



# **POLICIES AND PROCEDURES MANUAL**

**Adopted on 6/12/2007 Last  
revised on 4/25/2025**

## Table of Contents

A. Preface and Organizational Framework .....	5
1. Preface .....	5
2. Organizational Framework .....	5
a. Guiding Principles .....	5
b. Memorandum of Understanding .....	5
c. Bylaws .....	5
B. Definitions .....	6
C. Membership .....	6
1. Academic Collaborator .....	6
a. Criteria for membership .....	6
b. Application Process .....	6
c. Memorandum of Understanding .....	6
d. Responsibilities and Expectations .....	6
2. Academic Affiliate .....	7
a. Criteria for membership .....	7
b. Application Process .....	7
c. Memorandum of Understanding .....	8
d. Responsibilities and Expectations .....	8
3. Membership and Other Fees .....	8
4. Termination of Membership .....	8
a. Voluntary .....	8
b. Involuntary .....	9
D. NEXus Governance .....	9
1. Appointment to the Executive Committee .....	9
2. Voting .....	9
3. Officers .....	9
a. Duties and Responsibilities .....	9
i. Chair .....	9
ii. Chair Elect .....	10
iii. Vice Chair .....	10
iv. Secretary .....	10
v. Treasurer .....	10
b. Election of Officers .....	10
c. Term of Office .....	10
d. Vacancies in Office .....	10
4. Fiscal Year .....	11
5. Lead Organization .....	11
a. Term .....	11
b. Selection .....	11

c. Responsibilities of the Organization .....	11
i. Oversight of Financial Management .....	12
ii. Manage NEXus Operations .....	12
iii. Coordinate NEXus Communication .....	12
iv. Support NEXus Governance .....	12
v. Support Campus Coordinators and Other Institutional Participants .....	12
vi. Coordinate Marketing Efforts for NEXus .....	13
vii. Coordinate Evaluation Efforts for NEXus .....	13
viii. Assume Other Responsibilities .....	13
6. Infrastructure Support .....	13
E. NEXus Operations .....	13
1. Annual Budget and Financial Reports .....	13
2. Annual Plan of Work .....	13
3. Common Price .....	14
4. Addition of New Courses .....	14
5. Cancellation of Courses .....	14
6. Meetings .....	15
a. Annual Meeting .....	15
b. Special Meetings .....	15
c. Affiliate Members .....	15
d. Non-Member Participation .....	15
7. Meeting Attendance Refund Policy .....	15
8. Standing Committees and Ad Hoc Committees .....	15
9. Reports and Proposals .....	15
10. Publications and License Notifications .....	15
F. NEXus Course Management .....	16
1. Campus Faculty Coordinator .....	16
2. Campus Staff Coordinator .....	16
3. Teaching Faculty .....	16
4. Credit Transfers .....	16
5. Transcript and Transfer Model Implementation .....	17
6. Student Enrollment Procedures .....	17
a. Course Enrollment .....	17
b. Course Enrollment Responsibilities .....	17
i. Student .....	17
ii. Home Institution Campus Staff Coordinator .....	17
iii. Teaching Institution Campus Staff Coordinator .....	18
iv. NEXus Administration .....	18
7. Consortium Agreement .....	19
8. Course Payment .....	19
9. Course Drops and Tuition Refunds .....	19
10. Invoice and Tuition Exchange Dates .....	19

11. Course Catalog/Database Management .....	20
a. Course Posting Requirements .....	20
b. Seat Request/Seat Granting .....	20
c. Student Information Data Entry .....	21
d. Grade Entry .....	21
12. Inter-Institutional Course Credit .....	21
a. Course Number and Titling .....	21
b. Transcripts .....	21
c. Grade Translation .....	21
13. Course Support Services .....	22
a. Textbook Information .....	22
b. Student Access to Instructional Software .....	22
14. Library Support .....	22
15. Guidelines for Teaching Institutions .....	22
16. Evaluation of Program .....	22
17. Promotion and Marketing .....	22
18. Intellectual Property Rights and Responsibilities .....	23
G. Student Specific .....	23
1. Student Eligibility .....	23
2. Enrollment .....	23
3. Course Drops and Tuition Refunds .....	23
4. Advising, Financial Aid, Student Services .....	24
5. Grade Dispute .....	24
6. Academic Misconduct .....	24
H. Editorial Changes .....	24

## **Appendices**

A.1 Guiding Principles .....	25
A.2 Memorandum of Understanding .....	27
A.3 Bylaws .....	33
A.4 Officers .....	38
A.5 NEXus Member Institutions .....	39
B.1 Application for Membership to NEXus .....	40
B.2 Common Price Distribution and Revenue Model .....	41
B.3 Fee Structure .....	43
B.4 Organizational Chart .....	44
B.5 Annual Plan of Work .....	45
C.1 Responsibilities of the Committees and Clusters .....	49
C.2 License Documentation Statements .....	51
D.1 Campus Faculty Coordinator Responsibilities .....	52
D.2 Campus Staff Coordinator Responsibilities .....	54
D.3 Implementation of Transcript and Transfer Models .....	56
D.4 Tracking Form Enrollment Procedures .....	57
D.5 Information for Faculty Teaching NEXus Courses .....	59
D.6 WICHE-ICE Database User Manual .....	61
E.1 Contact Information .....	76

# NEXus – The Nursing Education Xchange

## Policies & Procedures Manual

### A. Preface and Organizational Framework

#### 1. Preface

NEXus Policies and Procedures have been created to inform and assist member institutions in the implementation of NEXus as a cooperative effort. They describe the governance of NEXus and the accepted policies and common processes that enable course exchanges. These policies and procedures are intended to be observed for inter-institutional activities and are not intended to replace or supersede the existing policies of any institution or its governing board.

#### 2. Organizational Framework

NEXus is a collaborative project of the NEXus Academic Collaborators and the Western Institute of Nursing aimed at expanding the capacity of nursing doctoral programs in the United States through cooperative efforts by making available to doctoral students at each NEXus Academic Collaborator and NEXus Academic Affiliate Institution certain online courses offered by each NEXus Academic Collaborator. The overall goal is to facilitate the collaborative efforts of nursing doctoral programs to: (a) increase the number of doctorally-prepared nursing faculty who can teach nursing students and thereby contribute to reducing the severe nursing shortage in the US; and (b) give students greater access to high quality education.

The foundational documents which form and govern the collaborative are found in their entirety in the appendices. A summary of each document is as follows:

##### a. *Guiding Principles (Appendix A.1.)*

The deans and directors of the Schools/Colleges of Nursing Doctoral programs that are Academic Collaborators and Academic Affiliates in the NEXus project have agreed, on behalf of their respective faculties, to the principles and procedures that facilitate the development and delivery of inter-institutional graduate courses through their respective institutions. The Guiding Principles are not a legally binding agreement but rather a statement of operating principles to guide and facilitate cooperation between and among the member institutions. The Guiding Principles establish the basic values underlying NEXus and are essential to the conduct of the collaborative.

##### b. *Memorandum of Understanding (Appendix A.2.)*

The Memorandum of Understanding (MOU) forms the mutual agreement by which the Academic Collaborators and Academic Affiliates join NEXus. The MOU identifies the rights and responsibilities of the collaborators and affiliates, including, but not limited to, program governance, funding, administration and management, and intellectual property. The MOU is signed by all the campus officials deemed appropriate by each member of the collaborative.

##### c. *Bylaws (Appendix A.3.)*

The Bylaws contain the basic rules relating to NEXus and how it is governed internally, including membership, executive committee, officers, elections, and other matters pertinent to the efficient operation of the collaborative.

## B. Definitions

For the purposes of this document, *NEXus* refers to the collaboration among the nursing doctoral programs in NEXus-designated Schools/Colleges of Nursing and the Western Institute of Nursing. *Academic Collaborators* are NEXus member institutions that both offer and receive exchange courses. *Academic Affiliates* are NEXus member institutions that receive exchange courses. *Home Institution* refers to the institution to which students are admitted and from which the degrees are conferred. *Teaching Institution* refers to the institution providing the instruction. *Cluster*, for the purposes of this document, refers to a group of courses in a designated topic area. *Exchange courses* are individual offerings designated by the Academic Collaborators.

## C. Membership (See Appendix A.5. for a list of NEXus designated schools.)

### 1. Academic Collaborator

An Academic Collaborator is defined as a School/College of Nursing that participates in the NEXus project as both a Teaching Institution and a Home Institution. Membership as an Academic Collaborator includes a seat on the NEXus Executive Committee. To apply for membership, a School/College of Nursing must submit an application to the NEXus Executive Committee.

#### a. *Criteria for Membership*

Eligible institutions must have existing nursing doctoral programs. The overriding criterion for approval shall be a clear and compelling mutual benefit for both the applying institution and the current NEXus members. For example, a potential institutional member might offer leadership for development of a new cluster or faculty expertise for one or several of the existing clusters not available from existing member institutions. Membership benefits to an institution would include program marketing, the potential for increased student enrollment, institutional visibility, and access to a broader variety of courses.

#### b. *Application Process*

A School/College of Nursing requesting membership as a NEXus Academic Collaborator shall submit to the Chief Executive Officer a completed Application for Membership to NEXus (see *Appendix B.1.*) and a letter of interest. The NEXus Executive Committee shall act upon the request by electronic ballot or at the next NEXus meeting following receipt of the request. New members must be approved by a 2/3 vote of the Executive Committee (see *Section D. Nexus Governance, Item 2 or NEXus Bylaws, ARTICLE IV. MEMBERSHIP, Section 3. Application, Appendix A.3.*).

#### c. *Memorandum of Understanding*

Approval of a NEXus Academic Collaborator membership application shall be contingent upon the School/College of Nursing providing the Memorandum of Understanding (MOU) with a joinder statement for Academic Collaborators, signed by the Dean/Director of the School of Nursing, and other appropriate campus administrators (see *Appendix A.2.*)

#### d. *Responsibilities and Expectations*

To be a member in good standing, the NEXus Academic Collaborator shall:

- i. participate in the leadership of NEXus through attendance at Executive Committee meetings, serve as Executive Committee officers and/or other committee members,

- participate in grant writing for the good of NEXus, and offer and provide administrative support and leadership for inter-institutional academic programs.
- ii. support faculty participation in the planning and implementation of academic programs sponsored by NEXus when such programs are a fit with the mission and goals of the unit.
- iii. appoint a representative to the NEXus Executive Committee, provide fiscal support (i.e., institutional travel) and remit payments for dues and assessments to NEXus in a timely manner, maintain course and program information on the NEXus course catalog website (including institutional links), and support inter-institutional programs with faculty and technological resources as agreed upon.
- iv. commit to faculty development and course and program assessment to assure that distance programming promotes active learning, provides quality educational experiences, and is methodologically sound.
- v. commit to market NEXus offerings to students and faculty advising doctoral students.
- vi. accept the Common Price Distribution and Revenue model (*see Appendix B.2.*).
- vii. appoint and support a Campus Staff Coordinator and a Campus Faculty Coordinator.
- viii. form an Institutional Team to implement NEXus policies and processes consisting of (where applicable to the unit structure) the College Dean, Academic Dean or comparable official, nursing doctoral program director(s), Department Head, Chief Financial Officer of the University, Business Officer for the College/School, Continuing Education Dean, University Financial Aid Officer, Graduate Dean, Registrar, Campus Faculty Coordinator, and Campus Staff Coordinator. This team should regularly gather feedback from students and faculty involved in NEXus.
- ix. support a NEXus training workshop for all members of its Institutional Team.

## 2. Academic Affiliate

An Academic Affiliate is defined as a School/College of Nursing that participates in the NEXus project solely as a Home Institution and not as a Teaching Institution. Membership as an Academic Affiliate does not include a seat on the NEXus Executive Committee, nor a distribution from the common price tuition paid by students. An Academic Affiliate is not required to attend annual and special meetings but is notified and invited to attend. To apply for membership as an Academic Affiliate, a School/College of Nursing must submit an application to the NEXus Executive Committee.

### a. *Criteria for Membership*

Eligible institutions must have existing Doctoral nursing programs. The overriding criterion for approval shall be a clear and compelling mutual benefit for both the applying institution and the current NEXus members. For example, a potential institution member may bring a pool of students who have strong interest in taking available courses. Membership benefits to an institution would include institutional visibility and/or access to a broader variety of courses.

### b. *Application Process*

A School/College of Nursing requesting membership as a NEXus Academic Affiliate shall submit to the Chief Executive Officer a completed Application for Membership to NEXus (*see Appendix B.1.*) and a letter of interest. The NEXus Executive Committee shall act upon the request by electronic ballot or at the next NEXus meeting following receipt of the request. New members must be approved by a 2/3 vote of the Executive

Committee (see Section D. Nexus Governance, Item 2 or NEXus Bylaws, ARTICLE IV. MEMBERSHIP, Section 3. Application, Appendix A.3.).

c. *Memorandum of Understanding*

Approval of a NEXus Academic Affiliate membership application shall be contingent upon the School/College of Nursing providing the Memorandum of Understanding (MOU) with a joinder statement for Academic Affiliates signed by the Dean/Director of the School of Nursing, and other appropriate administrators (see Appendix A.2.).

d. *Responsibilities and Expectations*

To be member in good standing, a NEXus Academic Affiliate shall:

- i. commit to market NEXus offerings to students and faculty advising doctoral students.
- ii. accept the Common Price Distribution and Revenue model (see Appendix B.2.)
- iii. appoint and support a Campus Staff Coordinator and a Campus Faculty Coordinator
- iv. form an Institutional Team to implement NEXus policies and processes, consisting of the College Dean, Academic Dean or comparable official, Doctoral program director(s), Department Head(s) if applicable, Chief Financial Officer, Financial Aid Officer, Continuing Education Dean if applicable, Graduate Dean, Registrar, Campus Faculty Coordinator, and Campus Staff Coordinator. This team should regularly gather feedback from students and faculty involved in NEXus.
- v. support a NEXus training workshop for all members of its Institutional Team.

3. Membership and Other Fees

The Executive Committee will determine the annual membership fee, common tuition price (see Appendix B.2 and B.3), and any other fees assessed, and the payment dates for the NEXus Academic Collaborator and the NEXus Academic Affiliate. The membership billing date is May 1 and the dues payment deadline is July 31. All fees are non-refundable and nontransferable, and shall be remitted to the Lead Organization or to the home or Teaching Institution in accordance with established policy.

