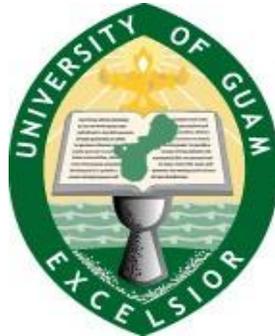


**APPENDIX M5**

**University of Guam**  
Unibetsedat Guahan

**School of Nursing and Health Sciences**  
Escuelan Umemfetmera yan Inestudi'on Salut siha



**Revised Nursing Program Manual**  
**Bylaws and Policies**

Effective December 2017

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### Nursing Program Mission and Philosophy

The mission and philosophy of the nursing program are aligned with the mission of the University. The UOG mission and that of the nursing program demonstrate a commitment to the needs of the island and the region.

#### **Mission Statement:**

The Bachelor of Science in Nursing Program is committed to the mission of a Land Grant university serving the people of Guam and the Western Pacific island communities.

The mission of the Bachelor of Science in Nursing Program is three-fold:

1. *To offer professional nursing education to the culturally and academically diverse population of the region. To realize this mission, the nursing program: provides non-nurses, licensed nurses, and graduate nurses with undergraduate studies in nursing; implements, evaluates, and refines the curriculum to produce culturally competent, caring nurses who think creatively and critically, and meet national professional nursing standards.*
2. *To increase the body of nursing knowledge through research and creative endeavors. To realize this mission, the nursing programs encourages faculty and students to participate in research, projects, programs, and advanced study; and to conduct, and disseminate findings of research and health-related projects.*
3. *To serve culturally diverse people and health care providers of the region. To realize this mission, the nursing program offers continuing education and consultation locally and through distance technology; and provides leadership to raise standards, enhance health and well-being, and promote collegiality between providers.*

#### **Philosophy:**

The philosophy of the nursing program supports the mission and goals of the School of Nursing and Health Sciences and the University of Guam in the commitment to the people of the Western Pacific. The philosophy of the nursing program blends the four major concepts of man, environment, health, and nursing with its educational purpose. The philosophy reflects the values and beliefs of the faculty and is the foundation of the nursing curriculum:

*Man has an inherent creative drive towards higher and more positive levels of existence and self-actualization, and that caring provides the energy that compels this positive impetus. Man makes his own life choices within those available to him, and is therefore accountable for the consequences of these choices. Individual aspirations and personal accountability for one's own actions make man unique.*

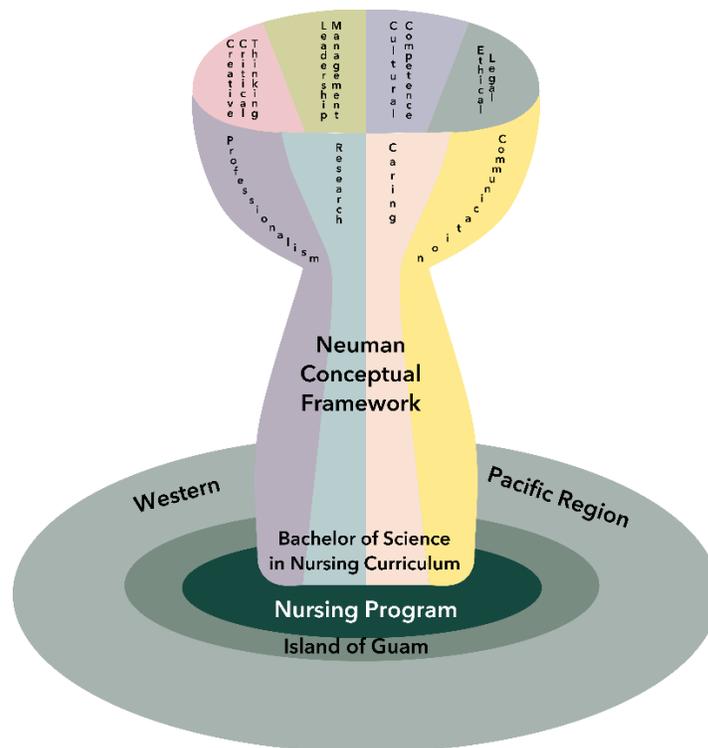
*Promoting optimum health and wellness is the purpose of all nursing behavior. Health is determined by the ability of the individual, family, group, or community to set personally meaningful and realistic goals, and to mobilize energy resources to attain these goals efficiently. This is accomplished while caring for and about self and others, helping others feel good about themselves, and with the fewest possible negative effects on the environment.*

**Latte Stone Model of the Conceptual Framework**

In 1996, the Nursing Program selected the Latte Stone to represent the curricular conceptual framework and model for the Program. The indigenous people of Guam are known as Chamorros. In ancient times, the Chamorros built Latte Stones believed to be pillars for ancient houses. Latte Stones are noted for their two-piece construction: the supporting column (halagi) topped with a capstone (tasa). The Latte Stone was selected to represent the conceptual model for the Nursing Program. In the model, the Latte Stone stands in the middle of the Western Pacific Region, the University of Guam, the School of Nursing and Health Sciences and the Nursing Program.

