercollegiate Consortium for a Master of Science in Nursing (ICMSN) Program, composed of graduate nursing faculty at Southeastern Louisiana University, McNeese State University, the University of Louisiana at Lafayette and Nicholls State University, in order to participate in the formulation and implementation of policies in relation to curriculum and instruction and in the operation of the ICMSN, do hereby establish the ICMSN Graduate Faculty Organization (GFO) Bylaws to determine the official channel of communication of the faculty to the administration on all matters which bear upon the academic programs of the ICMSN.

**ARTICLE I - NAME**

The name of this organization is the Intercollegiate Consortium for a Master of Science in Nursing (ICMSN) Graduate Faculty Organization, hereafter known as GFO, of Southeastern Louisiana University, McNeese State University, the University of Louisiana at Lafayette and Nicholls State University.

**ARTICLE II - PURPOSES**

The purposes of this organization are to:

- A. Implement accreditation and professional education standards across all consortium programs.
- B. Review and act on recommendations from the standing committees.
- C. Review and act on recommendations from the coordinating committee.

**ARTICLE III – MEMBERSHIP**

The membership of the ICMSN GFO includes the appointed nursing associate/assistant deans, department heads, graduate program coordinators, and faculty members of the consortium institutions who have graduate faculty status at their respective consortium institutions. The dean of each consortium institution shall be non-voting ex-officio.

**ARTICLE IV - ORGANIZATIONAL RESPONSIBILITIES**

**SECTION 1.**

The Chair of the Graduate Faculty Organization shall:

- A. Preside at all meetings of the GFO.

- B. Serve as an ex-officio member of all committees.
- C. Assume responsibility for the recording and preservation of the minutes of the GFO.
- D. Report directly to the Coordinating Committee.

## **SECTION 2.**

The faculty:

- A. Shall elect a chair of the GFO for a two-year term every spring semester in even numbered years.
- B. Meets at least once each semester or as determined by the consortium graduate program coordinators.
- C. Is notified of graduate faculty meetings prior to their occurrence.
- D. Prepares for discussion of issues presented in graduate faculty meetings.
- E. Submits agenda items for regularly scheduled graduate faculty meetings at least one week prior to meeting dates.
- F. Submits an approval request for a special called meeting to the respective graduate program coordinator at least three weeks in advance of meeting.
- G. Indicates to the respective graduate program coordinator preferences for committee assignments for the upcoming academic year.

## **SECTION 3.**

A quorum consists of: at least two members from each school **and** at least one third of the total GFO membership at each consortium member institution.

## **SECTION 4.**

Meetings are conducted according to Robert's Rules of Order. The GFO Chair will appoint a graduate faculty member at each meeting to serve as parliamentarian.

## **SECTION 5.**

Consortium graduate nursing students are welcome to attend regularly scheduled GFO meetings. Students will not have voting privileges.



## **ARTICLE V - STANDING COMMITTEES**

### **SECTION 1.**

Standing committees may be composed of members of the faculty, students, University, and community with all having voting privileges. Graduate program coordinators should attend all standing committee meetings.

### **SECTION 2.**

The chairpersons and members of the standing committees are appointed by the Coordinating Committee. These appointments should reflect faculty preferences. These appointments are made prior to the start of fall semesters, based on a two year rotation cycle. Standing committee meetings are open to all consortium graduate nursing faculty.

### **SECTION 3.**

Any chairperson may petition the respective deans, department heads/graduate program coordinators for a special called faculty meeting when committee business necessitates the action of the entire faculty.

### **SECTION 4.**

The absence of a member, without written notification to the chairperson, from three meetings of a committee during an academic year, constitutes a resignation from the committee. The resulting vacancy is filled by the Coordinating Committee via appointment of a new member with approval from consortium department heads/deans.

### **SECTION 5.**

The following standing committees of the GFO are appointed at the end of each spring semester for the upcoming academic year by the Coordinating Committee:

- A. Committee on Curriculum
- B. Committee on Evaluation
- C. Committee on Communication

### **SECTION 6.**

The standing committees follow the structure outlined below.

- A. The Committee on Curriculum shall be composed of consortium graduate program coordinators, directors of NP concentrations, one faculty member from each

participating institution and one consortium graduate student. The Chair will be an ICMSN graduate program coordinator. The Chair should rotate every two years.