Each new member will be assessed an initial fee to join NEXus (see Appendix B.3). New member fees may be pro-rated by six months based on submission date of the MOU and will be approved on a case by case basis.

The funds received by NEXus shall not be used to support any political activity. Funds received by NEXus shall be used to support the centralized functions of NEXus (e.g., staffing, website, database, project orientation, and training).

4. Termination of NEXus Membership

a. *Voluntary Termination*

Any institution may terminate its membership in NEXus by submitting a registered letter to the Executive Committee in care of the NEXus Chief Executive Officer, stating its intention to withdraw from NEXus. Notice of intentional withdrawal from NEXus must be received in writing at least one week prior to the annual meeting and one year prior to withdrawal.



b. *Involuntary Termination*

Failure to maintain good standing shall be discussed with Dean of the subject institutional member not in good standing and a remedy shall be outlined in a plan of action. Any NEXus member or the NEXus Chair can bring concerns regarding member participation to the Executive Committee. Failure to maintain membership in good standing over a one-year period shall be reviewed by the NEXus Executive Committee and may result in the loss of membership in NEXus.

**D. NEXus Governance**

NEXus shall be governed by its current Bylaws (*see Appendix A.3.*). The NEXus Bylaws shall be reviewed periodically as determined by the Executive Committee for needed additions, deletions, edits, and other changes. Policies and procedures, which expand and detail the Bylaws, will also be reviewed annually by the Executive Committee. An organizational chart depicts the structure of NEXus and its Academic Collaborators and Academic Affiliates (*see Appendix B.4.*).

1. Appointment to the Executive Committee

The dean/director from College/School of Nursing of each NEXus Academic Collaborator member institution shall appoint one (1) representative to the NEXus Executive Committee for a two-year term beginning at the conclusion of the NEXus annual meeting. In the event of a vacancy, the Chief Executive Officer of the Lead Organization shall contact the College/School Dean/Director at the NEXus Academic Collaborator member institution without representation and ask them to appoint a representative to the NEXus Executive Committee.

2. Voting

All voting at meetings of the NEXus Executive Committee shall be done in person, electronically or via telephone at the time of the vote. Voting by proxy shall be allowed in the absence or unavailability of the designated representative. Proxy authorization shall be delivered in writing to the NEXus Secretary prior to the beginning of the meeting. If a vote is required at a time when a meeting is not scheduled, voting shall be conducted by electronic ballot or by mail. Each NEXus Academic Collaborator shall be allowed one vote.

3. Officers

The Executive Committee elected officers shall consist of the Chair, Chair-Elect, and Secretary/Treasurer and are expected to attend all meetings.

a. *Duties and Responsibilities*

i. **Chair.** The Chair shall:

1. approve the agendas for meetings and conference calls;
2. submit, in conjunction with the Chief Executive Officer, the Annual Plan of Work and annual report to all Executive Committee members at the annual meeting;
3. give general supervision and leadership to all organizational policies and programs;
4. preside at all meetings of NEXus;
5. serve as *ex officio* member of all committees;
6. approve and sign all correspondence with the Lead Organization; and

7. send a recognition letter on June 30<sup>th</sup> to campus faculty coordinator, campus staff coordinator, and faculty participating in NEXus courses, recognizing contributions to the NEXus program. A copy of the letter shall be sent to the head of the faculty member's department.
- ii. **Chair-Elect.** The Chair-Elect shall:
  1. shall learn the role and duties of the Chair outlined above
- iii. **Secretary-Treasurer.** The Secretary-Treasurer shall approve a true and complete record of all the proceedings of the NEXus Executive Committee meetings and shall provide fiscal oversight of NEXus. The Secretary-Treasurer shall receive and review periodic financial reports from the Lead Organization and shall disseminate reports to the Executive Committee.

b. *Election of Officers*

All officers shall be elected by ballot at the annual meeting of the NEXus Executive Committee. Candidates for the offices of Chair-Elect, Vice Chair, Secretary and Treasurer must represent NEXus Academic Collaborator member institutions in good standing. A majority of all votes cast for a particular office shall constitute an election.

c. *Term of Office*

The Chair elect serves for one year and then as Chair for one year, a total of two years. The Secretary/Treasurer serves for two years.

d. *Vacancies in Office*

Vacancies in office due to death, resignation, ineligibility (not appointed by the institution to the Executive Committee), or incapacity shall be filled as follows:

- i. In the event of vacancy in the Chair position, the Interim Chair shall become Chair for the unexpired portion of the term. In the event that the Chair and Interim Chair not able to fulfill the duties of the Chair, the Executive Committee shall call an emergency meeting and conduct business via conference call and/or e-mail to appoint a Chair to fill the position until the election of officers is held at the annual meeting of the Executive Committee.
- ii. Vacancy in the office of Chair-Elect shall be filled by the Executive Committee through a mail or in-person ballot.
- iii. Vacancies in the offices of Secretary/Treasurer shall be filled by the Executive Committee until the next scheduled election.

4. Fiscal Year

The fiscal year shall commence on the first (1st) day of July and end on the thirtieth (30th) day of June.

5. Lead Organization

The NEXus Executive Committee shall approve one (1) NEXus member institution or external agency, such as the Western Institute of Nursing, to serve as the Lead Organization.

a. *Term*

- i. The term of the Lead Organization shall be five (5) years with satisfactory annual performance reviews.
- ii. Except for the first term, the term shall begin at the beginning of the fiscal year.

- iii. The appointment of the Lead Organization may be renewed by the Executive Committee.
- b. *Selection*
- i. Request for proposal
  - ii. Member institutions or external organizations interested in serving as the Lead Organization shall submit an application to the Chair of the Executive Committee by August 1 in the year prior to the beginning of a new five year term.
  - iii. The application shall consist of a plan for:
    - 1. staff (e.g., Chief Executive Officer, clerical, webmaster, accountant);
    - 2. financial budget based on total resources available as stated in the Request for Proposal;
    - 3. office space availability;
    - 4. computers and web access availability;
    - 5. the vita or profile of the individual who will serve as Chief Executive Officer; and
    - 6. other pertinent information that would enhance the ability to perform functions of the NEXus project.
  - iv. The officers of the Executive Committee (Chair, Secretary/Treasurer and Chair Elect) will appoint a committee of three (3) NEXus Executive Committee members to review the applications and make a recommendation to the full Executive Committee at the Annual Meeting. The first term of the Lead Organization may be recommended and approved electronically by the Executive Committee. The Executive Committee will vote to approve the Lead Organization with a majority vote required for selection of the Lead Organization.
- c. *Responsibilities of the Lead Organization:*
- Note: Although the Lead Organization has oversight over the following and assumes responsibility for these tasks, the following roles shall be specifically determined based on annual budget, and should be shared among NEXus institutions to capitalize on institutional strengths within NEXus and to minimize the cost of central operations. The Lead Organization will employ the Chief Executive Officer.
- i. Oversight of Financial Management
    - 1. Collect and expend NEXus funds according to Executive Committee directives;
    - 2. Provide semi-annual statements of income, expenditure, and assets to the NEXus Executive Committee in a form appropriate for audit;
    - 3. Collaborate with the Treasurer to develop an annual spending plan;
    - 4. Arrange Treasurer's annual review and recommendation of agreed upon price distribution.
  - ii. Manage NEXus Operations
    - 1. Records Repository: Archive NEXus records including minutes, program reports, financial reports, bylaws and inter-institutional agreements.
    - 2. Develop and maintain NEXus calendar and alert participants to upcoming deadlines.
    - 3. Assist the Chair in the preparation of the annual NEXus report of accomplishments.
    - 4. Submit an annual report of Lead Organization accomplishments, including a financial report and budget for next fiscal year, to the Executive Committee.
    - 5. Maintain a complete collection of publications, presentations, videos, promotional materials and other historic documents about NEXus and its development.

6. Facilitate and/or coordinate proposal development for external funds.
- iii. Coordinate NEXus Communications
  1. Maintain database of names and contact information for Executive Committee members, institutional members, Campus Staff Coordinators, Campus Faculty Coordinators and other relevant institutional administrators.
  2. Coordinate e-mail communications for Executive Committee members and other functional teams (e.g., registrars, graduate deans, financial officers, continuing education directors)
  3. Make arrangements for conference calls as requested by NEXus participants, including Campus Staff Coordinators and Campus Faculty Coordinators.
- iv. Support NEXus governance
  1. Maintain written and electronic NEXus documents, such as meeting minutes, and incorporate amendments and other changes approved by the Executive Committee. Post these documents on the NEXus website.
  2. Update and provide current copies of the Bylaws, Policies and Procedures Manual, and other NEXus core documents for use by NEXus members.
  3. Prepare and distribute all notices of meetings either in writing or electronically as directed by the NEXus Executive Committee Chair.
  4. Prepare minutes for review by the Executive Committee Secretary or committee chairs, and distribute copies of the minutes of all meetings to each member of the Executive Committee or respective committee within thirty (30) days following the meeting.
  5. Arrange annual meeting, including site logistics, agenda and meeting document).
  6. Support planning initiatives of the Executive Committee by analyzing data, reviewing relevant publications, and recommending changes in programs, practices, and policies.
  7. Analyze university tuition on an annual basis and provide a summary of findings to the Treasurer and Executive Committee
- v. Support Campus Staff Coordinators, Campus Faculty Coordinators and other institutional participants
  1. Coordinate and maintain course catalog website;
  2. Train new Campus Staff Coordinators and Campus Faculty Coordinators;
  3. Support NEXus program initiatives;
  4. Maintain and update enrollment databases for courses and programs;
  5. Collect data and compile an annual summary of academic program participant data;
  6. Ensure that programs implement assessment plans and submit annual reports;
  7. Collaborate with programs as directed by the Executive Committee; and Coach faculty interested in developing inter-institutional programs.
- vi. Coordinate marketing efforts for NEXus
  1. Maintain and upgrade the NEXus website(s).
    - a. Maintain active links to NEXus Academic Collaborators and NEXus Academic Affiliates.
    - b. Work with program administrative liaisons to keep program information on the website(s) current.
    - c. Work with Campus Staff Coordinators to keep the course catalog information current.
  2. Facilitate marketing campaigns for NEXus programs, including a NEXus program brochure distributed to professional associations and their members, strategically placed ads in professional journals and newsletters, e-mail notices to national listservs, and interest articles distributed to journals and newsletters.

3. Apply for recognition awards for the work of NEXus members, as appropriate.
- vii. Coordinate evaluation efforts for NEXus.
- viii. Assume other responsibilities as requested by the NEXus Executive Committee and the program administrative liaisons.

## 6. Infrastructure Support

In order to provide continued and viable support, NEXus shall be funded in part by its share of the Common Price Distribution and Revenue Model for each course exchange. The NEXus share will vary depending on whether the Home Institution is an Academic Collaborator member (NEXus share is 20%) or an Academic Affiliate member (NEXus share is 25%). Other sources of support may be set by the Executive Committee including, but not limited to, NEXus Academic Collaborator and Academic Affiliate member fees and other sources available through grants and contracts of other affiliations with public or private sectors (*see Appendix B.2.*).

## E. NEXus Operations

Each Academic Collaborator and Academic Affiliate member, in accordance with policies and procedures developed, agree to the following structure to support the operation of NEXus.

### 1. Annual Budget and Financial Reports

The NEXus Executive Committee shall review and adopt an annual budget at the spring meeting. The Treasurer, with the help of the Lead Organization, shall prepare the annual budget. The Executive Committee shall annually review the financials as provided by the Treasurer.

### 2. Annual Plan of Work

The Chair and Vice Chair of the Executive Committee, in conjunction with the Chief Executive Officer, shall develop an Annual Plan of Work to present to the Executive Committee for review and approval. (*see Appendix B.5.*)

### 3. Common Price

A common per semester credit price for all courses shall be established and approved by the NEXus Executive Committee for each year (*see Appendix B.2.*). The Lead Organization in cooperation with the Treasurer shall review the common price annually and the findings will be forwarded to the Executive Committee for approval. The common price shall include all fees, distance delivery costs, and other such “add ons” as is common for distance education instruction such that no additional fees shall be charged by any participating institution. Textbooks and other material costs are allowed.

All Common Price revenues from NEXus courses shall be distributed, upon presentation of invoices, to the institutions as follows:

*When the Home Institution is an Academic Collaborator:* 75% to the Teaching Institution delivering the course; 5% to the Home Institution, and 20% to the Lead Organization.

*When the Home Institution is an Academic Affiliate:* 75% to the Teaching Institution delivering the course; and 25% to the Lead Organization.

The Lead Organization acts as the fiscal agent for all NEXus income, revenues, and fees. The Common Price Distribution and Revenue model is shown in *Appendix B.2*.

#### 4. Addition and Classification of New Courses

- a. A course or courses can be added to the exchange at any time by an Academic Collaborator member institution. The course or courses shall be placed into appropriate cluster area and/or cross-listed in a secondary cluster if deemed appropriate. The teaching faculty, of the course, identifies the cluster placement of the course being offered in the exchange.
- b. Prior to the NEXus Executive Committee Annual Meeting, cluster groups will convene to discuss the current status of courses and clusters being offered for the project. Cluster groups may review courses offered for relevance to the cluster and identify new courses for development or inclusion in the cluster. A representative from each Cluster Group will report relevant information and updates at the NEXus Executive Committee Annual Meeting. *Appendix C.1*.

#### 5. Cancellation of Courses

On occasion, a course being offered through NEXus may have to be cancelled. In accordance with Guiding Principle 2.3 (*Appendix A.1.*), NEXus members will abide by the Teaching Institution's policies and procedures in regard to course cancellation. When a course must be cancelled, the Teaching Institution will immediately notify NEXus Administration along with all member Campus Faculty Coordinators and Campus Staff Coordinators. Following notification, the Teaching Institution will remove seats from the course catalog listing in the database system. Refer to *Appendix D.6* for detailed instructions on seat removal.

#### 6. Meetings

- a. *Annual Meeting:* The Chair of the Executive Committee, in consultation with other members of the Executive Committee, shall determine the time and place of the annual meeting of the NEXus Executive Committee. The annual meeting shall be held in the fall of each year. The Secretary shall give notice in writing or via e-mail to each member representative to the Executive Committee at least 30 days in advance of the meeting. Annual meetings may be held in person, via teleconference, or videoconference.
- b. *Special Meetings:* The Chair of the Executive Committee, in consultation with other members of the Executive Committee, shall determine when special meetings are to be called. Written notice stating the place, day and hour of any special meeting of the Executive Committee shall be mailed or electronically delivered to each Executive Committee member by the Secretary and/or Lead Organization not less than seven (7) days prior to any meeting. Special meetings may be held in person, via teleconference or videoconference.