Within Guam, the program is supported by the three-fold mission of the University and the School: To enlighten (teach), to discover (research), and to serve (service). Entrenched within the region, the University provides a stable environment for the Program to achieve its primary purpose which is to offer a BSN curriculum.

The Program philosophy is set in motion by the elements of the Neuman Systems Model (NSM) which are represented by the supporting column (halagi) of the Latte Stone. The NSM forms the basis of the curriculum and provides the foundation for a holistic approach to client systems, a critical appraisal of various degrees of client-environment interactions, management of diverse nursing care issues, and implementation of multi-level nursing interventions. Woven into the curriculum, the NSM provides the framework for assessing, implementing and monitoring learning and utilization of the ten Core Concepts which are the Program Outcomes. The top of the Latte Stone, known as tasa represents the ten Core Concepts. As capstone, Core Concepts identify the expected behaviors or characteristics of the graduate.



**BYLAWS**

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### **UNIVERSITY OF GUAM SCHOOL OF NURSING and HEALTH SCIENCES**

#### **NURSING PROGRAM BYLAWS**

##### **ARTICLE I**

###### **Name**

The name of this body shall be the Nursing Program in the School of Nursing and Health Sciences (SNHS) at the University of Guam (UOG), Mangilao, Guam.

##### **ARTICLE II**

###### **Purpose**

The purpose shall be to maintain standards of excellence in nursing education, community service, and conduct research and/or scholarly endeavors.

##### **ARTICLE III**

###### **Membership**

The membership shall include the nursing administrator, nursing faculty members, and student representative(s).

##### **ARTICLE IV**

###### **Officers**

Section 1. There shall be one Division Chair voted into office by the nursing faculty as identified in the union contract.

Section 2. The Division Chair for the Nursing Program is designated as Chairperson.

Section 3. The Chairperson shall chair all meetings of the nursing faculty membership and shall be the official spokesperson.

Section 4. In the absence of the Chairperson, the Nursing Program Division Chair shall select another faculty member to act in her/his absence.

Section 5. The recording secretary shall be responsible for recording the meeting minutes. Recording secretarial duties shall be rotated among the nursing faculty members

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Minutes shall be circulated within seven (7) days of the meeting and maintained in a permanent file in the nursing office.

### ARTICLE V

#### **Nursing Faculty Business Meeting**

The nursing faculty business meeting of the Nursing Program membership shall be held monthly at least seven times during the academic year unless decided otherwise by the membership.

### ARTICLE VI

#### **Closed Session**

The nursing faculty and its committees may declare itself in closed session when confidential matters need to be discussed.

### ARTICLE VII

#### **Nursing Program Committee Guidelines**

- Section 1. Standing Nursing Program Committees shall be:
- Admissions and Academic Standards Committee
  - Curriculum Committee
  - Policy and Bylaws Committee
  - Program Evaluation Committee
- Section 2. Membership of each committee shall consist of:
- Nursing Program faculty members (minimum of three)
  - One nursing student representative
- Section 3. Nursing Program faculty members are expected to serve on no less than (2) Nursing program Committees in an academic semester.
- Section 4. Each committee shall select its own chairperson.
- Section 5. Each committee shall submit a beginning and an end of the academic year report utilizing the appropriate forms. These reports shall be kept in a permanent file in the Nursing Program office.
- Section 6. All committees shall meet monthly, at least 7 times per year unless decided otherwise by the membership.

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- Section 7. Minutes of each meeting shall be kept in a permanent file in the Nursing Program office.
- Section 8. Committee chairperson(s) shall report issues and decisions to the Nursing Director on a regular basis.
- Section 9. All committees shall report to the nursing faculty membership on a regular basis by committee minutes and/or nursing faculty business meetings.
- Section 10. All recommendations from committees will go to the faculty business meeting for distribution, presentation and action. This process may be conducted by e-mail or hard copy distribution.

