

Dedicated Time for SON Committee Meetings

1. Tuesday from 12:30 – 1:30 is **dedicated** time meaning that no SON courses are scheduled for this hour.
2. Tuesday from 12:00 – 12:30 and 1:30 – 2:00 is **protected** time meaning that the Registrar’s office will minimize the number of courses scheduled for these times. Due to time/space constraints, some courses may not finish until 12:20 or may begin at 1:30. However, committees that have two-hour meetings should attempt to schedule the voting time for the middle part of the two-hour slot (12:30 – 1:30) so that most faculty could be present.
3. Faculty who have a clinical practice during dedicated/protected time will work towards changing their hours, if possible. If not possible, they should Communicate with the Committee Chair any thoughts regarding the agenda item to be voted upon.
4. SON meetings to be scheduled during the 12:00 – 2:00 time slot include, in order of priority:

<u>Committee</u>	<u>Suggested Meeting Time*</u>
Faculty Senate	Tuesday of specified months from 12:30 – 1:30
Baccalaureate Curriculum	2 nd Tuesday from 12:30 – 2:30
Baccalaureate Admissions	1 st and 3 rd Tuesdays from 12:30 – 2:30
	Spring meetings will be held 9:00 – 11:00
Master’s Curriculum	1 st Tuesday from 10:00 – 12:00
Master’s Admissions	2 nd and 4 th Tuesdays from 10:00 – 12:00
DNP Curriculum	3 rd Tuesday from 10:00 – 12:00
DNP Admissions	as needed
PhD Curriculum	3 rd Wednesday from 12:00 – 1:30
PhD Admissions	1 st Thursday from 12:00 – 1:30
Other Faculty Meetings	Not to conflict with Faculty Senate meetings

*Committee chairs will work with the Registrar’s office to schedule actual meeting times.

5. The effective date for this policy is September 1, 2006.

Approved by Faculty Senate: 2/15/06
To Be Reviewed by Faculty Senate