The Committee on Curriculum shall:

1. Receive recommended course or curriculum changes including textbook changes.
  2. Review policies related to curriculum and instruction and make recommendations.
  3. Propose curriculum changes based on systematic evaluation results.
  4. Recommend solutions to curricular problems identified by the committee or received from faculty/student participants.
  5. Review course outlines and make appropriate recommendations for maintenance and quality improvement of curriculum programs.
  6. Centralize and format syllabi.
  7. Initiate discussions related to faculty teaching assignments for curriculum offerings.
  8. Complete charges assigned by Deans' Administrative Council (DAC).
  9. Present an annual report to the GFO at the end of every academic year.
- B. The Committee on Evaluation shall be composed of consortium graduate program coordinators, one faculty member from each participating institution and one consortium graduate student. The Chair will be an ICMSN graduate program coordinator. The Chair should rotate every two years.

The Committee on Evaluation shall:

1. Coordinate and report evaluation activities as outlined in the current **Systematic Plan for Program** Evaluation (SPPE).
  - a. Maintain a SPPE with mechanisms for outcomes, feedback, and improvement.
  - b. Conduct program evaluation that encompasses standard/indicators, benchmarks and actual levels of achievement and actions resulting in accordance with the SPPE.
  - c. Make recommendations based on program evaluation data for development, maintenance, and improvement.
2. Organize an annual evaluation workshop across the consortium.

3. Maintain documentation of evaluation activities.
  4. Review and make recommendations regarding the SPPE to appropriate parties.
  5. Present an annual report to the GFO at the end of every academic year.
  6. Meet with the GFO to present evaluation processes, findings, etc. at least once per year.
- C. The Committee on Communication shall be composed of one faculty member from each participating institution and one consortium graduate student. The Chair will be an ICMSN graduate program coordinator. The Chair should rotate every two years.

The Committee on Communication shall:

1. Maintain a current student handbook and ICMSN published policies governing the graduate faculty.
  2. Review and update published information **including catalog/bulletin** for currency and accuracy.
  3. Maintain and update brochures, promotional materials, and consortium member institution websites for currency and accuracy.
  4. Present an annual report to the GFO at the end of every academic year.
- D. The Ad hoc Committees are temporary committees designed to address emergent issues. The DAC shall appoint the Chair of any Ad hoc committee.

## **ARTICLE VI - AMENDMENTS**

### **SECTION 1.**

These bylaws may be amended at any regularly scheduled GFO meeting by a quorum following review and final approval by the DAC. All proposed amendments must be submitted to the Coordinating Committee at least 30 days prior to the scheduled GFO meeting.

### **SECTION 2.**

Proposed changes in the bylaws must be sent to all members of the GFO of the ICMSN one week prior to presentation for adoption.

### **SECTION 3.**

These bylaws may be amended by a 95% vote of the active membership of the ICMSN GFO for an amendment introduced at a called or scheduled faculty meeting.

#### **SECTION 4.**

No amendment is to be in conflict with consortium institution policies. All amendments adopted by the GFO of the ICMSN must be submitted to the Coordinating Committee for approval and then forwarded to the DAC for final approval.

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## ICMSN Faculty Outcomes

### Teaching:

- Exhibit a commitment to excellence in teaching.
  - Emphasis on teaching the translation of theory and evidence into practice
  - Emphasis on clinical reasoning and multiple ways of thinking
  - Modeling a lifelong pursuit of knowledge

### Scholarship

- Demonstrate a commitment to rigorous scholarly inquiry significant to the profession.
  - Development and dissemination of peer-reviewed presentations and publications
  - Engage in ongoing faculty development appropriate for career stage

### Practice

- Demonstrate a commitment to practice
  - Maintenance of certification and participation in professional development opportunities.
  - Contribute to the advancement of nursing through clinical practice, research, education, leadership, health policy or administration.

### Service

- Demonstrate a commitment to the university, profession and community through active engagement in various activities.

## **POLICIES RELATED TO MANAGEMENT OF WEB-BASED DISTANCE LEARNING COURSES**

### **Course Offerings**

All web-based distance learning courses are offered as asynchronous instruction using an online Learning Management System (LMS). Synchronous and asynchronous methodologies may be used to facilitate course communication and instruction.

