

**AGREEMENT ON RN-BSN TRACK COORDINATOR RESPONSIBILITIES**  
**agreed to by Elaine Ingulli and Cheryl Kaus 11-27-13**

**RN-BSN Track Coordinator in Undergraduate Nursing Program:** There shall be an RN-BSN Track Coordinator.

**Multiple Roles:** It is understood that the Nursing Program Coordinator will serve as the Coordinator of the Pre-licensure Track for no additional compensation for that role. If elected, s/he may also serve as the RN-BSN Track Coordinator.

**COMPENSATION for RN-BSN TRACK COORDINATOR:** The RN-BSN Track Coordinator shall be compensated by 4 TCH a year. This applies to anyone who serves in that role, regardless of compensation for other roles.

**RESPONSIBILITIES of RN-BSN TRACK COORDINATOR**

Creation, Development and Maintenance of Track

- (1) Meet with the Program Coordinator on an annual basis to set up goals and objectives for the year, discuss budgetary requests, and review the previous year's progress. The Program Coordinator will incorporate these goals into the Annual Report and other pertinent documents. Review all policies that pertain to the RN-BSN Track yearly and reaffirm the RN-BSN Program mission, goals, program learning outcomes, and theoretical framework yearly.
- (2) Coordinate with faculty and the Program Coordinator in creating a recommended teaching schedule for each academic term consistent with guidelines established by the Dean, and provide the schedule to the Dean or his/her designee. Assist the Program Coordinator in the scheduling of courses over a 3-year cycle to ensure that instructional offerings and requirements are met by the nursing faculty.
- (3) Identify staffing needs of the Program as they relate to reported current and future curricular plans. Serve on search committees for nursing faculty and make recommendations for appointment of faculty, including adjuncts, to the Program insuring a proper fit with RN-BSN teaching requirements. Assist in orientation of new and adjunct faculty.
- (4) Inform the Program Coordinator in a timely fashion of resources needed to accomplish the track goals.
- (5) Coordinate faculty definitions of student learning outcomes appropriate to the track mission and maintenance of an ongoing assessment program.

Students

- (6) Coordinate advising to ensure that all advising obligations are met in a timely fashion.
- (7) Coordinate track activities in such areas as recruitment.

(8) Serve as the first level of appeal in all matters relating to the academic activities of the track and its faculty. This would include, but is not limited to, such matters as appeals regarding track degree requirements, assessment of transfer credits, grading appeals, and complaints regarding faculty within the track. If the matter cannot be resolved at the Program level, the communication with the Dean or designee should give reasons.

#### Faculty

(9) Participate in all nursing program meetings as a representative of RN-BSN interests within the Program. Insure records kept of these meetings reflect these interests. Communicate regularly with the Program Coordinator in all RN-BSN matters.

(10) Lead the nursing faculty in ongoing discussions of curricular issues to facilitate meeting the Program's missions and goals. This would entail conducting the End of Program Assessments, analyzing and reporting the data and working with the Assessment Committee for program improvement.

#### Liaison

(11) Act as or appoint liaison, when appropriate, to the Nursing Program as a whole and to other Programs with regard to RN-BSN matters of joint concern, such as program requirements, curriculum development, and facilities requirements. Act as a liaison to external constituencies, including representing the Program in arranging articulation agreements with other institutions as it relates to the track.

#### Record Keeping and Reporting

(12) Assist in meeting Program reporting requirements. This will include, but not be limited to, the track portion of State-mandated five-year Program self-study, accreditation documents, annual Program report, revisions in curriculum worksheets, College Bulletin, and pertinent Admissions information. These are to be submitted to the Dean through the Program Coordinator. Revise yearly the RN-BSN Advisement and Policy Guide prior to the start of each academic year.

(13) Assist with the transmittal of information and instructions, as appropriate, from the Dean and other officials of the College to members of the track faculty.

(14) Oversees clinical contracts and student documentation (criminal background checks, drug screens, etc.) required for clinical placement activities to insure timeliness and completeness.