- c. *Academic Affiliate Members:* Academic Affiliate members will receive notification of regular and special meetings and are allowed, but not required, to attend meetings.
- d. *Non-Member Participation:* When possible and if appropriate, the Chair shall request approval of the Executive Committee to allow non-members to, upon occasion, attend the NEXus Executive Committee meetings.

7. Meeting Attendance Refund Policy

Cancellations received in the NEXus office up to 15 days prior to a meeting in which registration fees are required will be refunded minus a \$50 processing fee. Cancellations must be made in writing and emailed to [nexus@ohsu.edu](mailto:nexus@ohsu.edu). No refunds will be given after 14 days prior to a meeting. A refund may be considered in instances where extreme unforeseen circumstances occur out of the participants control and a substitute cannot be found.

8. Standing Committees and Ad Hoc Committees

The Executive Committee may establish standing or ad hoc committees, appoint members to the committees, and fill any vacancies as they occur. Currently, the standing committees are the Database Committee, DNP Committee, Evaluation Committee, Sustainability Committee, Emerging Cluster Committee, and Student Advisory Committee. The committees meet at least annually via teleconference unless otherwise indicated by the Annual Plan of Work or at the request of the Executive Committee. *Appendix C.1.*

9. Reports and Proposals

All reports and proposals (i.e., action items) that are part of the meeting agenda of the NEXus Executive Committee shall be submitted in writing to the Chair one week prior to the meeting and distributed to the Executive Committee prior to the meeting.

10. Publications and License Notification

All papers related to NEXus should contain the following footnote:

**NEXus (*Nursing Education Xchange*) is a collaborative project of doctoral programs in nursing. See [www.winnexus.org](http://www.winnexus.org) for a full list of current members.**

When developing documents and materials adapted from NEXus materials, institution members must follow License Documentation Statements outlined in *Appendix C.2.*

## F. NEXus Course Exchange Management

NEXus shall be run in accordance with its Annual Plan of Work developed by the Executive Committee.

1. Campus Faculty Coordinator

One individual from each Academic Collaborator and Academic Affiliate member institution shall be appointed to serve as the Campus Faculty Coordinator for that institution. This individual will fulfill the duties described in the Campus Faculty Coordinator Responsibilities (see *Appendix D.1*) including orientation of faculty who are teaching NEXus enrolled

students. Guidelines for teaching faculty are found in *Appendix D.5*. Member institutions with both PhD and DNP program participation may have multiple faculty fulfilling the role of Campus Faculty Coordinator, though only one faculty will represent the institution on the executive committee.

## 2. Campus Staff Coordinator

Each Academic Collaborator and Academic Affiliate member institution shall appoint a Campus Staff Coordinator and a back-up Campus Staff Coordinator (see *Appendix D.2*). The Campus Staff Coordinator should be knowledgeable about the: NEXus website and online course catalogue; courses offered at that institution and at other institutions for each program; enrollment procedures; and other frequently asked questions regarding NEXus policies and procedures. The Campus Staff Coordinator must work closely with the Campus Faculty Coordinator and with key personnel at her/his Home Institution (e.g., registrar, graduate dean, extended studies/continuing education personnel and must be familiar with the student database and revenue transfer policies. Member institutions with both PhD and DNP program participation may have multiple staff fulfilling the role of Campus Staff Coordinator.

The back-up shall be identified and trained in NEXus operations to assist the Campus Faculty Coordinator, work with key personnel and assist students with established application/registration and enrollment processes.

## 3. Teaching Faculty

Faculty who are teaching courses with students that are enrolled as NEXus students shall receive the document, "Information for Faculty Teaching NEXus Courses" (see *Appendix D.5*). In addition, course instructors will be contacted by the Campus Faculty Coordinator and provided any pertinent information about NEXus.

## 4. Credit Transfer

NEXus courses are to be exempt from transfer policies based on Principle 1.1 of the Guiding Principles (See *Appendix A.1*). At the March 6-8, 2006 NEXus meeting, the Graduate Deans/Provosts from the original NEXus collaborators exempted NEXus courses from the number of credits that may be transferred into a program. Each School/College of Nursing joining NEXus will need to take action on the credit transfer waiver for NEXus courses.

NEXus collaborators use the transcript or transfer model to transfer credits. Each institution will declare whether it is operating under the transcript or transfer model. If operating under the transfer model, NEXus courses/credits that may be transferred into a program will be done in accordance with the institutional policy of the student's Home Institution.

## 5. Transcript and Transfer Model Implementation

NEXus member institutions agreed on January 10, 2008 that each member may select the transcript or the transfer model for implementation. When an institution joins NEXus they will identify the appropriate model to operate at their respective institution. Appendix D.3 outlines general guidelines for implementation of both the Transcript and Transfer Models. These guidelines are intended to assist in understanding the different procedures, create



common procedures for use by NEXus members, and simplify the process of grade/course recording for NEXus students.

The desired outcomes are:

1. The registration system be seamless for the student;
2. Grades are automatically transferred/transcripted; and
3. The student retains financial aid.

## 6. Student Enrollment Procedures

### a. *Course Enrollment*

Students interested in enrolling in any NEXus course need to complete and follow the directions on the NEXus Tracking Form (*see Appendix D.4*). Primary institutional contacts are listed on the NEXus website at <https://www.winnexus.org>. Additional enrollment information related to each institution is also included.

### b. *Course Enrollment Responsibilities*

The following outlines detailed responsibilities for all parties involved in student enrollment for a course.

#### i. Student

1. Discuss course selection/s and how the academic credit/grade for the course will translate with your academic advisor.
2. Contact your Home Campus Staff Coordinator to obtain NEXus enrollment procedures.
3. **Deadlines and application/registration procedures vary by institution offering NEXus courses.** Registration deadline dates can be found at <https://winnexus.org/deadline-dates/>
4.
  5. Complete the attached NEXus Tracking Form and submit to your Home Campus Staff Coordinator.
  6. If on financial aid, complete a Consortium Agreement form and submit with the NEXus Tracking form.
  7. The Home Campus Staff Coordinator will copy you (via email) on communication to the Teaching Campus Staff Coordinator to initiate the application/registration and enrollment process.
  8. Submit the required Teaching Campus Application Form and other related forms to the Teaching Institution.
  9. To ensure your Home Institution receives an official transcript upon completion of the course, verify with the Home Campus Staff Coordinator before completing the Transcript Requests Procedures for the Teaching Institution.
  10. By enrolling in the NEXus course, you agree to pay the NEXus Common Price (to the Teaching Institution).
  11. Institution specific course completion procedures can be found at <https://winnexus.org/how-to-enroll/>
  12. If you decide not to take the NEXus course or drop the course, notify both the Home and Teaching Campus Staff Coordinators. You, the student, are responsible for the Teaching Institution's policies regarding how to drop or withdraw from a course.

#### ii. Home Institution Campus Staff Coordinator

1. Direct student to contact Teaching Campus Staff Coordinator to initiate and complete the application/registration and enrollment process.
2. Submit copy of NEXus Tracking Form and Consortium Agreement form (if applicable) to Teaching Campus Staff Coordinator.
3. Place a seat request in WICHE-ICE Database system for course student is enrolling in. Refer to section 11. Course Catalog on page 20 and Appendix D.6.
4. Communicate with the Campus Staff Coordinator of the Teaching Institution/s offering course/s in which student is enrolling.
5. Verify the student is completing all required paperwork.
6. Submit the Tracking Form to NEXus Administration.
7. When seat has been granted in WICHE-ICE Database system, enter student information and enroll student onto the course roster.

iii. Teaching Institution Campus Staff Coordinator

1. Communicate with the Campus Staff Coordinator of the Home Institution with which the student is registered. If a course is cancelled, refer to section E. NEXus Operations, 5. Cancellation of Courses, page 14.
2. Notify the course instructor of an incoming NEXus student.
3. Grant seat request in Database system. Refer to section 11. Course Catalog on page 20 and Appendix D.6.
4. Assist student in completion of application/registration and enrollment according to the established process.
5. Route the Consortium Agreement Form to financial aid office.
6. Collect the Transcript Request Form from student and process upon completion of NEXus Course.
7. Review course roster(s) in Database system to ensure that student has been enrolled in the course.

iv. NEXus Administration

1. Record Tracking Form data for tracking and invoicing purposes.

## 7. Consortium Agreement

If on aid, students enrolling in NEXus courses will complete a consortium agreement form provided by the Home Institution. Completion of this form ensures that the student remains eligible for financial aid and requires notification to financial aid administration if a student is no longer enrolled full time. Each member institution will use its own consortium agreement form for its own students.

## 8. Course Payment

- a. When a member institution implements either the transfer model or the transcript model, the Teaching Institution bills the student directly and/or the Home Institution\* for the NEXus Common Price.
- b. When a member institution implements either the transfer model or the transcript model, the student and/or the Home Institution pays the Teaching Institution directly for the course.

\*Note: In some cases the Home Institution will pay on behalf of the student. The Home Institution that set this policy specifically for their students must communicate with the

Teaching Institution prior to enrolling student/s to confirm a payment process.

## 9. Course Drops and Tuition Refunds

When a student drops a course, the student shall notify the following people:

1. Campus Staff Coordinator of the Home Institution
  2. Campus Staff Coordinator of the Teaching Institution
  3. The course instructor
- a. A NEXus student requesting to drop a course is subject to the Teaching Institution's policies and procedures and must also notify the Campus Staff Coordinator at both the Home and Teaching Institution.
  - b. Each Campus Staff Coordinator will be responsible for notifying others on their campus, as needed.
  - c. The amount of refund a NEXus student may receive shall be governed by the Teaching Institution's policies and procedures.
    - i. If a student drops and is entitled to a full refund, none of the Common Price is distributed.
    - ii. If a student drops and is entitled to a partial refund, the funds not returned to the student will be distributed according to the Common Price Distribution and Revenue Model (see *Appendix B.2.*).

## 10. Invoice and Tuition Exchange Dates

The invoicing and distribution of the NEXus Common Price revenue will take place once a student can no longer receive a refund from the Teaching Institution if dropping a course. Invoicing will take place 4 times per year (July 15, November 15, March 15, and May 15. May 15<sup>th</sup> applies ONLY to Quarter Teaching Institutions for the spring term). Notification will be sent out from the Lead Organization 10 days prior to remind the Home Institution to invoice the Teaching Institution.

The Lead Organization is responsible for invoicing the Teaching Institution per the NEXus Common Price Distribution and Revenue Model for home and administrative shares (see *Appendix B.2.*).

An invoice should be directed to the identified contact at each respective institution. Pertinent information, including the student name, course title, and number of units per course are to be included on the invoice.

## 11. Course Catalog/Database Management

NEXus shall provide a centralized and secure course catalog and student management database system (Taawun database system). The security of the system shall be evaluated on a regular basis. Each institution shall determine who will have access to view and enter information regarding courses, student information, and grades in the database consistent with Family Educational Rights and Privacy Act (FERPA) guidelines and requirements.

NEXus Administration will coordinate new member orientation and trainings related to the database management system. In addition, NEXus Administration will provide ongoing technical support to all institutional members and designated staff who may access the database system.

NEXus has created user training documents and videos to help ensure consistency among institutions in regards to data entry. These materials can be found online at <https://winnexus.org/taawun-database-resources/>

a. *Course Posting Requirements*

Each Academic Collaborator member institution shall maintain a current list of its online courses and post its courses on the <https://www.courseexchange.org/exchanges/nexus> website.

Courses shall be posted and have seats activated at least six months prior to the start date of the term.

b. *Seat Request/Seat Granting*

To ensure a seat for an enrolling student, all registration/seat requests must be placed prior to the registration deadline dates established by the Teaching Institution by the Home Campus Staff Coordinator. Registration dates vary from institution to institution. To verify deadlines, contact the Teaching Institution Campus Staff Coordinator or visit Registration Dates at <http://www.winnexus.org/registration-deadlines>.

The Home Campus Staff Coordinator will place the registration/seat request for the course in the Database system. The Teaching Campus Staff Coordinator will grant the registration/seat to the Home Institution. Once a registration/seat is granted, the Home Campus Staff Coordinator will then enter student information and enroll the student on the roster for the course.

The Teaching Campus Staff Coordinator shall grant registration/seat requests within two working days (48 hours) and in order of receipt.

c. *Student Information Data Entry*

Student information shall be entered by the Home Campus Staff Coordinator within two working days (48 hours) after the registration/seat has been granted. Then the Home Campus Staff Coordinator shall enroll the student on the course roster.

Student information can be updated throughout the academic term until the final grade is posted by the Teaching Institution.

A secure database system is the basis for gathering course and roster information. Campus Staff Coordinators or other designated staff shall have information entered into the database by the identified target dates or as students request enrollments.

d. *Grade Entry*

At the completion of each term, a grade will be entered into the database by the Teaching Institution for students have enrolled in a course through the NEXus Xchange. The grade/s should be entered as soon as they are made available or within two weeks of course completion. The grade/s may then be reviewed by the Home Institution. Refer to the NEXus database resources page for instructions at <https://winnexus.org/taawun-database-resources/>

A secure database system is the basis for gathering course, student profile, course roster, and grade information. Campus Staff Coordinators and/or other designated staff shall have information entered into the database by the identified target dates or as students request enrollment in a course offered through the NEXus Xchange.

## 12. Inter-Institutional Course Credit

### a. *Course Numbering and Titling*

NEXus course number and title will be determined by the Teaching Institution responsible for the development and instruction of that course.

### b. *Transcripts*

NEXus course number and grade will be included on the student's Home Institution transcript according to the Home Institution's policies and procedures. Students may request transcripts per the Teaching Institution's policies and procedures.

### c. *Grade Translation* (Applies to institutions operating under the transcript model.)

The Home Institution will determine how to translate a course grade from a Teaching Institution using a grading system that differs from the Home Institution's grading system. Students should be informed by their Home Institution how grades from Teaching Institutions using different grading systems will be translated by their Home Institution prior to course enrollment. The Home Institution will be responsible for determining the method by which students will be informed.

## 13. Course Support Services

### a. *Textbook Information*

Campus Staff Coordinators at the Teaching Institution should obtain textbook information from the course instructors and enter it into the course description area on the database and convey this information to enrolled students via email.