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### Nursing Program Committees

#### Section 1. Admissions and Academic Standards Committee

##### Purpose:

- Coordinates recruitment and retention activities for the nursing programs.
- Establishes academic standards.
- Manages student admissions and progression in the nursing programs.

##### Functions:

- Develops, recommends, and coordinates implementation of recruitment strategies that will improve enrollment into the pre-nursing program.
- Develops, recommends, coordinates implementation of retention strategies that will improve success and reduce attrition rates.
- Uses nursing statistical data base for planning and decision making relevant to recruitment and retention.
- Develops, recommends, and coordinates activities that will prepare graduates for passing NCLEX.
- Develops, recommends, and coordinates implementation of enhancement strategies for student success in the nursing program.
- Recommends standards, policies and procedures for admission, progression, and graduation of students.
- Selects student for acceptance to the pre-nursing major and admission to the nursing major.
- Responds to eligibility appeals.
- Addresses matters relating to progression and/or reinstatement of students.
- Responds to student academic issues referred by faculty or students.

#### Section 02. Nursing Curriculum Committee

##### Purpose:

- Develops the program and makes curricular recommendations.

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### Functions:

- Develops the curriculum design to reflect the philosophy and achieve the objectives of the Nursing Program.
- Reviews the nursing curriculum.
- Recommends to the nursing faculty matters pertaining to the nursing curriculum for appropriate action.
- Recommends changes in courses or approval of new courses.
- Monitors the relevance of the curriculum to the health needs of society and educational trends, and the requirements of accrediting agencies.
- Monitors nursing program curriculum files. See policy on Curriculum Files for guidance.

### Section 03. Nursing Policy and Bylaws Committee

#### Purpose:

To coordinate Policy and Bylaws function of the membership.

#### Functions:

- Processes recommendations for changes in Bylaws from nursing committees, and from individual faculty.
- Provides a copy of the amended Nursing Bylaws to the Nursing Director no later than seven (7) working days after the meeting at which the amendments were approved.
- Reviews Bylaws of the Nursing Program faculty in the Nursing Program Manual every two years and revises as necessary.
- Reviews the Nursing Program policies in the Nursing Program Manual every two years and revises as necessary.

### Section 04. Nursing Program Evaluation Committee

#### Purpose:

Maintains an ongoing evaluation process of the following areas: conceptual framework, philosophy, program goals, administration, faculty, curriculum, outcomes (student/graduates), ancillary resources and research activities.

#### Functions:

- Designs instruments for the evaluation process.
- Gathers and analyzes data for self-study reports for program review/accreditation

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- Makes recommendations of evaluation process for course/faculty.
- Monitors Evaluation Plan.
- Prepares annual report of Program Activities/Outcomes.
- Monitors resolution of student complaints.
- Monitor nursing program center activities such as grant writing, research, continuing education, and scholarly activities.

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### ARTICLE IX

#### Special Committees

##### Section 1. Nursing Advisory Committee Membership:

Seven or more members, selected by the nursing faculty membership with recommendations from the School of Nursing and Health Sciences.

Members are selected from following groups: consumers, representatives of health care agencies and other professions to serve for a renewable 2 (two) year term.

A nursing faculty member, endorsed by the Nursing Program faculty members, will serve as Secretary for a one year renewable term.

The Chairperson will be elected by NAC for a two year term in the month of September.

The UOG Nursing Director will serve as Vice Chair.

##### Meetings:

The NAC will meet twice in an academic year, unless decided otherwise by the committee members.

##### Purpose:

To ensure the involvement of stakeholders in the nursing program.

To advise the faculty on how best it can prepare nurses to meet community health needs.

##### Functions:

- Reviews current health problems and nursing care needs in the community.
- Reviews information about health programs, resources, and future plans in the community.
- Shares information about current health care education and direction of future health care programs.
- Provides recommendations relative to proposed activities or program

Section 02. Ad Hoc Committees and Task Forces will convene for one (1) year. The committee/task force will meet to evaluate the need for continuation.

### ARTICLE X

#### Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, newly revised shall

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govern the nursing membership meetings in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the faculty may adopt.

### ARTICLE XI

#### **Amendment of Nursing Bylaws**

These bylaws may be amended at any regular meeting of the nursing faculty membership by a two-third vote of the members present, provided that the amendment has been submitted in writing at the previous regular meeting.

Reviewed: 5/2004, 5/2005, 2/2008

Revised: 5//94, 12//94, 5//96, 5//99, 5/04, 5/06, 2/08