Graduate coordinators must be enrolled as either a teacher or non-editing teacher in all web-based courses. In specific circumstances additional faculty members may be enrolled to facilitate: 1) an alternate faculty member who is familiar with the course has access to prevent interruption of student progress in case of sudden illness or extended absence of a faculty member, 2) All new courses/instructors are to be evaluated by graduate coordinators during the semester they are first implemented.

Information available on course sites should include, but is not limited to course syllabus, calendar/schedule of assignments, didactic content, and course resources. Faculty should inform students to expect to receive responses within 48 business hours, excluding holidays weekends and holidays, to emails and course questions. Students should also be informed if faculty are unable to answer emails for a period of time or if they do not answer email on weekends.

Student assignment grades should be posted according to the guidelines of the institution offering the course, but no later than two weeks following the assignment due date.

Courses should be accessible only to those students who have registered in the course at one of the four consortium schools. Access should not be granted to students to “audit” unless the student has officially registered as an audit student.

### **Training for Faculty Teaching in Web-based Distance Education Programs**

All faculty teaching in online graduate courses must meet the requirements for teaching online according to the distance learning policies of their home institution. Faculty are encouraged to undertake continuing education opportunities to assist in the advancement of the delivery of online education.

### **Minimum Hardware/Software and Web Browser requirements for students**

-Each university has minimum requirements for accessing web-based courses and faculty should provide links within each course that provide students with information related to the minimum hardware/software requirements.

### **Student Submission of Course Assignments**

Students should be informed that they

- must submit all written work as MS Word documents.
- are required to post course assignments on the LMS site. Faculty should avoid routinely requiring students to submit assignments as e-mail attachments.
- are responsible for ensuring functionality of their own system for examination purposes.

## **Test Security**

1. To ensure test security and to authenticate that the test taker is the individual registered in and receiving credit for the course in question, exams will be monitored using a proctoring service.
2. Each exam should be password protected.
3. Place reasonable limits on the time the student is allowed to take the exam.
4. Students may only take the exam once
5. Limit the time the exam is available for students to complete.
6. No exam review may take place until all students have taken the exam.
7. Examination instructions should include the following statement at a minimum:

This exam is considered the intellectual property of the ICMSN member institutions. It may not be reproduced, photographed (including cell phone cameras), hand copied, or in any way transferred to any other person, program, or entity. You are on your honor as professional health care providers to do your own work. By accessing this test, you are agreeing that you will neither give nor receive assistance from another person or through use of methods which may give you an unfair advantage on this examination.

The course faculty or designee must be available during the period the online exam is available to address technical issues the student may encounter.

## **Maintenance/archiving of online courses**

Course sites should remain accessible to faculty for one semester beyond the semester in which the course has ended. Courses should be archived for at least one year.

## **Awarding of Grades**

Grades of "Incomplete" will be awarded according to the policies of the student's home institution after discussion with the appropriate Graduate Coordinator. The standard ICMSN grading scale is to be used in all courses. There will be no rounding of grades, e.g. 84.49 = C.

### **ICMSN Grading Scale:**

100 - 92.5	A
92.49 - 84.5	B
84.49 - 76.5	C
75.5 – 69.5	D
69.49 or less	F

Students must achieve a grade of 'B' in all course applied toward the degree and according to the policy of each institution.

In courses with clinical components, students who receive an unsatisfactory clinical evaluation will receive an "F" as a final course grade.

## **Posting of Final Course Grades**

For ICMSN students enrolled in an ICMSN course not at their home institution, the respective Graduate Coordinator will access the course and export grades. Faculty should post final

grades according to institution deadlines. The ICMSN calendar indicates deadlines for course grades at each institution.

### **Syllabi**

Course syllabi and all assessment guidelines and rubrics are to be posted in the course sites (PDF Version only) by the first day of class. Syllabi are revised on a yearly basis (revisions due at the beginning of April each academic year). Faculty are not to make any changes to approved syllabi or clinical rubrics. Major course changes, including but not limited to, syllabi, course objectives, course content, and textbooks must be approved by the ICMSN Curriculum Committee.

### **Course evaluation**

Course and faculty Student Evaluation of Instruction (SEI) evaluation links are emailed to students enrolled in every course each semester. Each Graduate Coordinator receives individual faculty (SEI) reports which are reviewed with each faculty member as needed.