### b. *Student Access to Instructional Software*

NEXus member institutions must have adequate and appropriate faculty and student support services for teaching and learning via electronic delivery. Students should be contacted by the Teaching Institution at least one week prior to the start of class, either by the Campus Coordinator or the course instructor, with instructions on how to access the course at the Teaching Institution. If, at a particular institution, it takes longer than one week to go through the process of setting up an account, this date should be backed up accordingly. Textbook and any other initial course information should also be conveyed via e-mail as well as posted in the course description.

## 14. Library Support

Students enrolled in NEXus courses shall have access to the Library and any needed materials at the Teaching Institution.

15. Guidelines for Teaching Institutions

- a. The Teaching Institution has the right and the responsibility to assign the teacher of record.
- b. The Teaching Institution has the responsibility to ensure that courses are offered as scheduled.
- c. The Teaching Institution has the responsibility to notify NEXus member institutions and the Lead Organization if a course needs to be cancelled due to lack of enrollment per their institutional policies.
- d. The Teaching Institution will provide a copy of "Information for Faculty Teaching NEXus Courses" (see *Appendix D.5*) to assigned instructors and orient them to the NEXus project.

16. Evaluation of Programs

NEXus members agree to participate in ongoing evaluation processes and continued evaluation of educational effectiveness for the project.

Faculty is expected to carry out individual course evaluations per their institutional policies. Each institution participating in NEXus is expected to maintain records and evaluation results per institutional policies.

17. Promotion and Marketing

Member institutions will participate in disseminating information to students, faculty and faculty advisors about NEXus and the NEXus courses offerings. Institutions will also maintain an active NEXus link from their respective School/College of Nursing home pages to [www.winnexus.org](http://www.winnexus.org). All course promotion goes through NEXus administration. The NEXus logo will be added to any institution specific fliers. Those fliers will then be posted on the NEXus site and emailed through the NEXus distribution list.

18. Intellectual Property Rights and Responsibilities

Each institution shall govern the intellectual property rights of a course developed. A course may be developed by two or more faculty members at different institutions. In such cases, each faculty member shall retain the intellectual property rights of the units that she/he developed originally.

**G. Student Specific**

1. Student Eligibility

Students enrolled at member institutions are eligible to take NEXus courses. Students are to be matriculated in either PhD or DNP program of the member institution. Additionally, post doctoral students enrolled at and faculty of a member institution are eligible to take NEXus courses. NEXus also allows degree seeking masters students to enroll through its pilot project.

## 2. Enrollment

Students interested in enrolling in any NEXus course need to complete and follow the directions on the NEXus Tracking Form (*see Appendix D.3*). Blank enrollment forms can also be downloaded from the NEXus website ([www.winnexus.org](http://www.winnexus.org)). The Campus Staff Coordinator at the student's Home Institution will keep the original signed NEXus Tracking Form on file.

## 3. Course Drops and Tuition Refunds

When a student drops a course, the following people are notified:

1. Campus Staff Coordinator of the Home Institution
  2. Campus Staff Coordinator of the Teaching Institution
  3. The course instructor
- 
- a. A NEXus student requesting to drop a course is subject to the Teaching Institution's policies and procedures and must also notify the Campus Staff Coordinator at both the Home and Teaching Institution.
  - b. Each Campus Staff Coordinator will be responsible for notifying others on their campus, if needed.
  - c. The amount of refund a NEXus student may receive shall be governed by the Teaching Institution's policies and procedures.
    - i. If a student drops and is entitled to a full refund, none of the Common Price is distributed.
    - ii. If a student drops and is entitled to a partial refund, the funds not returned to the student will be distributed according to the Common Price Distribution and Revenue Model (*see Appendix B.2*).

## 4. Advising, Financial Aid, Student Services

It is the Teaching Institution's responsibility to provide appropriate student services to inter-institutional, distance-education students.

If on aid, students enrolling in NEXus courses will complete a consortium agreement form provided by the Home Institution. Completion of this form ensures that the student remains eligible for financial aid and requires notification to financial aid administration if a student is no longer enrolled full time. Each member institution will use its own consortium agreement form for its own students.

## 5. Grade Dispute

When a student wishes to dispute a grade they received, the following process will be in effect:

- a. Students wishing to appeal a grade will follow all procedures at the Teaching Institution.
- b. The Teaching Institution will contact the student's Home Institution to inform them that a grade appeal has been initiated.

## 6. Academic Misconduct

Student academic and professional misconduct will be treated in accordance with the policies of the Teaching Institution and communicated by the faculty and the Campus Faculty Coordinator of the Teaching Institution to appropriate persons of the Home Institution.

## H. Editorial Changes

The NEXus administration is allowed to make editorial changes to this Policies and Procedures manual. No substantive changes or edits that would change the rights and responsibilities may be made without proper approval. Staff will report back to Executive Committee any editorial changes made.



**CONTACT INFORMATION FOR LEAD ORGANIZATION**

**WESTERN INSTITUTE OF NURSING, SN-4S  
3455 SW Veterans Hospital Road  
Portland, OR 97239-2941**

**Phone: 503-494-0869**

**FAX: 503-494-3691**

**WIN Email: [win@ohsu.edu](mailto:win@ohsu.edu)**

**WIN Website: [www.winursing.org](http://www.winursing.org)**

**NEXus Email: [nexus@ohsu.edu](mailto:nexus@ohsu.edu)**

**NEXus Website: [www.winnexus.org](http://www.winnexus.org)**

**Personnel:**

**Project Director:**

**Anne Boerner**

**Phone: 503-494-7671**

**Email: [nexus@ohsu.edu](mailto:nexus@ohsu.edu)**

**Executive Director of  
Lead Organization:**

**Western Institute of Nursing**

**Bo Perry**

**Phone: 503-494-6772**

**Email: [perrybo@ohsu.edu](mailto:perrybo@ohsu.edu)**

**Dates of Prior Revisions**

**11/18/2008, 9/10/2009, 1/12/2010, 10/14/10, 4/22/12, 9/19/2012, 4/13/2014, 7/10/2014,  
11/19/14, 3/4/15, 3/2/16, 10/5/16, 10/5/17; 10/10/19, 10/06/20, 3/5/24**

Previously funded by the US Department of Health and Human Services, Health Resources and Services Administration (D09HP09070) and the Fund for the Improvement of Postsecondary Education, U.S. Department of Education (FIPSE #P116B040822).

## NEXus – The Nursing Education Xchange

### Guiding Principles

Adopted: January 27, 2006

Revised: July 12, 2007

Revised: September 10, 2009

The deans and directors of the Schools/Colleges of Nursing Doctoral programs that are members of, and collaborators in, the “NEXus – The Nursing Education Xchange” project have agreed, on behalf of their respective faculties, to the following principles and procedures in order to facilitate the development and delivery of inter-institutional graduate courses through their respective institutions. This document is not a legally binding agreement but rather a statement of operating principles to guide and facilitate cooperation between and among the member institutions. Failure of any institution to observe the principles set forth herein will not give rise to a claim for breach or damages by any signatory.

For the purposes of this document, the *NEXus* refers to the collaboration among the Doctoral programs in NEXus-designated Schools/Colleges of Nursing in their respective institutions, and the *Home Institution* refers to the institution to which students are admitted and from which the degrees are conferred (see Appendix A.2). The *Teaching Institution* refers to the institution providing the instruction. *Cluster*, for the purposes of this document, refers to a group of courses in a designated topic area. *Exchange courses* are individual offerings designated by the Academic Collaborators.

#### Principle 1:

The participating Doctoral programs mutually respect the academic standards and quality of the accredited universities involved in this collaboration. Therefore:

- 1.1 Courses approved for delivery in this project will be exempt from transfer credit policies.
- 1.2 Faculty members who provide instruction in this project must carry appropriate faculty status at their Home Institution for teaching Doctoral courses. Students admitted as degree-seeking students by a NEXus Home Institution will be accepted by all other member institutions for enrollment in courses that are a part of the project. Student admission to a Doctoral program will be based on the criteria established at the Home Institution and its designated programs.
- 1.3. The Teaching Institution will determine the number of students admitted to an elective course.

#### Principle 2:

The participating NEXus members recognize that the implementation of the NEXus project at each institution may best be accomplished using procedures and practices that are inherent to those respective institutions, therefore:

- 2.1 The NEXus project will include individual exchange courses.
- 2.2 Students in a NEXus-participating Doctoral program may enroll in NEXus courses through the Home Institution.

- 2.3 Each School/College of Nursing is responsible for obtaining initial approval and approval of any changes in the courses through the processes that are in place and required by their respective institutions, and for informing NEXus partners of these changes.
- 2.4 Each School/ College of Nursing, when serving as the Home Institution for a given student, will utilize the same deadlines and procedures as used for its other degree-seeking graduate students in areas not specifically addressed in this document. This would include, but not be limited to, the requirements for plans of study, approval of graduate committees, and participation in graduation.
- 2.5 Courses taken in the NEXus project will be recorded on a transcript by the Home Institution.

### **Principle 3:**

The NEXus partners commit to minimizing the unique challenges and barriers for students that might otherwise occur in an inter-institutional distance education project. Therefore,

- 3.1 Each institution will facilitate the exchange of information relative to courses completed and grades earned consistent with federal regulations for the release of information.
- 3.2 A common database of student and course information will be established by the NEXus project to facilitate the transfer of student and course information between the Home Institution and the Teaching Institution.
- 3.4 The Teaching Institution will provide course management support.
- 3.5 The student's Home Institution will provide student services.
- 3.6 The Teaching Institution that is offering the course will provide access to academic resources (e.g., library resources, software).
- 3.7 Matriculated students from NEXus member institutions will have priority registration over students not matriculated in NEXus member institutions.

### **NEXus Guiding Principles Adopted 01/27/2006, Revised 07/12/2007, Revised 09/10/09**

---

This work was created by NEXus (The Nursing Education Xchange) and is licensed under the Creative Commons Attribution-Non Commercial-Share Alike 3.0 License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/3.0/>

*Adapted from Great Plains IDEA. Permission to use granted April 2007. Copyright 2003, Kansas State University on behalf of the Great Plains IDEA. All rights reserved. For other use of Great Plains IDEA document, contact [alliance@ksu.edu](mailto:alliance@ksu.edu).*

Funding provided by the US Department of Health and Human Services, Health Resources and Services Administration (D09HP09070). Project developed under the sponsorship of the Fund for the Improvement of Postsecondary Education, U.S. Department of Education (FIPSE #P116B040822).

## NEXus - The Nursing Education Xchange

### Memorandum of Understanding

Approved: October 17, 2007

***The Nursing Education Xchange (hereafter called NEXus) is comprised of academic colleges that offer distance-accessible graduate courses in Doctoral Programs in Nursing.***

This Memorandum of Understanding is entered into by Oregon Health & Science University School of Nursing, University of Colorado Denver School of Nursing, University of Northern Colorado School of Nursing, and University of Utah College of Nursing regarding the creation of this collaborative program called "NEXus." It is understood that additional parties may be invited to join this cooperative effort as NEXus Academic Collaborators and shall be entitled to all rights and responsibilities as any signatory of this Memorandum of Understanding (collectively, the "NEXus Academic Collaborators").

The NEXus Academic Collaborators who now or in the future execute this Memorandum of Understanding are joining together in a cooperative and collaborative effort called NEXus for the purpose of mutually serving a multitude of needs in nursing education. The current and future NEXus Academic Collaborators share the goal of providing adequate and appropriate education for nursing students. Each NEXus Academic Collaborator shall contribute time for planning; for administering and implementing the operational plan; for sharing professional knowledge, and for demonstrating a desire to solve the regional and national problem of severe nursing shortage, as described in this Memorandum of Understanding.

Other institutions will be invited to participate in NEXus (collectively, the "NEXus Academic Affiliates"). NEXus Academic Affiliates will not be NEXus Academic Collaborators, and shall not have the rights or obligations of NEXus Academic Collaborators under this Memorandum of Understanding, except for the specific rights and obligations of NEXus Academic Affiliates described in this paragraph. NEXus Academic Affiliates shall have the right to have their students enroll in certain online courses offered by each NEXus Academic Collaborator. NEXus Academic Affiliates will not have any voting rights, be required to offer online courses in the NEXus program to NEXus Academic Collaborators or other NEXus Academic Affiliates, nor be part of any "financial aid consortium agreement" as a result of signing this Memorandum of Understanding or participating in the NEXus program. NEXus Academic Affiliates shall be subject to the termination provisions in Section X. To become a NEXus Academic Affiliate, an institution shall sign this Memorandum of Understanding indicating its capacity as a NEXus Academic Affiliate.

To provide a method of operation by which NEXus Academic Collaborators and NEXus Academic Affiliates can conduct collaborative efforts and in consideration of the mutual agreements in this Memorandum of Understanding, NEXus Academic Collaborators and NEXus Academic Affiliates agree to the following:

- I. **Description and Mission.** NEXus is a collaborative project of the NEXus Academic Collaborators and the Western Institute of Nursing aimed at expanding capacity of nursing doctoral programs throughout the United States through cooperative efforts by making available to doctoral students at each NEXus Academic Collaborator and NEXus Academic Affiliate Institution certain online courses offered by each NEXus Academic Collaborator. The overall goal is to facilitate the collaborative efforts of Nursing doctoral programs to: (a) increase the number of

doctorally-prepared nursing faculty who can teach nursing students and thereby contribute to reducing the severe nursing shortage in the U.S.; and (b) give students greater access to high quality education.

