**University of Virginia School of Nursing**

**SON Faculty Organization & Standing Committees Meeting Schedule**

**2024-2025**

Meeting dates/times have been established for the 2024-2025 academic year as follows for the SON’s Faculty Organization Standing Committees and other regular SON meetings. FYI: Due to HWE Survey, some meetings end 10 minutes early.

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| --- | --- | --- | --- | --- |
| **Meeting** | **When** | **Time** | **Date(s)** | **Where** |
|  |  |  |  |  |
| Faculty Org (Sept thru April)**No Dec Mtg** | 4th Monday |  3:00-5:00 pm**(new starting time)** | 9/23, 10/28 11/25, **no Dec mtg**, 1/27, 2/24, 3/24 & 4/28. | *MCL 5060 & Zoom* |
| Fac Org Monthly Forum(Sept thru April)**No Dec Mtg** | 3rd Monday | 12:00-1:00 pm | 9/16, 10/21, 11/18, **no Dec mtg**, 1/20, 2/17, 3/17 & 4/21. | *MCL 5060 & Zoom* |
|  |  |  |  |  |
| **Standing Committees:** |  |  |  |  |
|  |  |  |  |  |
| **Meeting** | **When** | **Time** | **Meets Monthly** | **Where** |
| Appointment, Promotion & Tenure | 2nd Thursday  | 3:00-4:30 pm | Monthly: Sept to April | Zoom |
| Baccalaureate Program  | 1st Monday  |  3:30-5:00 pm | Monthly: Sept to April | MCL 4072 & Zoom |
| Diversity  | 2nd Wednesday  |  3:30-4:30 pm | Monthly: Sept to April | Zoom |
| MSN Program  | 1st Monday  |  2:00-3:20 pm | Monthly: Sept to April | Zoom |
| DNP Program | 2nd Monday  |  1:00-2:20 pm | Monthly: Sept to April | Zoom |
| PhD Program  | 1st Monday  | 11:00 am-12:30 pm | Monthly: Sept to April | Zoom |
| Research  | 3rd Monday  |  2:15-3:30 pm | Monthly: Sept to April | Zoom |
| Steering  | 2nd Monday  |  3:30-5:00 pm  | Monthly: Sept to April | Zoom |
|  |  |  |  |  |
| **Other SON Meetings:** |  |  |  |  |
| BSN Program Faculty | 5th Monday  |  4:15-5:15 pm | Sept 30, Mar 31 | Zoom |
| CNL Program Faculty  | 5th Monday |  9:00-10:20 am | Sept 30, Mar 31 | Zoom |
| MSN & DNP Program Faculty | 5th Monday  |  2:30-4:00 pm | Sept 30, Mar 31 | Zoom |
| PhD Program Faculty | 5th Monday  | 10:30-11:50 am | Sept 30, Mar 31 | Zoom |
| RN/BSN Program Faculty | 5th Monday  |  1:00-2:20 pm | Sept 30, Mar 31 | Zoom |
| Specialty Coordinators  | 1st Monday  |  1:15-2:00 pm | Monthly: Sept to April | CMN 2018 & Zoom |

**Committee Chairs:**

Committee chairs will determine if meetings are to be rescheduled or canceled and notify members.

Chairs will distribute meeting agenda to committee members at least 3 days prior to meeting date.

Committee chairs will ensure that meeting minutes are typed and distributed monthly to all members and that an electronic copy of agenda and minutes are saved in **Teams** in “Committees,” Committee’s Name; and folder called “Agendas & Attachments” and “Minutes” of academic year.

Committee chairs will send a signed **final summary (annual) report of the Committee’s work at the last meeting of the year** to the FO Secretary. Updated 8/20/24 kmc