I. PURPOSE

A. Serve as a designated entity for community engagement for the SON

B. Serve to organize and respond to requests for SON participation within the community

C. Serve as a communication point for the SON to share the requests with SON from the community for SON participation.

D. To assist to identify what equipment/supplies are needed/available for engagement for events within the community. Assistance will be needed for maintenance/storage of the equipment from sim lab staff/or designee.

E. Represents the SON on community engagement matters within the university as needed at meetings.

II. FUNCTIONS

A. Act as a central communication repository for requests for community engagement of the SON.

B. Relay requests for community engagement to the SON and relay the SON response.

C. Assist with the identification of needed equipment/materials for the community engagement activities. Assistance will be needed for maintenance and storage from the sim lab staff/designee.

D. Committee shall maintain a blackboard shell open to the SON that will display current opportunities for engagement as well as function as an area for requests to be made.

E. Committee will work with OEL/IT to devise a mechanism for the community to make electronic requests to the committee.

III Structure

A. The Committee shall consist of:
   1. At least four (4) faculty from the SON at UM-Flint.
   2. Faculty should be from undergraduate and graduate programs. Staff and student participation are encouraged.
   3. Committee faculty should have an investment in the City of Flint and participate or plan various community health events or functions.
   4. Whenever possible committee should include faculty who teach Community Health
   5. Committee may have members of SON UM-Flint staff or members of the community
All interested nursing faculty, including non-governing faculty, are invited to attend meeting without vote.

B. Term of office for faculty is three years. Faculty may serve two consecutive terms and may be elected for additional terms (due to a limited number of faculty eligible to sit on this committee with community involvement).

C. If possible terms should be adjusted so that one or two vacancies will occur each year.

D. Terms of office will begin in the fall semester.

E. A faculty chair will be elected by committee members considering experience, expertise, and workload. The chair serves a term of one year and this may be extended with committee input in the Fall.

F. Chair must be determined no later than the end of September. The term of office for new chair begins in the fall semester.

IV. MEETINGS

A. Regular meetings shall be held once a month, or as needed, during the academic year (September through May). Meetings shall be canceled as necessary. Routine matters may be decided by electronic mail or by other forms of communication when agreed to by the consensus of Committee members, but all identifying information shall be deleted. Committee members will serve 9-month appointments. Summer meetings will be based on need.

B. A simple majority of the Committee membership shall constitute a quorum.

C. Committee business shall be conducted in an orderly fashion. Robert’s Rules of Order, Newly Revised will serve as a guideline. Student confidentiality shall be maintained.

D. All members (faculty, staff, and students) shall have voting privileges.

E. Minutes of proceedings shall be recorded by a member of the committee and shall be determined at each meeting.

G. Agendas, minutes, and relevant supplemental materials from each meeting will be stored electronically.

Approved by SON Faculty Committee: 2/1/2019