- II. **NEXus Program Governance.** The NEXus program shall be governed in accordance with the NEXus Bylaws and related Policies and Procedures approved by the Executive Committee. The Executive Committee shall consist of one (1) representative of each NEXus Academic Collaborator. The Executive Committee's responsibilities shall include, without limitation, establishing an operational plan, which shall be reviewed and amended as needed at least annually. Decisions of the Executive Committee shall be enacted by consensus when possible. Otherwise, a majority vote of the NEXus Academic Collaborators will determine decisions, with each of the NEXus Academic Collaborators having one vote. If one of the NEXus Academic Collaborators is impacted greater than the other parties, that one party has the right to appeal such decision.
- III. **Funding.** Each NEXus Academic Collaborator shall bear its own costs of any activity, project, course, or cognate undertaken by the NEXus program that is not funded by a contract, grant, or other support. No NEXus Academic Collaborator shall have any financial obligation or liability regarding the NEXus program unless approved by such Collaborator. There shall be no joint obligations or liabilities of the NEXus Academic Collaborators.
- IV. **Administration and Management.** Each NEXus Academic Collaborator and all NEXus Academic Affiliates shall act in accordance to the Guiding Principles approved by the Executive Committee. Each NEXus Academic Collaborator and all NEXus Academic Affiliates shall provide administrative oversight and program management in accordance with NEXus Bylaws and related Policies and Procedures.
- V. **Additional Academic Collaborator Responsibilities.** Each NEXus Academic Collaborator has the following responsibilities related to the NEXus program:
  - a. Support the development and delivery of courses taught by its faculty.
  - b. Provide student services and internet-based program information to support NEXus.
  - c. Provide the agreed-on enrollment capacity for each course it has proposed to teach, according to the published schedule and institutional policies regarding minimum enrollments.
  - d. Comply with the pricing and fee sharing agreements for NEXus students.
- VI. **Other Responsibilities.** The NEXus Academic Collaborators shall each be responsible for the inter-institutional course exchange and cognates and shall:
  - a. Participate in the leadership of NEXus by attending Executive Committee meetings, serving as members of the Executive Committee or other committees, and providing administrative support for the inter-institutional cognates and course exchange.
  - b. Support faculty participation in the planning and implementation of NEXus initiatives as appropriate.
  - c. Appoint a representative to the NEXus Executive Committee, maintain course and cognate information in the NEXus course catalog, and support inter-institutional programs with faculty and technological resources as agreed on in separate memoranda.
  - d. Commit to faculty development and course or cognate evaluations that assure quality educational outcomes.
  - e. Overcome the administrative barriers to students enrolling in shared courses and cognates.
  - f. If a decision is made to discontinue NEXus, every effort will be made, in accordance with NEXus policies and procedures, to allow currently enrolled NEXus students to complete courses in their official plans of study within two years from the dissolution date.

- g. Consider this document to be a commitment to entering into a “financial aid consortium agreement,” such that each NEXus Academic Collaborator will:
  - 1) Recognize the admitting institution as the Home Institution. All other institutions will be considered teaching (host) institutions.
  - 2) If a teaching (host) institution, provide information and assistance to the Home Institution to assure compliance with all applicable financial aid regulations.
  - 3) If a teaching (host) institution, assist in the verification of attendance (including the last date of contact for students who have unofficially withdrawn) and shall provide the student’s grades and other relevant information to the Home Institution.
  - 4) Assist Academic Collaborators in complying with existing or new financial aid regulations that emerge subsequent to the signing of this document.
- VII. **Academic Courses.** Institutional courses designated as NEXus courses will be:
  - a. Taught by faculty approved by the NEXus Academic Collaborator that provides the instruction.
  - b. Taught as approved by the course approval process of the NEXus Teaching Institution.
- VIII. **Property.** Supplies, facilities, equipment, or other property received or acquired by any NEXus Academic Collaborators solely as a result of participation in NEXus activities shall remain dedicated for use on NEXus activities and may be shared by other NEXus Academic Collaborators provided that ownership of and obligations related to such properties shall remain with the NEXus Academic Collaborator which received or acquired the same.
- IX. **Intellectual Property.** All discoveries, technology, trademarks, copyrights, patents, and other intellectual property arising out of or in connection with NEXus program courses or cognates shall be owned and governed by the applicable NEXus Academic Collaborator authoring, creating or conceiving and reducing it to practice and shall be subject to the extent applicable to such terms and conditions as may be contained in any agreement that such NEXus Academic Collaborator may have with the sponsors, and shall be subject to the institutional intellectual property policies of such NEXus Academic Collaborator.
- X. **Termination.** Based on the NEXus Bylaws, the Executive Committee shall determine involuntary termination of NEXus participation, based on nonpayment, nonparticipation, or other just cause. A NEXus Academic Collaborator and NEXus Academic Affiliate may terminate its participation in the NEXus program and withdraw from this Memorandum of Understanding by providing written notification to the NEXus Executive Committee. Said notification must be given at least one (1) year in advance of termination of participation.
- XI. **No Partnership or Joint Venture Formed.** Any provision of this Memorandum of Understanding or the Guiding Principles to the contrary notwithstanding, (i) all NEXus Academic Collaborators intend that the relationship of such parties with respect to the NEXus program or otherwise is at all times and for all purposes that of independent contractors, (ii) no current or future party or parties to this Memorandum of Understanding is or are to be considered as agents or employees of any of the other parties for purpose of any statute or law or any other purpose, and (iii) it is not intended by this Memorandum of Understanding to, and nothing contained in this Memorandum of Understanding shall be construed to, create any partnership, joint venture, fiduciary or other similar relationship among the parties.

- XII. **Dispute Resolution.** All NEXus Academic Collaborators and NEXus Academic Affiliates agree that they will attempt to resolve any and all disputes arising out of or related to this Memorandum of Understanding by discussion and negotiations among senior administration representatives of each party. If the same is not successful, the applicable dispute shall be submitted to non-binding mediation, and all parties agree to exercise good faith efforts to resolve all such disputes in mediation.

**NEXus Memorandum of Understanding**  
**Approved March 19, 2007**  
**Amended October 17, 2007**

---

This work was created by NEXus (The Nursing Education Xchange) and is licensed under the Creative Commons Attribution-Non Commercial-Share Alike 3.0 License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/3.0/>

## Signature Page

The undersigned hereby acknowledges receipt of a copy of that certain NEXus – the Nursing Education Xchange Memorandum of Understanding to create the collaborative program called “NEXus”, executed March 19, 2007 and amended October 17, 2007 by and among Oregon Health & Science University School of Nursing, the Regents of the University of Colorado, a body corporate, for and on behalf of the University of Colorado Denver College of Nursing, University of Northern Colorado School of Nursing, University of Utah College of Nursing and the other academic colleges that have since joined as Academic Collaborators and Affiliates of NEXus. The undersigned hereby joins in the Agreement as an additional Academic Collaborator, and agrees to be bound by, and subject to, all of the covenants, terms and conditions of the Agreement as though an original party thereto, and shall perform all of the obligations of an Academic Collaborator under the Agreement.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of the Academic Collaborator

\_\_\_\_\_  
Signature of the Dean/Director of the School of Nursing

\_\_\_\_\_  
Signature of the College/School Administrator

\_\_\_\_\_  
Signature of the Distance Education Officer

\_\_\_\_\_  
Signature of the Graduate School Administrator

\_\_\_\_\_  
Signature of the University Academic Officer (Provost)



## Signature Page

The undersigned hereby acknowledges receipt of a copy of that certain NEXus – the Nursing Education Xchange Memorandum of Understanding to create the collaborative program called “NEXus”, executed March 19, 2007 and amended October 17, 2007 by and among Oregon Health & Science University School of Nursing, the Regents of the University of Colorado, a body corporate, for and on behalf of the University of Colorado Denver College of Nursing, University of Northern Colorado School of Nursing, University of Utah College of Nursing and the other academic colleges that have since joined as Academic Collaborators and Affiliates of NEXus. The undersigned hereby joins in the Agreement as an additional Academic Affiliate, and agrees to be bound by, and subject to, all of the covenants, terms and conditions of the Agreement as though an original party thereto, and shall perform all of the obligations of an Academic Affiliate under the Agreement.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of the Academic Collaborator

\_\_\_\_\_  
Signature of the Dean/Director of the School of Nursing

\_\_\_\_\_  
Signature of the College/School Administrator

\_\_\_\_\_  
Signature of the Distance Education Officer

\_\_\_\_\_  
Signature of the Graduate School Administrator

\_\_\_\_\_  
Signature of the University Academic Officer (Provost)

## NEXus – The Nursing Education Xchange Bylaws

### ARTICLE I. IDENTIFICATION

The name of this collaborative program is The Nursing Education Xchange (NEXus). Established by the Western Institute of Nursing (WIN), NEXus is comprised of Schools/Colleges of Nursing that offer distance-accessible graduate courses in Doctoral Programs in Nursing.

### ARTICLE II. STATEMENT OF PURPOSE

The purpose of NEXus is to enable member institutions to expand the capacity of doctoral programs in nursing in the United States by offering courses through collaborative efforts with other institutions, and thereby give doctoral students greater access to high quality education.

### ARTICLE III. LEAD ORGANIZATION

The lead organization will be approved by the NEXus Executive Committee and shall be responsible for the NEXus administrative functions. The lead organization selects the chief executive officer.

### ARTICLE IV. MEMBERSHIP

#### *Section 1. Qualifications*

Institutions requesting membership in NEXus shall make a commitment to work cooperatively with other NEXus collaborators to accomplish the purpose of the organization as stated in Article II.

#### *Section 2. NEXus Affiliation*

Eligible institutions may participate in the Nursing Education Xchange (NEXus) in one of two manners: Academic Collaborator or Academic Affiliates. Academic Collaborators and Academic Affiliates shall support the mission, vision, and goals of NEXus.

- a. **NEXus Academic Collaborators:** Academic Collaborators shall be academic schools/colleges of nursing doctoral programs engaged in cooperative efforts to provide inter-institutional course exchange, shall provide leadership and support for NEXus initiatives and projects, and shall participate in the governance of NEXus. Founding Academic Collaborators are the Schools/Colleges/ of Nursing at: Oregon Health and Science University, University of Colorado Denver, University of Northern Colorado, and University of Utah.
- b. **NEXus Academic Affiliates:** Academic Affiliates shall include academic Schools/Colleges of Nursing that choose to have students enroll in the NEXus inter-institutional courses and do not participate in offering courses for the inter-institutional course exchange. Academic Affiliates shall not have voting privileges on the NEXus Executive Committee and may, but are not required to, attend meetings of the Executive Committee.

#### *Section 3. Application*

Any institution requesting membership as an Academic Collaborator or Academic Affiliate in NEXus shall submit a request to the Chair of the NEXus Executive Committee. New Academic Collaborators and Academic Affiliates must be approved by a 2/3 vote of the Executive Committee.

#### *Section 4. Dues*

Dues for all categories of membership shall be established by the NEXus Executive Committee in accordance with the following criteria:

- a. Only if needed, based on a review every three years of budgetary need and strategic plans;

- b. In an amount not to exceed the Consumer Price Index over the preceding three years.

Dues increases for all categories of membership shall become effective the beginning of the next fiscal year after the year in which the NEXus Executive Committee determines need.”

***Section 5. Good Standing***

To remain in good standing, Academic Collaborators of NEXus shall participate in project initiatives offered by NEXus through the development and implementation of the inter-institutional course exchange, payment of fees, and participation at the Executive Committee meetings. Academic Affiliates shall participate in the implementation of student access to inter-institutional course exchange, payment of fees, and other requirements of NEXus project initiatives.

***Section 6. Voluntary Change in Affiliation Status***

Members who wish to change their status from Academic Collaborators to Academic Affiliates, or from Academic Affiliate to Academic Collaborators shall notify the NEXus Executive Committee of the change.

***Section 7. Involuntary Change in Affiliation Status***

Members who fail to maintain the responsibilities of Academic Collaborators for a period of two (2) years, but who wish to remain members of NEXus shall automatically have their status changed to Academic Affiliates. The affected Collaborating Member and the NEXus Executive Committee will be notified of the change.

***Section 8. Voluntary Termination of Membership***

An institution may terminate its membership as a NEXus Academic Collaborator or an Academic Affiliate by submitting written notification to the NEXus Executive Committee stating its intention to withdraw from the NEXus. Written notification must be provided at least one (1) year prior to termination of membership.

***Section 9. Involuntary Termination of Membership***

Failure to maintain good standing over a one-year period shall be reviewed by the NEXus Executive Committee and may result in the loss of membership in NEXus.

**ARTICLE V. EXECUTIVE COMMITTEE**

Members of the NEXus Executive Committee shall serve two-year terms and shall be eligible for re-election to the Executive Committee. The Executive Committee is responsible for the overall policy and direction of NEXus, including all project initiatives and inter-institutional course exchange.

***Section 1. Executive Committee***

The NEXus Executive Committee shall consist of one representative from the Lead Organization and one representative from each Academic Collaborator institution to be appointed by the dean/director associated with the Academic Collaborator Schools/Colleges of Nursing.

***Section 2. Annual Meeting of the Executive Committee***

An annual meeting of the NEXus Executive Committee shall be held before the end of each fiscal year. The Chair of the Executive Committee shall determine the time and place of the meeting. Notice in writing or via e-mail shall be provided to each representative at least 30 days in advance of the meeting.

*Section 3. Special Meetings of the Executive Committee*

Written notice stating the place, day, and hour of any special meetings of the Executive Committee shall be mailed or electronically delivered to each representative no less than 7 days prior to any meeting.

*Section 4. Vacancies*

Each Academic Collaborator shall appoint a representative from its institution to fill any vacancy from its institution. The dean/director associated with the School/College of Nursing shall appoint the representative.

*Section 5. Quorum*

A simple majority of the Executive Committee shall constitute a quorum for the transaction of business.

*Section 6. Voting*

All voting at meetings of the Executive Committee shall be done in person, electronically, or via telephone at the time of the vote. Voting by proxy shall be allowed in the absence or unavailability of the designated Academic Collaborator representative. If a vote is required at a time when a meeting is not scheduled, voting shall be conducted by electronic ballot or by mail. Each Academic Collaborator shall be allowed one vote.

*Section 7. Duties of the Executive Committee*

The Executive Committee shall conduct the business and affairs of NEXus.

**ARTICLE VI. OFFICERS**

*Section 1. Election*

The members of the Executive Committee shall elect among themselves by simple majority vote, a Chair-Elect, a Vice Chair, a Secretary, and a Treasurer. The officers shall be elected at the annual meeting for a two-year term, with the exception of the Chair-Elect, and shall hold office until their successors are elected and qualified.

*Section 2. Chair-Elect*

The Chair-Elect shall serve for a term of one year, as Chair for a term of two years, and then as Past Chair for a term of one year. The Chair-Elect position is created to allow the individual an opportunity to learn the role of the Chair and the issues in advance of serving as Chair, and shall perform such other duties as the Executive Committee may require.

*Section 3. Chair*

The Chair shall act as the presiding Officer of NEXus and perform or delegate such other duties as the position may require.

*Section 4. Vice Chair*

The Vice Chair shall perform all duties of the Chair during the absence or disability of the Chair and shall perform such other duties as the Executive Committee may require.

*Section 5. Secretary*

The Secretary shall keep a true and complete record of all the proceedings of the NEXus Executive Committee meetings.