### **Class Size**

Class size is determined according to faculty resources, but whenever possible, class size for didactic courses should be limited to an enrollment of 15 - 20 students per section. In clinical sections, ratios are maintained according to recommended National Task Force on Quality Nurse Practitioner Education (NTF) Criteria for Evaluation of Nurse Practitioner Programs.

## **ACADEMIC DISHONESTY**

ICMSN member institutions are committed to principles of truth and academic honesty. Every ICMSN student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs at each university. All faculty members of the ICMSN share in the responsibility for maintaining and supporting these principles. When a student enrolls in courses offered by the ICMSN, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity. To maintain academic integrity, the ICMSN has adopted a "zero tolerance" policy regarding acts of academic dishonesty.

Students who engage in acts of academic dishonesty are subject to the disciplinary procedures of the university in which they are enrolled. Sanctions may range from a "0" on the assignment in question to an F in the course to dismissal from the university. Academic dishonesty includes cheating, plagiarism, and fabrication in the process of completing academic work for thesis, course work and clinical experiences.

***Cheating:*** Cheating is the intentional activity to gain unfair advantage over other students in a course. Examples of cheating include but are not limited to: communicating improperly with others during exams or the preparation of assignments for classes; copying from books, notes, or other sources during a test when this has been prohibited; copying from another student's work; procuring or using copies of current examinations; communicating exam content to other students; and allowing another person to take an exam, write a paper, or complete a course assignment.

***Falsification/fabrication:*** Falsification and fabrication involve intentional and unauthorized alteration of information, forging, or inventing false information for use in the course of an



academic activity. Examples include altering the record of data or experimental procedures or results in thesis or scholarly reports, falsely citing sources of information; altering academic records; counterfeiting or inventing a record of internship or clinical experiences.

**Multiple Submission:** Multiple submission, or “self-plagiarism” includes, but is not limited to, submitting the same paper or oral report or parts of the same paper or oral report for credit in two separate courses. Making minor revisions in a paper or report for which credit has already been received and submitting it again as a new piece of work is also considered self-plagiarism.

**Plagiarism:** Plagiarism is knowingly representing the work of another as one’s own, without proper acknowledgment of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as your own work material obtained from a commercial writing service; quoting directly or paraphrasing closely from a source without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources.

**Complicity in Academic Dishonesty:** A student is guilty of complicity in academic dishonesty if he or she helps or attempts to help another or others to commit an act of academic dishonesty. Complicity includes, but is not limited to, knowingly allowing another to copy from one’s paper during an examination or test; distributing test questions before the time scheduled for the test; collaborating on academic projects when students are expected to work independently; taking a test for another student; or signing a false name on a piece of academic work.

### **Procedure for reporting suspected academic dishonesty**

All incidents of suspected academic dishonesty should be reported to the Graduate Coordinator at the institution in which the course is offered. The faculty member should provide evidence to support the decision to charge the student with academic dishonesty. The Graduate Coordinator of the institution in which the course is offered will notify the Graduate Coordinator at the student’s home institution who will initiate action based on that institution’s policies.

The procedures of the student’s home institution will be utilized for student appeal of disciplinary actions and for student grade appeals.

### **STUDENT APPEALS**

Students have the right to appeal disciplinary actions or grades according to policies of the student’s home institution.

#### **Grade and Disciplinary appeals**

Students who feel they have been treated unfairly or capriciously in the awarding of a final course grade should follow the grade appeal policy of the home institution; likewise, with a disciplinary appeal. Faculty should instruct students to contact the respective Graduate Coordinator if they wish to initiate a disciplinary or a grade appeal.

#### **Progression appeals**

Students who are ineligible to continue in the graduate program, may initiate an appeal according to the policies of the ICMSN and their home institution. Faculty should instruct students to contact the respective Graduate Coordinator if they wish to initiate a progression appeal.

## **ICMSN FORMAL COMPLAINT PROCEDURE**

This procedure applies to complaints regarding course and program related issues.

