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**Bachelor of Science in Nursing  
Advisory Board****Description:**

This Advisory Board is an external body composed of 12 members who are nursing professionals and other representatives from the different communities of interest. The board provides support and advice to the nursing program, assists in the development of new programs, and identifies best practices standards. Board members also serve as ambassadors to the program providing a connection to an ongoing exchange of information and ideas with members of health care systems and different academic bodies.

**Responsibilities and Guidelines:**

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1. Attend biannual board meetings and other events as requested. Review agenda and supporting materials prior to board meetings.
  2. Remain informed and share with others about the program, its students, curriculum, services, and activities.
  3. Share developments in the field of nursing and other information relevant to health care systems and the academic setting.
  4. Provide support and advice to program leaders, faculty, and students; assist in the development of new programs; and identify best practice standards.
  5. Serve as an ambassador and advocate to the program providing a connection to an ongoing exchange of information and ideas with practitioners in the field of nursing and other external contacts with the communities of interest.
  6. Share information about the labor market demand for program graduates and advise the program about the need to produce graduates with the skills required to meet employment needs.
  7. Participate with other members assessing the currency of curriculum and teaching practices and provide feedback about professional employment practices.
  8. Provide ideas for program marketing and promotion.
  9. Assist with the identification of other Advisory Board members.

**Membership:**

The Advisory Board will be composed of 12 members representing a cross section of communities of interest relevant to academic nursing programs. A diversity of perspectives is an important aspect of the board's function. Diverse perspectives and experiences based on the individual status, gender, race, ethnicity, geographic location, age, and other related qualities are important aspects in selecting members. Prospective Advisory Board members will be identified by existing members. Their names are submitted to the Nursing Program Director who will discuss with faculty members for their input. Advisory Board members will serve two-year terms with the possibility for renewal for additional terms based on their interest, involvement, and at the discretion of the Nursing Program Director and faculty. Dedicated board positions will also be established for one current student and a program graduate working in the nursing field. In addition, current students and program faculty members will be invited and encouraged to attend meetings. The Advisory Board is non-voting and does not engage in decision-making related to program personnel, budget, or internal policy development within the partner institutions.

**Officers and Duties:**

A new Chair will be identified and appointed each calendar year from the Advisory Board membership. Members will be solicited each year for interest in serving in this role. A Co- or Vice-chair may also be identified. If there is not a board member who is able to serve as Chair, an academic director may function as Interim Chair until an Advisory member is identified. There are no other elected officers. The Chair facilitates effective functioning of the Advisory Board meetings with support from the Program Director. Conducting meetings is the prime role of the Chair. He/she will also assist the Program Director in preparing agendas and represents the Advisory Board at other meetings, as needed. The Program Director will plan the meetings, ensure effective preparation, distribution, and archiving of the Advisory Board minutes, and take follow-up action as required. The Program Director will also establish and maintain a viable pool of prospective new members, maintain a current list of members, monitor terms, and manage the membership to include maintaining consistent and effective communication.

**Advisory Board Meetings:**

Meetings will be held on a bi-annual schedule and will be of an appropriate length to maintain the support, interest, and involvement of all members. Effective and efficient meetings are critical to the success of the Board, which include discussions and deliberation of important matters, which are translated into decisions and recommendations regarding the ongoing growth, development and enhancement of our academic nursing programs. Typical agenda items may include: introductions, program update, School of Medicine Report, updates from the nursing field, and primary discussion/decision topic to solicit input from the

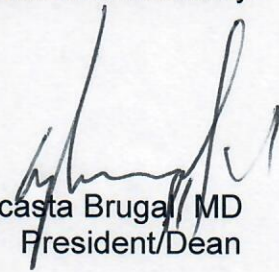
external Board members. As a benefit, some meetings will include professional development presentations or students' capstone projects presentations. Meetings will be held on campus and, when necessary and available, distance technologies will be used to allow members to participate who are unable to attend in-person.

**Advisory Board Member Compensation:**

There will be no formal compensation for Advisory Board members. The program will cover parking.

**Validity:**

The requirements contained in this Executive Order are effective immediately.



Yocasta Brugal, MD  
President/Dean

Approved: July 12, 2019