*Section 6. Treasurer*

The Treasurer shall provide fiscal oversight of NEXus. The Treasurer shall receive and review periodic financial reports from the Lead Organization and shall disseminate reports to the Executive Committee.

### *Section 7. Committees*

The Executive Committee has the authority to appoint any committee or committees it deems necessary to carry out the stated purpose of NEXus.

### *Section 8. Vacancies*

Vacancy in the office of Chair shall be filled by the Vice-Chair. Vacancy in the office of Chair-Elect shall be filled by the Executive Committee through a mail or in-person ballot. Vacancies in other offices shall be filled by the Executive Committee until the next scheduled election.

## **ARTICLE VII. PROJECT APPROVAL**

The Executive Committee shall approve the projects that will be undertaken by the Academic Collaborators on behalf of NEXus.

## **ARTICLE VIII. FISCAL MANAGEMENT**

Projects funded by grants shall be administered by the project director awarded the grant.

The Lead Organization shall be charged with collecting, disbursing, holding and accounting for the funds of NEXus. NEXus funds shall be deposited and distributed in accordance with the fiscal guidelines and policies of the Lead Organization.

## **ARTICLE IX. DISSOLUTION**

In the event of dissolution, assets and funds remaining after satisfaction of NEXus liabilities shall be distributed equally to the School/College of Nursing at each NEXus institution in good standing at the time of dissolution. Dissolution of NEXus may be effected by a 3/4 vote of the Executive Committee

## **ARTICLE X. DATA AND RECORDS**

NEXus will keep complete and accurate books and records of account(s) and shall also keep minutes of the proceedings of all meetings and shall keep a record of the names and addresses of the representatives on the Executive Committee. The Executive Committee will oversee all books and records of NEXus, which shall be housed with the Lead Organization and may be inspected by any Academic Collaborator in NEXus through procedures established by the Executive Committee.

## **ARTICLE XI. RULES OF ORDER**

All meetings of NEXus, or of any committee, shall be conducted according to the policies and procedures approved by the Executive Committee. Any situations not covered by the approved policies and procedures shall be resolved by Robert's Rules of Order Newly Revised.

## **ARTICLE XII. AMENDMENT OF BYLAWS**

These bylaws may be amended at any annual or special meeting of the officers; provided, however, that any amendment affecting the rights of members shall be approved by a two-thirds vote of the voting members present at any annual or special meeting of the Executive Committee.

---

**Proviso:** The Chair and Secretary will initially be elected for three-year terms; the Vice Chair and Treasurer will be elected for two-year terms to establish alternating terms for the election of these officers. After the initial election, each officer will be elected for a two-year term of office. 02/20/2007

**Proviso:** The Sustainability Committee indicated that the first implementation of the dues increase schemata (if needed) would occur no earlier than July 1, 2016. The recommended proviso is based on the recommendation by the Sustainability Committee. 07/10/2014

**Proviso:** The incumbent Chair shall serve as Chair from October, 2014 – October, 2016 and as Past Chair from October, 2016 – October, 2017. The next election of the Chair-Elect shall be held in Fall, 2015 and the total term of office will be four years (Chair-Elect 2015-2016; Chair 2016 – 2017; and Past Chair 2017-2018). 03/04/2015

NEXus Bylaws Adopted 10/17/2007

Revised: 02/20/2007; 07/10/2014; 03/04/2015; 03/02/2016

This work was created by NEXus (The Nursing Education Xchange) and is licensed under the Creative Commons Attribution-Non Commercial-Share Alike 3.0 License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/3.0/>

*Adapted from Great Plains IDEA. Permission to use granted April 2007.* Copyright 2003, Kansas State University on behalf of the Great Plains IDEA. All rights reserved. For other use of Great Plains IDEA document, contact [alliance@ksu.edu](mailto:alliance@ksu.edu).

## NEXus – The Nursing Education Xchange EXECUTIVE COMMITTEE OFFICERS

As of 10/10/2024

### NEXus – The Nursing Education Xchange EXECUTIVE COMMITTEE OFFICERS

OFFICE	TERM	NAME/ADDRESS	COMMUNICATION
<b>Chair</b>	Elected 10/3/23 as chair elect	Alice M. Tse, PhD, APRN, FAAN PhD Program Director & Professor; Dental Hygiene Department Chair School of Nursing and Dental Hygiene University of Hawaii at Manoa 2528 McCarthy Mall, Webster Hall 405 Honolulu, Hawaii 96822	808-956-5225 Email: atse@hawaii.edu
<b>Chair Elect</b>	Elected 10/10/24	Jennifer Heck, PhD, CNE, RN-NIC, PMH-C Assistant Professor Fran & Earl Ziegler College of Nursing The University of Oklahoma 1100 N Stonewall Avenue Oklahoma City, OK 73117	918-261-5633 Jennifer-heck@ouhsc.edu
<b>Secretary/ Treasurer</b>	Elected 10/10/24 two-year term	Mary Koithan, PhD, RN, CNS-BC, FAAN Treasurer/Secretary Dean and Professor College of Nursing 412 E. Spokane Falls Blvd Spokane, WA 99202	mary.koithan@wsu.edu 509-324-7292

**NEXus – The Nursing Education Xchange  
NEXus Member Institutions  
2024-2025**

**Academic Collaborator Member Institutions:**

Arizona State University  
Loma Linda University  
Oregon Health and Science University\*  
The University of Iowa  
The University of Oklahoma  
The University of Texas at Tyler  
University of Colorado Denver\*  
University of Hawaii at Manoa  
University of Kansas  
University of Nevada Las Vegas  
University of New Mexico  
University of Northern Colorado\*  
University of Utah\*  
Virginia Commonwealth University  
Washington State University

**Academic Affiliate Member Institutions: (none)**

\* Founding member of the NEXus Collaborative



## NEXus – The Nursing Education Xchange Application for Membership

Date:

Application for: ☐ Academic Collaborator Member **OR** ☐ Academic Affiliate Member

Courses offered for: ☐ PhD students ☐ DNP students ☐ Both

Institution:

Address:

Contact name:

Contact title:

Contact email:

Contact tel/fax:


Academic unit (semester or quarter):

Area(s) of interest (check all that apply): ☐ Ethics ☐ Interprofessional Collaboration  
☐ Systems, Leadership, Informatics and Policy ☐ Scientific Underpinnings for Advanced Nursing Practice  
☐ Diverse and Vulnerable Populations ☐ Chronic and Disabling Conditions and Palliative Care  
☐ Scholarship and Writing ☐ Research Methodology ☐ Nursing Education ☐ Gerontology  
☐ Advance Nursing Practice ☐ Nursing Knowledge Development: Theory, Philosophy, and Science  
☐ Children, Parents, and Family ☐ Other \_\_\_\_\_

Total number of enrolled PhD students:

Number of PhD students admitted this academic year:

Total number of enrolled DNP students:

Number of DNP students admitted this academic year:

Major emphasis:

Inter-professional collaborations:

Method of instruction/platform (example: Blackboard, Sakai, WebCT, etc.):


Does your CON/SON serve Medically Underserved Areas/Populations(MUA/P)? ☐ YES ☐ NO

Does it serve Health Professional Shortage Areas (HPSAs) and/or frontier areas? ☐ YES ☐ NO

If yes, please explain/identify the HPSAs, MUA/Ps and/or frontier areas served? (Please specify)

Submit a letter of interest identifying the following:

1. What your institution could bring to NEXus (online course exchange) to enhance its mission.
2. What resources, including faculty, you have available at your institution to participate in NEXus.
3. Your institution's willingness to abide by the NEXus Guiding Principles, Bylaws and Policies and Procedures Manual.

Other Expectations:

1. Agree to common price and annual membership fees.
2. Follow the New Member Checklist and complete each item as requested.

Return to:

Anne Boerner

Project Director, Western Institute of Nursing/NEXus

Phone: 503-494-0315

Email: [nexus@ohsu.edu](mailto:nexus@ohsu.edu)

## NEXus – The Nursing Education Xchange Common Price Distribution and Revenue Model

Definitions of terms commonly used by NEXus:

- **Exchange Courses** – Individual courses that have additional enrollment capacity and that the Teaching Institution has identified as being open to enrollments for NEXus member institutions.
- **Home Institution** – The institution to which the student is admitted and from which the student's degree will be conferred. (In accordance with the Common Price Distribution and Revenue Model, only Academic Collaborators will be eligible for the Home Institution revenue split).
- **Teaching Institution** – The institution providing the instruction for an Exchange Course.
- **NEXus Administration** – The staff who coordinates the activities of sharing courses through NEXus. These activities are housed at the Western Institute of Nursing.
- **NEXus Common Price** – The per semester/quarter amount charged by a NEXus member institution to a student enrolling in a NEXus course. This "price" includes all tuition and fees charged to the student for enrolling in the course. NEXus members agree to set the NEXus Price at the same per credit amount for all member institutions.
- **Revenue Distribution Formula** – All NEXus course fees collected from students will be distributed to the Home Institution (if the Home Institution is an Academic Collaborator), the Teaching Institution, and NEXus Administration according to a formula agreed upon by the NEXus Executive Committee.

The distribution formula for all Common Price revenues from NEXus courses shall be administered as follows:

*When the Home Institution is an Academic Collaborator:* 75% is distributed to the Teaching Institution delivering the course, 5% to the Home Institution, and 20% to NEXus Administration.

*When the Home Institution is an Academic Affiliate:* 75% is distributed to the Teaching Institution delivering the course and 25% to NEXus Administration.

### Procedures

During the Annual Meeting, the NEXus Executive Committee will determine the NEXus Common Price for the next Academic Year based on actual tuition and fee data. The Common Price will be determined by a majority vote. In setting the Common Price, the Academic Collaborators will consider the tuition and fee rates of each member, the agreed-upon Revenue Distribution Formula, the funds needed to support NEXus Administration, and input from each of the NEXus Academic Collaborators.

### Agreements for Academic Year 2025-2026

Beginning in the fall term, the NEXus Executive Committee has approved a ***NEXus Common Price of \$995/semester hour (\$663/quarter hour)***.

The following table details the Revenue Distribution Formula when the Home Institution is an Academic Collaborator.

Revenue Distribution Per Credit Hour				
Per Credit Hour NEXus Price	Academic Calendar	Teaching Institution 75.0%	Home Institution 5.0%	NEXus Administration 20.0%
\$ 995	Semester	\$746.25	\$49.75	\$199.00
\$ 663	Quarter	\$497.25	\$33.15	\$132.60

The following table details the Revenue Distribution Formula when the Home Institution is an Academic Affiliate.

Revenue Distribution Per Credit Hour			
Per Credit Hour NEXus Price	Academic Calendar	Teaching Institution 75.0%	NEXus Administration 25.0%
\$ 995	Semester	\$746.25	\$248.75
\$ 663	Quarter	\$497.25	\$165.75

**NEXus – The Nursing Education Xchange**  
**Fee Structure**  
 (APPROVED 3/5/24)

**Academic Collaborator Members**

<b>Base Dues</b>	\$6,000
<b>First-year New Members</b>	\$1,000
<b>Premium</b>	
<b>Each Additional Program*</b>	No charge

**Academic Affiliate Members**

<b>Base Dues</b>	\$6,000
<b>First-year New Members</b>	\$1,000
<b>Premium</b>	
<b>Each Additional Program</b>	No charge

On October 14, 2010, the Executive Committee established:

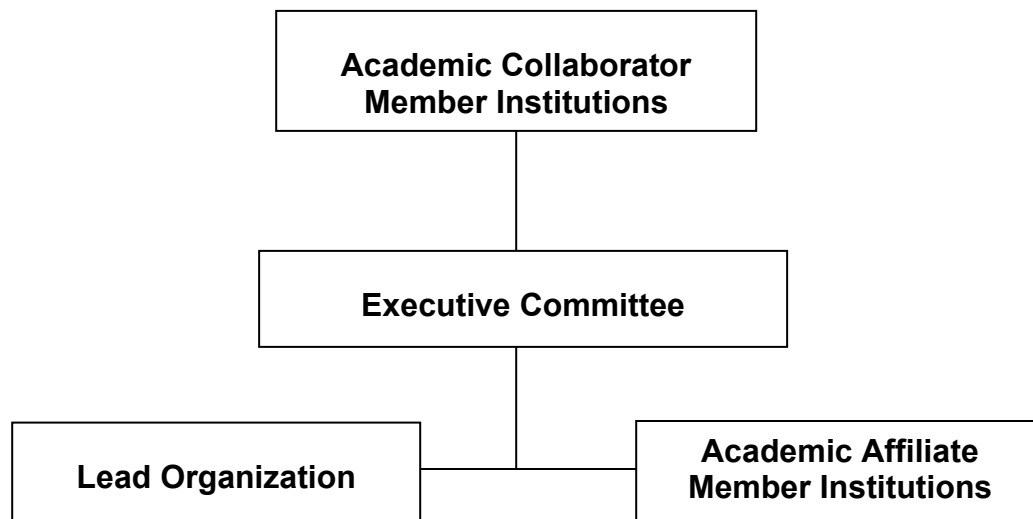
1. the membership billing date as May 1
2. membership due date as July 1
3. dues payment deadline as July 31

A pro-rata option was also approved. For example, if a university submits its signed MOU in the fall and posts courses beginning in January, they would pay a pro-rated amount of annual dues. A six-month pro-rata was established.

\*Participation in an additional program is required if the Academic Collaborator wishes to send home students or teach visiting students in that particular program.

On March 5, 2023 the Executive Committee agreed to do away with additional fees for additional programs, as well as to raise base dues to \$6,000 for all types of membership. The base dues is effective for new members immediately. Continuing members will be charged the new fees beginning July 1, 2025 and at this same date will no longer be required to provide additional program fees.

## NEXus – The Nursing Education Xchange Organizational Chart



The Nursing Education Xchange (NEXus) Executive Committee consists of a representative from each Academic Collaborator institution. Officers (Chair, Chair Elect/Past Chair, Vice Chair, Secretary, and Treasurer) are elected to the Executive Committee.

