	Title: Standard Operating Procedure to Allow UNM College of Nursing Graduate Nursing Students to Attend the CON Faculty Business Meeting	Review Frequency: Two Years	Effective Date: 7/1/2022
	Document Category / Document Type Procedure	Doc Control #	CON-1117
		Revision #	1

1. Purpose/Objectives.
 - 1.1. The purpose of this SOP is to allow CON graduate nursing students to attend the CON Faculty Business meeting.
2. Scope.
 - 2.1. This policy applies to graduate nursing students at the CON.
3. Content.
 - 3.1. The Faculty Affairs Committee chair or chair-elect will approve the attendance of graduate nursing students at a CON FBM.
 - 3.2. Faculty should notify the Faculty Affairs Committee (FAC), Chair or Chair-elect, at least one week in advance of the meeting that they would like to have graduate students observe at the FBM, that they would like to bring a graduate student(s) to the next Faculty Business Meeting and indicate how many students they would like to attend.
 - 3.3. The number of students should be limited to 5 or less.
 - 3.4. The faculty member who invited the graduate student(s) will name the student(s) and the program they are from at the beginning of the FBM, according to the meeting agenda.
 - 3.5. At any time during the FBM, the chair or a faculty member may request an executive/closed session, if there is sensitive information to discuss. If it is known in advance that there will be sensitive information to discuss at the FBM, an executive/closed session should be indicated on the agenda.

4. Responsibilities.

RESPONSIBILITIES	
Position/Title/Group	Requirements/Expectations/Duties
CON Faculty	Responsible for adherence to this policy.

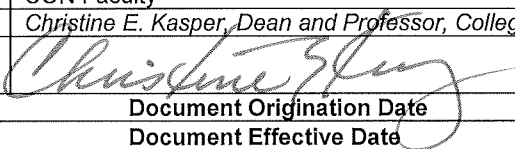
5. Records Applicability/Retention
 - 5.1. "Documentation related to this policy will be maintained in accordance with UNM Administrative Policies and Procedures, UAPPM Policy 6020, and applicable requirements of the New Mexico Public Records Act, N.M.S.A § 14-3-1 et. seq."
6. External Reference(s).
 - 6.1. None
7. Internal Reference(s).
 - 7.1. None
8. Definitions.
 - 8.1. None
9. Key Words.

9.1. Graduate nursing students, FBM

10. Attachments.

10.1. None

11. Approval Authority.

APPROVAL and Information			
Item	Contact Information	Date	Approved/ Reviewed
Document Owner	College of Nursing Faculty		
	CON Faculty Affairs Committee	10/11/2021	Reviewed
	CON Faculty	10/18/2021	Approved
Official Approver	Christine E. Kasper, Dean and Professor, College of Nursing		
Official Signature		6/1/2022	
	Document Origination Date	7/1/2022	
	Document Effective Date	7/1/2022	

12. Document History.

HISTORY LOG				
Date and Date Type: (Specify: Origination, Effective or Retired Date)	New/ Revision #	Title of Document:	Description of Change(s):	Approved By: Print Name/Title
10/18/2021 Effective: 7/1/2022	New	SOP to Allow UNM, College of Nursing (Graduate Nursing Students to Attend the CON Faculty Business Meeting	New Document	College of Nursing Faculty