1. Within 5 working days of the situation of concern, the student must submit a signed, written description of the complaint to the person of concern (administrator, faculty, or staff) with a copy to the nursing graduate program coordinator, department head, and dean at the institution where the problem occurred, with a copy to the dean at each respective institution.
2. Within 5 working days from the time the complaint is given to the person of concern, the student should communicate and /or meet with the person involved and attempt to resolve the complaint.
3. If the complaint is unresolved, within five working days the student may meet with the nursing graduate program coordinator at the respective institution.
4. If the complaint remains unresolved, within five working days the student may meet with the dean/department head at the respective institution.
5. The dean/department head notifies the student and appropriate individuals involved of the final decision.

### **Documentation of the Formal Complaint Procedure**

1. The student must submit concerns in writing to the person(s) of concern.
2. An official record of each communication and/or meeting between the student and person(s) involved with the complaint will be instituted and maintained in the graduate office at the appropriate institution.
3. The student may discontinue the process at any point by submitting a written request to withdraw the complaint to the person of concern with a copy to the Dean at each respective institution.

For situations related to sexual harassment, ADA issues, EEOC issues, or other complaints, the student should follow the appropriate university policy.

## **REQUIREMENTS AND SELECTION OF CLINICAL PRECEPTORS**

The use of preceptors in clinical graduate nursing courses compliments the ICMSN faculty and contributes a significant role to the learning experiences of students.

### **Qualifications**

Graduate preceptors are used in the master's and post-master's programs to facilitate clinical learning. Specific roles and responsibilities vary somewhat by specialty area.

The graduate preceptor has a:

- Master's degree or doctoral degree in fields relevant to the preceptor role
- Current state licensure in discipline
- Certification in appropriate area(s)
- Practices in a setting that provides clinical experiences appropriate for the development of the student's skills
- A minimum of one year of clinical experience is preferred.
- Any behavioral health professional must be independently licensed and cannot be under supervision.

### **Responsibilities Within Preceptorship**

Each ICMSN member university will be responsible for their enrolled clinical students and preceptors. Faculty of each university will be assigned to oversee clinical rotations.

### **Responsibilities of the Colleges of Nursing**

- Initiate a contract between the preceptor/agency and the College of Nursing. The contract will be signed by the legal signatory for the agency and the College designee.
- Provide the theory and laboratory experiences that establish the foundation for clinical practice
- Provide faculty to oversee clinical experiences, evaluate the student, and to assist the student and preceptor in accomplishing the clinical learning objectives
- Provide materials required for evaluation of the student's performance in the preceptor's clinical setting

### **Responsibilities of the Faculty**

- Assist students in the identification of potential preceptors for graduate clinical experiences
- Identify and evaluate clinical sites for appropriateness of learning experiences
- Ensure completion of preceptor letters of agreements
- Ensure completion of site evaluation forms
- Ensure completion of students' evaluation of preceptor
- Serve as resource for the student and preceptor for questions concerning activities and objectives during the clinical experience
- Coordinators are responsible for all documents related to the preceptorship, including the Affiliation Agreement, Preceptor Profile (or Curriculum vitae), and appropriateness of the clinical site
- Submit to the Graduate Office: Preceptor profile/vitae, Letter of Agreement, and evaluation forms. For NP Faculty: Evaluations of clinical sites, student evaluation of preceptor, and preceptor evaluation of students

### **Responsibilities of the Preceptor**

- Willing to work with the student to facilitate learning
- Provide a setting in which the objectives of the course may be achieved
- Function as a role model and provide clinical teaching and supervision for the student
- Provide input regarding clinical evaluation of the student and complete the clinical evaluation form at the end of the semester for the student he/she is precepting
- Notify faculty immediately when unsatisfactory performance of the student is in question

### **Responsibilities of the Student**

- Assist in collection and submission to Graduate Office of legal and contractual documents prior to beginning the clinical experience
- Establish a mutually agreeable schedule for clinical time with the preceptor
- Arrive at the clinical site prepared to perform in accordance with assigned learning activities within the clinical course
- Demonstrate ability to manage progressively complex situations in accordance with his/her academic progression
- Follow policies and procedures established in the preceptorship site
- Keep the preceptor informed about learning activities and provide clinical learning objectives at the beginning of each semester
- Function under the appropriate state nurse practice act in which the student is doing clinicals.
- Participate in conferences with the preceptor and faculty to discuss progress, problems, and learning needs
- Maintain accurate records of clinical time and experiences
- Complete and submit care plans and/or clinical logs as required by supervising faculty
- Complete all appropriate documentation for the clinical experience, including a preceptor and clinical site evaluation at the end of each semester.