### **Academic Collaborator Member Institutions 2024-25:**

Arizona State University  
 Loma Linda University  
 Oregon Health and Science University\*  
 The University of Iowa  
 The University of Oklahoma  
 The University of Texas at Tyler  
 University of Colorado Denver\*  
 University of Hawaii at Manoa  
 University of Kansas  
 University of Nevada Las Vegas  
 University of New Mexico  
 University of Northern Colorado\*  
 University of Utah\*  
 Virginia Commonwealth University  
 Washington State University

\*Founding member of the NEXus collaborative

**NEXus – The Nursing Education Xchange**  
**2018-2019 Annual Plan of Work – Approved 10.5.18**

NOTE: Beginning with the full-time hire of the Project Director on or about 2019, the Annual Plan of Work is now managed by Staff and not approved by the Executive Committee.

<b>Objective 1. Sustainability</b>			<b>Responsible for Implementation</b>
<b>1.1 Membership – continued growth of NEXus membership in both Academic Collaborator and Academic Affiliate categories</b>			
1.1.1	Identify and specifically recruit viable institutions, i.e. Institution expands course offerings, institution has immediate need for courses as an academic affiliate member (schools developing or implementing DNP).	<i>Rationale:</i> NEXus can provide assistance to schools/colleges of nursing as resources decrease. Growth of programs in NEXus ensures vitality of the program and of course offerings. <i>Measure:</i> Increase in membership by a combination of three collaborators or affiliates annually.	Executive Committee NEXus staff
<b>1.2 Increase course enrollments – establish member participation goals</b>			
1.2.1	All member institutions enroll students at teaching institutions.	<i>Rationale:</i> Members institutions can recoup membership fees by teaching and sending students to take NEXus courses via the common price split. <i>Measure:</i> Increase the number of institutions enrolling students in NEXus courses.	All member schools
1.2.2	Identify and offer key needed or specialty courses.	<i>Rationale:</i> Collectively, NEXus can provide electives in niche and/or emerging areas of study. <i>Measure:</i> Number of courses listed.	NEXus Cluster Groups
1.2.3.	Faculty in NEXus member schools are aware of NEXus in order to encourage students to take NEXus courses.	<i>Rationale:</i> Faculty advisement is essential for assisting students to access NEXus courses. <i>Measure:</i> Increased course enrollments	Campus Faculty Coordinators

1.2.4.	Best practices, flyers, Power Point presentations, and other modalities are utilized by Campus Faculty Coordinators and faculty to participate in recommending courses to students.	<i>Rationale:</i> “Roadmap” documents are essential for faculty to understand NEXus offerings and to effectively recommend courses to their students. <i>Measure:</i> Increased course enrollments; quantitative and qualitative satisfaction with the tools measured by NEXus surveys.	Campus Faculty Coordinators, faculty  NEXus Evaluation Committee
1.2.5.	Provide a Spring meeting for the Campus Staff Coordinators	<i>Rationale:</i> Currently, the Campus Staff Coordinators (CSCs) meet quarterly: one is in person with the Executive Committee and three are by telephone. The CSCs’ work is essential to the NEXus project. There is ample anecdotal evidence that demonstrate there is significant support and knowledge transfer during the CSC meetings. One of the remaining meetings will be changed to a virtual meeting for ease of communication. <i>Measure:</i> Increased satisfaction on the part of the CSCs, along with indication that the individuals are learning from one another and getting needed peer support.	Campus Staff Coordinators  NEXus Staff
<b>1.3 Ensure appropriate level of staffing to support growth in consortium members and activities.</b>			
1.3.1.	Identify staffing plan to support growth in membership and course offerings.	<i>Rationale:</i> Increase in the number of NEXus members and in course offerings will require additional staffing and appropriate staff mix to ensure operational success. <i>Measure:</i> Project an 0.1 FTE staff allocation per additional NEXus member.	Sustainability Committee
<b>1.4 Marketing</b>			
1.4.1	Implementation of NEXus Marketing and Promotion Plan	<i>Rationale:</i> Increased recognition will build interest in joining NEXus <i>Measure:</i> 75% of communication plan recommendations are implemented.	Executive Committee NEXus Staff

1.4.2.	Development and submission of articles to targeted publications	<i>Rationale:</i> Increased recognition will build interest in joining NEXus <i>Measure:</i> Number of Publications	Assigned Groups
1.4.3.	Increase awareness of NEXus through podium or poster presentations at regional and national conferences. A targeted approach will be based on the specific conference using a combination of the what, how and progress of NEXus.	<i>Rationale:</i> Increased recognition will build interest in joining NEXus <i>Measure:</i> Number of conferences	Assigned individuals for regional conferences, AACN and others
1.4.4.	Development and distribution of an annual report for NEXus	<i>Rationale:</i> Increased recognition will build interest in joining NEXus <i>Measure:</i> Annual report is distributed annually.	NEXus Staff
<b>Objective 2: Collaboration</b>			
<b>2.1 Potential Collaborations</b>			
2.1.1	Explore Potential Collaborations	<i>Rationale:</i> Hartford grant was a successful collaboration and anticipate benefit to NEXus from future collaborations <i>Measure:</i> Formal agreement between collaborators	NEXus staff
<b>2.2 Faculty Networks</b>			
2.2.1	NEXus Cluster Groups	<i>Rationale:</i> Provides opportunity for faculty in areas of expertise to meet and discuss academic needs <i>Measure:</i> Development of collaborative activities, co-presentations, research opportunities	NEXus Cluster Groups
2.2.2	Seminar Series	<i>Rationale:</i> Provides opportunity for collaborative teaching <i>Measure:</i> Number of students enrolled in seminar series	Cluster Groups



<b>2.3. Scholarship</b>			
2.3.1.	Faculty and students from NEXus institutions support scholarship efforts	<p><i>Rationale:</i> Research and scholarship collaboration is a natural extension of the relationships built for doctoral education.</p> <p><i>Measures:</i></p> <ol style="list-style-type: none"> <li>1. Number of manuscripts co-authored by NEXus members.</li> <li>2. Number of presentations co-authored by NEXus members.</li> <li>3. Number of Nexus faculty members serving as dissertation external members</li> <li>4. Number of students utilizing member schools for recruitment for dissertation – related research</li> </ol>	Executive Committee
<b>Objective 3. Evaluation</b>			
<b>3.1 Conduct Surveys</b>			
3.1.1.	Student Surveys		
	3.1.1. Conduct enrolled student surveys at the end of each semester.	<p><i>Rationale:</i> Gather data to identify areas where NEXus is functioning in a student friendly way and areas where problem solving is needed.</p> <p><i>Measure:</i> Surveys are conducted at the end of fall, winter/spring, and summer semesters. Data is analyzed and reviewed by all applicable groups.</p>	Evaluation Committee
3.1.2.	Faculty Surveys		
	3.1.2. Conduct annual survey of faculty involved in teaching NEXus courses.	<p><i>Rationale:</i> Gather data to identify areas where NEXus is functioning well and areas where problem solving is needed.</p> <p><i>Measure:</i> Surveys of faculty who taught a NEXus course are conducted in June of each year.</p>	Evaluation Committee

3.1.3.	Report results of the student surveys and faculty survey at each fall meeting of the NEXus Executive Committee.	<i>Rationale:</i> Share information with NEXus collaborators using longitudinal student and faculty data. <i>Measure:</i> Data informs decisions and change as needed.	Evaluation Committee Student Advisory Committee
<b>Objective 4. Governance</b>			
4.1.	Conduct at least two meetings of the Executive Committee/year, of which the annual meeting will be face-to-face.	<i>Rationale:</i> Meet the Bylaws obligation and provide for governance of NEXus. <i>Measure:</i> Two meetings are held annually.	Executive Committee NEXus Staff
4.2.	Conduct minimum of annual cluster meetings	<i>Rationale:</i> Allow for cluster members to evaluate the cluster offerings and make any needed changes. <i>Measure:</i> A minimum of annual meetings are held for each cluster.	Cluster Groups NEXus staff
4.3.	Hold quarterly meetings of the evaluation and sustainability committees	<i>Rationale:</i> Provide for the ongoing evaluation and the sustainability of NEXus. <i>Measure:</i> Quarterly meetings held for the evaluation and the sustainability committees.	Evaluation Committee Sustainability Committee NEXus Staff
4.4.	Hold quarterly meetings with the NEXus Campus Staff Coordinators, one of which is with the Executive Committee.	<i>Rationale:</i> Provide a mechanism for communication with Campus Staff Coordinators about program changes, problem solving and updates. <i>Measure:</i> Quarterly meetings are held with NEXus staff coordinators.	NEXus Staff Campus Staff Coordinators
<b>Objective 5. Monitor national trends and standards</b>			
5.1.	Identify trends and standards that may affect NEXus, e.g., state authorization, MOOCs, other.	<i>Rationale:</i> Maintain sustainability of NEXus consortium <i>Measure:</i> Trends and standards are taken into account in the operation of NEXus.	Executive Committee NEXus Staff

**Approved:**

NEXus Executive Committee, July 16, 2013

Approved with assignments and revisions September 25, 2013

Updated on September 9, 2014

Approved with revisions on July 13, 2015  
Approved with revisions on July 13, 2016  
Approved July 19, 2017  
Approved October 10, 2018

## Responsibilities of NEXus Committees and Cluster Groups

### Committees

The Executive Committee has established several standing committees. The committees meet at least annually via teleconference unless otherwise indicated by the Annual Plan of Work or at the request of the Executive Committee. All committees report to the Executive Committee and provide recommendations to the Executive Committee. A list of the committees along with a brief description is provided below:

- Database Committee – This committee reviews, discusses and assesses the online database system (WICHE-ICE Database System). The committee makes recommendations regarding functionality and proposed improvements for the online database management system. Consists of members who utilize database system on regular basis along with a NEXus Staff member.
- DNP Committee – This committee provides oversight to DNP Course Xchange and reviews the related DNP Cluster Group courses. DNP Program Directors of member institutions participate on this committee.
- Evaluation Committee – The committee develops and coordinates implementation of surveys and evaluations and develops long term evaluation plan/s based on the NEXus Guiding Principles.
- Sustainability Committee – The committee reviews current financial statements, proposed annual budgets, and makes recommendations regarding the NEXus Common Price, membership fees, and annual budgets. Consists of members who are Officers of the Executive Committee along with NEXus Staff members.
- Emerging Cluster Committee - The committee identifies the need for and provides the structure to add new, cutting edge content clusters that support students' research interests.
- Student Advisory Committee – The committee is comprised of doctoral students representing each member institution's program (both PhD and DNP). Ideally students have enrolled in and completed a NEXus course. The committee provides the students perspective regarding NEXus and its administrative processes.

### Cluster Groups

Cluster Groups are faculty who specialize or have interest in that particular topic (cluster) area. The courses that are within clusters are regularly reviewed by the Cluster Groups. The Cluster Groups convene at least annually to discuss the current status of courses and clusters being offered within NEXus. Cluster Groups may review courses offered for relevance to the cluster and identify new courses for development or inclusion in the cluster. In addition, these meetings allow faculty and opportunity for collaboration. Meetings are held via teleconference prior to the NEXus Executive Committee Annual Meeting. A Cluster Lead representative from each group will provide a summary report and/or recommendations at the NEXus Executive Committee Annual Meeting. If a member institution offers at least three courses within a cluster area, the institution is responsible for appointing a representative to that cluster group.

- Advance Nursing Practice\*
- Children, Parents and Family
- Chronic and Disabling Conditions and Palliative Care
- Diverse and Vulnerable Populations
- Ethics\*
- Interprofessional Collaboration\*
- Gerontology and Geriatric Nursing
- Non-Nursing Courses

- Nursing Education
- Nursing Knowledge Development: Theory, Philosophy, and Science
- Research Methodology (Mixed Methods, Qualitative and Quantitative Research Methods)
- Scientific Underpinnings for Advanced Nursing Practice\*
- Scholarship and Writing
- Special Topics
- Systems, Leadership, Informatics and Policy

**\*Cluster Groups managed by the DNP Committee**

## **License Documentation Statements**

Any revisions to original NEXus documents should be recorded by date and said date placed at the end of the revised document. The following paragraphs should be clearly displayed on all:

This work was created by founding members of NEXus (The Nursing Education Exchange) and is licensed under the Creative Commons Attribution-Non Commercial-Share Alike 3.0 License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/3.0/>

The following should be placed on all documents adapted from NEXus work:

Adapted from NEXus (The Nursing Education Xchange). This work is licensed under the Creative Commons Attribution-Non Commercial-Share Alike 3.0 License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/3.0/>

## NEXus Campus Faculty Coordinator Responsibilities

### Websites

- [www.winnexus.org](http://www.winnexus.org) – Ensure that you are familiar with all information provided on the winnexus.org site. Maintain current contact information on [www.winnexus.org](http://www.winnexus.org) for your School/College of Nursing.
- *Campus website* – Identify person(s) to oversee and maintain campus website links to the NEXus website ([www.winnexus.org](http://www.winnexus.org)) and the creation of a section on your School/College of Nursing website that describes the NEXus course exchange and contains an active link to [www.winnexus.org](http://www.winnexus.org). Guidelines for NEXus/School specific page will be provided.

### Students

- *Inquiries* – Develop, implement, and recommend changes in the SON/CON's plan to respond to inquiries from students regarding NEXus courses.
- *Recruitment* – Develop, implement, and recommend changes in the SON/CON's plan to recruit students to enroll in NEXus courses (e.g., brochures, e-mail messages, phone calls, newsletters promoting NEXus offerings).
- *Admissions* – Assist students seeking admission to your institution to enroll in courses offered through the NEXus course Xchange.
- *Basic Advising and Referral* – Ensure that students have adequate support to navigate through inter-institutional, distance education courses.
- *Program Course Schedule* – Assist students, academic advisors, and supervisory committees in developing academic program plans that include NEXus courses.
- *NEXus Tracking Form* – Establish a procedure to assure transmittal and receipt of the form allowing the SON/CON to share student information with the other NEXus member institutions.
- *Enrollment* – Ensure students are aware of the differing registration and enrollment deadlines for the NEXus course Xchange. Develop processes for student admission and enrollment. Ensure that a transfer/transcript process is established.
- *Exit Survey* – Participate in the development of an online survey and establish a procedure for regular distribution of the survey to those students that complete NEXus courses.

### Course Management

- Work with faculty to identify courses that may be offered through the NEXus course Xchange.
- Determine course offerings to be posted on <https://www.courseexchange.org/exchanges/nexus>
- Determine seats available and seats needed.
- Oversee NEXus Taawun course management system to ensure the student data is correct and students are added to appropriate course rosters.
- Ensure campus course information is current in the <http://wiche-ice.org/index.cfm?nexuslogin> online Taawun NEXus course management system, including the seats available in each course by the established deadline each term.