### **Faculty Practice Guidelines**

As required by Louisiana Revised Statute 42:1123(9), the Board of Supervisors for the University of Louisiana System is required to establish Policies and Procedures to ensure proper disclosure of outside employment activities for full-time employees within the University of Louisiana System. This policy recognizes the employees' right to engage in outside employment, as long as it is within the proper parameters as established by Louisiana law. Each university publishes a documented policy and outlines the procedure to be taken annually to communicate outside employment for review and approval. Faculty should consult their individual university policy.

Faculty members may seek and maintain employment at health care agencies outside the participating ICMSN universities only if approved as being consistent with the teaching and mission of those institutions. Approval is contingent on the nature of the work not interfering with teaching, scholarship and service activities.

National certifying organizations expect programs preparing advanced practice nurses to adhere to national standards. Therefore, the administration requires practice for faculty who teach graduate nursing courses.

## **EVALUATION POLICIES AND PROCEDURES**

### **SYSTEMATIC PLAN FOR PROGRAM EVALUATION**

The ICMSN Systematic Plan for Program Evaluation (SPPE) provides a comprehensive framework for assessment, feedback, utilization activities and responsibilities. A timetable is used as a supplement to the plan to assist each standing committee in making timely progress.

Within the ICMSN Master Evaluation Timetable, each program component is targeted for evaluation activities including the identification of relevant indicators, method and source of data collection, persons responsible, time frame for data collection, and utilization activities. Program outcomes are also included in the tool and are assessed across the ICMSN for institutional and aggregate tracking.

The ICMSN SPPE calls for evaluation of the plan itself as well as its measurement tools. Results are used for refinement in evaluation processes, methods, and instrumentation. Even though evaluation is ongoing, the SPPE receives focused attention during the annual ICMSN Evaluation Workshop.

**Intercollegiate Consortium for a Master of Science in Nursing  
Graduate Program Coordinator  
Job Description**

**LEADERSHIP**

1. Provides leadership in the implementation of curriculum content which is consistent with current research and national trends in graduate nursing education.
2. Attends meetings of the Deans' Advisory Council and serves on ICMSN Standing Committees as described in the GFO bylaws.
3. Serves as a mentor to novice faculty for professional development and promotion within nursing graduate education.
4. Evaluates student/faculty issues fairly and objectively.
5. Participates in the recruitment and selection of graduate faculty.

**COMMUNICATION**

1. Coordinates the implementation of the philosophy, purposes, and objectives of the graduate program.
2. Disseminates information regarding policies and policy changes to the graduate faculty and students.
3. Promotes an environment of collegiality and civility.
4. Serves as the liaison with Dean or Director of their respective of the Graduate Program.
5. Acts as a liaison between faculty and the members of ICMSN Standing Committees.
6. Serves as the liaison to other Consortium members.
7. Encourages the involvement of Community Agencies as participants in nursing education.

**RECRUITMENT, ADVISING, AND MONITORING OF STUDENT PROGRESS**

1. Actively recruits and enrolls students.
2. Advises graduate students and assists with registration.
3. Provides periodic review and guidance in degree completion.

**SCHOLARSHIP**

1. Establishes an environment conducive of scholarly and creative pursuits.
2. Acts as a role model in teaching, research, and scholarly pursuits.

**PROGRAM EVALUATION, SUPERVISION AND OVERSIGHT**

1. Provides leadership in the implementation of continuous program improvement.
2. Provides periodic review of Student and Faculty Policies, input by faculty and students, policies of current decisions in education, law and national trends in nursing education.
3. Prepares and maintains records for CCNE, LSBN, and SACSCOC Standards for approval/accreditation and records required by the Consortium and the University.
4. Ensures collection and evaluation of program related data (e.g. enrollment statistics, retention data, and graduation rates).
5. Ensures quality, integrity, and security for online instruction and testing.

6. Coordinates ICMSN distance learning offerings to include creation of teaching schedule and distribution of information to all ICMSN students.
7. Orients, supervises, and evaluates support personnel.
8. Implements the policies of the graduate school.
9. Submits appropriate materials for the University catalog and other university/college endeavors as determined by the consortium deans.
10. Recommend changes in textbooks, courses, and course syllabi as deemed necessary to appropriate ICMSN Standing Committees.

**Intercollegiate Consortium for a Master of Science in Nursing  
Job Description  
Director of Psychiatric/Mental Health Nurse Practitioner Concentration**

**REPORTS TO:** ICMSN Graduate Program Coordinators

**QUALIFICATIONS**

1. Must have a doctoral degree and maintain membership as graduate faculty at member ICMSN university
2. Must possess and maintain unencumbered advanced practice licensure in Louisiana
3. Must be nationally certified as a Psychiatric Mental Health Nurse Practitioner (PMHNP)
4. Must maintain currency in practice in the certified area and have prescriptive privileges
5. Must have at least 2 years graduate education experience in the population focus
6. Must have demonstrated scholarly and leadership contributions relevant to NP practice and education

**SELECTION**

1. Every three years, the DAC will solicit nominations for the Director of the PMHNP concentration from the ICMSN PMHNP faculty.
2. The members of DAC will select the candidate from the nomination list prepared by the ICMSN PMHNP faculty.
3. The selected candidate will serve a three year term.

**RESPONSIBILITIES**

1. Provides leadership of the PMHNP concentration and the NP faculty teaching in the concentration.
2. Provides oversight for the educational components of the PMHNP concentration
3. Provides ongoing input into the development, evaluation, and revision of the curriculum by serving as a member of the ICMSN Committee on Curriculum.
4. Contributes to the development and review of policies and procedures for consortium operations consistent with those of the parent universities and the nursing profession by serving on the Dean's Advisory Council (DAC).
5. Ensures that appropriate advanced practice and accreditation standards are used for graduate, APRN, and PMHNP content within the curriculum.
6. Reviews certification criteria to from AANC to ensure that students in the PMHNP concentration maintain eligibility for testing.
7. Participates in the preparation of self-study and other reports.
8. Serves as a liaison with NP Coordinators at each member institution.

3/8/17



**Intercollegiate Consortium for a Master of Science in Nursing`  
Job Description  
Director of Family Nurse Practitioner Concentration**

**REPORTS TO:** ICMSN Graduate Program Coordinators

**QUALIFICATIONS**

1. Must have a doctoral degree and maintain membership as graduate faculty at member ICMSN university
2. Must possess and maintain unencumbered advanced practice licensure in Louisiana
3. Must be nationally certified as a Family Nurse Practitioner (FNP)
4. Must maintain currency in practice in the certified area and have prescriptive privileges
5. Must have at least 2 years graduate education experience in the population focus
6. Must have demonstrated scholarly and leadership contributions relevant to NP practice and education

**SELECTION**

1. Every three years, the ICMSN deans will solicit nominations for the Director of the FNP concentration from the ICMSN FNP faculty.
2. The ICMSN deans will select the candidate from the nomination list prepared by the ICMSN NP faculty.
3. The selected candidate will serve a three year term.

**RESPONSIBILITIES**

1. Provides leadership of the FNP concentration and the FNP faculty teaching in the concentration.
2. Provides oversight for the educational components of the FNP concentration
3. Provides ongoing input into the development, evaluation, and revision of the curriculum by serving as a member of the ICMSN Committee on Curriculum.
4. Contributes to the development and review of policies and procedures for consortium operations consistent with those of the parent universities and the nursing profession by serving on the Dean's Advisory Council (DAC).
5. Ensures that appropriate advanced practice and accreditation standards are used for graduate, APRN, and FNP content within the curriculum.
6. Reviews certification criteria to from AANC to ensure that students in the FNP concentration maintain eligibility for testing.
7. Participates in the preparation of self-study and other reports.
8. Serves as a liaison with NP Coordinators at each member institution.

3/8/17

8/22/07 Coordinating Committee/GFO  
Revised 2/19/08 Coordinating Committee  
Revised 3/07/09 Coordinating Committee  
Revised 06/01/09 Coordinating Committee  
Revised 01/14/10 Coordinating committee  
Revised 05/24/12 Communication Committee  
Revised 01/21/13 Communication Committee  
Revised 02/25/14 Communication Committee  
Revised 8/10/2018 Coordinating Committee