### Interaction Among NEXus Campus Faculty Coordinators

- *Anticipated Course Enrollments* – Oversee compilation of student enrollment data to determine future course demand. Share information with Teaching Institution(s).
- *Data Collection* – Participate in data collection for benchmarking purposes
- *Course Schedule* – Collaborate with faculty coordinators from other NEXus member institutions to plan future offerings for matriculated students.

### Faculty

- Bi-Annually report on NEXus and related activities at faculty meetings.
- Provide orientation to faculty teaching NEXus courses.

- Provide information on course offerings to all graduate faculty.
- Request that teaching faculty submit course materials by the established deadline.
- Orient graduate student advisors to NEXus and available course offerings.
- Orient newly-hired faculty.

### **University Administrators**

- *NEXus Implementation* – Work with appropriate School/College of Nursing administrators and departments (e.g., deans, associate deans, financial officers, graduate school administrators, continuing education administrators, registrar's office, information systems office, computing center, college-level administrators, department head/chair) to implement NEXus course exchanges and to resolve problems related to enrollment, transfer of grades, accounting, and funds transfer. Recommend changes and improvements to campus administration and to the NEXus Executive Committee.
- *Establish an Administrative Team* – Identify key personnel within the institution (finance office, financial aid, graduate school, registrar's office, continuing education, technology etc. who will work directly with registering and enrolling NEXus students.
- Orient newly-hired / appointed administrators and provide the names of current and new administrators to the Lead Organization.
- Provide annual NEXus update to School/College of Nursing administrators.

### **NEXus Executive Committee Meetings**

- Represent your institution at official meetings of the NEXus Executive Committee.
- Convene bi-annual meetings of your Administrative Team.
- Member institutions with both PhD and DNP program participation may have multiple faculty fulfilling the role of Campus Faculty Coordinator, though only one faculty will represent the institution on the executive committee.



## NEXus Campus Staff Coordinator Responsibilities

**Working in conjunction with the Campus Faculty Coordinator, the Campus Staff Coordinator will engage in the following:**

### Website

- [www.winnexus.org](http://www.winnexus.org) – Ensure that you are familiar with all information provided on the [www.winnexus.org](http://www.winnexus.org) site. Maintain current contact information on [www.winnexus.org](http://www.winnexus.org) for your School/College of Nursing.
- *Campus website* – Identify person(s) to oversee and maintain campus website links to the NEXus website ([www.winnexus.org](http://www.winnexus.org)) and the creation of a section on your *School/College of Nursing* website that describes the NEXus course exchange and contains an active link to [www.winnexus.org](http://www.winnexus.org). Guidelines for NEXus/School specific page will be provided.

### Students

- *Inquiries and Referrals* – Respond to inquiries from students regarding registration and enrollment in NEXus courses. Refer appropriate academic and advising questions to faculty members.
- *Recruitment* – Implement your CON/SON's plan to recruit students to enroll in NEXus courses (e.g., brochures, e-mail messages, phone calls, newsletters promoting NEXus offerings).
- *Course Xchange Information* – Provide anticipated course enrollment numbers, and actual course enrollment numbers to NEXus Administration and your institution's Administrative Team.
- *Admissions* – Assist students seeking admission to your institution to enroll in courses offered through the NEXus course Xchange.
- *NEXus Student Enrollment Tracking Form* – Ensure that the NEXus Student Enrollment Tracking Form is signed and reviewed by all necessary contacts at the Home and Teaching institutions.
- *Enrollment* – Ensure students are aware of the differing registration and enrollment deadlines for the NEXus course Xchange. Assist students in all aspects of admission, registration, and enrollment in courses offered through NEXus.
- *Basic Advising and Referral* – Support students in navigating registration, enrollment, and course completion in courses offered through NEXus. Refer students to appropriate parties to answer questions (i.e., technical assistance, faculty and staff).
- *Request* – Obtain course information (e.g., textbook information, syllabus, grades) and communicate with other campus staff coordinators.
- *Evaluation* – Coordinate NEXus program evaluation activities.

### Course Management

- *Marketing Materials*– Disseminate marketing materials such as course flyer, brochures, news letters and emails to students and faculty advisors for the promotion of NEXus course offerings.
- *Enrollment* – Send a copy of the NEXus Enrollment Form to NEXus Administration. Ensure that students from other institutions that enroll in courses taught by your institution have access and course information, including course materials, in a timely manner prior to the course start dates. Implement processes for enrollment.
- *Grades* – Facilitate student/s to complete the Teaching Institutions Transcript Request procedures and submit a Transcript Request Form to ensure that students' grades are transferred from the Teaching Institution to the Home Institution.
- *NEXus Course Management* – Upload and maintain course details, student profile information, course roster enrollments and grades in the NEXus/Taawun management system at <https://www.courseexchange.org/exchanges/nexus>

### Funds Distribution

- When acting as the Teaching Institution, confirm that students enrolling in NEXus courses have paid the NEXus Common Price fee in full (the Home Institution and NEXus Administration will be invoicing the Teaching Institution for their portion of this fee). When acting as the Home Institution, follow established procedure for invoicing the Teaching Institution for the HI institution's share of the NEXus Common Price fee (*see Appendix B.2*).

### **Coordination with other Campus Departments**

- Work with appropriate School/College of Nursing departments and staff (e.g., graduate school administrators, continuing education administrators, registrar's office, information systems office, computing center, college-level administrators, department head/chair) to implement the NEXus course Xchange and to resolve issues related to enrollment, transfer of grades, accounting, and funds transfer. Recommend changes and improvements to Campus Faculty Coordinator.
- Identify back-up Campus Staff Coordinator.
- Member institutions with both PhD and DNP program participation may have multiple staff fulfilling the role of Campus Staff Coordinator.

### **Meetings**

- Participate in NEXus Campus Staff Coordinator Meetings and other activities as assigned.
- Communicate and meet with other NEXus Campus Staff Coordinators and Lead Organization staff periodically.
- Attend regional and/or NEXus Annual Meeting.

## Implementation of Transcript and Transfer Models

NEXus member institutions agreed on January 10, 2008 that each member may select the transcript or the transfer model for implementation. The chart below outlines general guidelines for implementation of both the Transcript and Transfer Models. These guidelines are intended to assist in understanding the different procedures, create common procedures for use by NEXus members, and simplify the process of grade/course recording for NEXus students.

The desired outcomes are:

4. The registration system be seamless for the student;
5. Grades are automatically transferred/transcripted; and
6. The student retains financial aid.

Grade/Course	Registration		
		Home Institution (H.I.)	Teaching Institution (T.I.)
		Transcript	Transfer
	Transcript	<ol style="list-style-type: none"> <li>1. Student submits forms to H.I.</li> <li>2. H.I. communicates with and submits forms to T. S.</li> <li>3. H.I. submits seat request.</li> <li>4. Student is enrolled in shadow course at H.I.</li> <li>5. Course and Grade entered on H.I. transcript via shadow course.</li> <li>6. H.I. submits enrollment form to NEXus Administration.</li> </ol>	<ol style="list-style-type: none"> <li>1. T. S. grants seat request.</li> <li>2. T.I. processes required forms.</li> <li>3. T.I. registers and enrolls student in course/s.</li> <li>4. Student completes course.</li> <li>5. Upon completion of course, T.I. processes Transcript Request form and course/s and grade are automatically sent to H.I.</li> </ol>
	Transfer	<ol style="list-style-type: none"> <li>1. Students submit forms to H.I.</li> <li>2. H.I. communicates with and submits forms to T.I.</li> <li>3. H.I. submits seat request.</li> <li>4. Course and grade are transferred on H.I. transcript.</li> <li>5. H.I. submits enrollment form to NEXus Administration.</li> </ol>	<ol style="list-style-type: none"> <li>1. T.I. grants seat request.</li> <li>2. T.I. processes required forms.</li> <li>3. T.I. registers and enrolls student in course/s.</li> <li>4. Student completes course.</li> <li>5. Upon completion of course, T.I. processes Transcript Request form and course/s and grade are automatically sent to H.I.</li> </ol>
Finances	Transcript/Transfer	<ol style="list-style-type: none"> <li>1. Payment of the NEXus Common Price is made by the student to T.I.</li> <li>or</li> <li>2. Payment of the NEXus Common Price is made by the H.I. to T.I.</li> </ol>	<ol style="list-style-type: none"> <li>1. T.I. bills student or H.I. for the NEXus Common Price.</li> <li>2. H.I. and NEXus invoice T.I. for their respective split of the NEXus Common Price.</li> </ol>

## NEXus Student Enrollment Procedures Nexus Tracking Form

### To enroll in course Xchange:

To ensure a successful experience while enrolling in a NEXus course, the student should follow the procedures listed below.

- ☐ Discuss course selection/s and how the academic credit/grade for the course will translate with your academic advisor.
- ☐ Contact your Home Campus Staff Coordinator to obtain NEXus enrollment procedures.
- ☐ **Deadlines and application/registration procedures vary by institution offering NEXus courses.** Registration deadline dates can be found at <https://winnexus.org/deadline-dates/>
- ☐ Complete the attached NEXus Tracking Form and submit to your Home Campus Staff Coordinator.
- ☐ If on financial aid, complete a Consortium Agreement form and submit with the NEXus Tracking form.
- ☐ The Home Campus Staff Coordinator will copy you (via email) on communication to the Teaching Campus Staff Coordinator to initiate the application/registration and enrollment process.
- ☐ Submit the required Teaching Campus Application Form and other related forms to the Teaching Institution.
- ☐ To ensure your Home Institution receives an official transcript upon completion of the course, verify with the Home Campus Staff Coordinator before completing the Transcript Requests Procedures for the Teaching Institution.

By enrolling in the NEXus course, you agree to pay the NEXus Common Price to the Teaching Institution. The rate is published on the website at <https://winnexus.org/cost-for-a-course/>

Institution specific procedures can be found at <https://winnexus.org/how-to-enroll/>

If you decide not to take the NEXus course or drop the course, notify both the Home and Teaching Campus Staff Coordinators. You, the student, are responsible for the Teaching Institution's policies regarding how to drop or withdraw from a course.

**Student Information**

**Student name:** \_\_\_\_\_  
**(Your campus student ID number) Student ID:** \_\_\_\_\_  
**(Circle/Check) Student Type:** ☐ PhD ☐ DNP ☐ Masters  
**Date of Birth:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Contact Phone:** \_\_\_\_\_  
**Email address:** \_\_\_\_\_  
**Home Institution and program:** \_\_\_\_\_  
**Advisor:** \_\_\_\_\_  
**Advisor email address:** \_\_\_\_\_  
**Submitted to (home campus staff coordinator):** \_\_\_\_\_

**Course Enrollment Request**

Term and Year	Course Number and Title	Credits (sem/qtr)	Teaching Institution

**Signature Release**

To register a student in a class, the Home Institution enters student-specific information into a database. The information entered into the database will include the information provided on this form. This allows both the Home and Teaching Institutions to generate course rosters. Software and data are stored and maintained on a secure central database server. A limited number of university staff or faculty members will be granted access to the database on a need-to-know basis. I understand \_\_\_\_\_ (*Home Institution name*) will be disclosing my personal, identifiable information in the manner outlined above. To maintain and improve services provided, the NEXus project collects general student data and performs ongoing evaluations and surveys. This information is reported back to member institutions and may be shared in publications. As a student enrolling in a NEXus course, I may be contacted by NEXus Administration regarding the above statements. I understand the purpose of sharing this information within the NEXus Project. In addition, by signing this form I am agreeing to comply with the teaching institutions policies and procedures in relation to, but not limited to application, registration, enrollment, payment, add/drop notifications and academic policies concerning the course for the course/s in which I am enrolling.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Full Name:** \_\_\_\_\_

**FOR OFFICE USE ONLY:** ☐ Consortium Agreement ☐ Transcript ☐ Transfer

**Received by HOME Campus Staff Coordinator:**

**Sent to TEACHING Campus Staff Coordinator:**

**Copy sent to NEXus Administration:**

Date

## INFORMATION FOR FACULTY TEACHING NEXUS COURSES

NEXus began as a partnership among select Western universities offering doctoral programs in nursing (PhD and DNP) to make courses available by distance to students enrolled in other academic collaborating institutions. Today, NEXus has grown to a nationwide collaboration with a membership of 18 institutions spanning from the East Coast to Hawaii. NEXus is administered by the [Western Institute of Nursing](http://www.winnexus.org). The NEXus website <http://www.winnexus.org> provides information about the collaboration; the courses being offered; and how students can register and enroll.

If you are teaching a course that will include NEXus students, the following information will be helpful to you:

- The NEXus Campus Faculty Coordinator and Campus Staff Coordinator – are your primary contacts for NEXus information:

NEXus Contact	Name	Phone and email
Name of University		
Faculty Coordinator		
Staff Coordinator		

- Prospective NEXus students wishing specific information for courses listed for NEXus offerings at this university typically contact the Campus Staff Coordinator who will provide information and refers the student to the course instructor. Prospective students may contact the course instructor directly.
- Prospective students needing information about course enrollment, the NEXus Common Price, or other administrative issues would contact the NEXus Staff Coordinator (you may also refer your students to this person with questions).
- Each year, the Campus Faculty Coordinator reviews the list of courses to be made available through NEXus. Faculty assigned to the course will be contacted in advance to discuss the inclusion of their course in NEXus and how many seats will be made available.
- The NEXus Course Catalog is always available on the NEXus website: <http://wiche-ice.org/new/?nexuslogin>
- If your course is listed in NEXus, please be prepared to share the following information with prospective students on request:
  - Course description and syllabus to give idea of course content, activities, requirements or prerequisites, assignments, and evaluation strategies.
  - Dates of intensive if applicable.

- The NEXus Staff Coordinator will be in touch with the course instructor to notify you of the students enrolling in your course through the NEXus mechanism. The Campus Staff Coordinator will assist the student with the following: registration and enrollment, access the distance education platform (e.g. Blackboard), and obtain transcripts following the completion of the course.
- As the course instructor you will be asked to integrate the NEXus student into your course as you would other students. All policies of the Teaching Institution (e.g. drop/add, tuition reimbursement deadlines, grading mechanisms or incomplete grades) will be followed.
- As course instructor you are responsible to record NEXus student grades following the process of the university. The Campus Staff Coordinator will put in place a process to have the transcript sent to the Home Institution.
- NEXus students will participate in course evaluations as other students. NEXus evaluators may also contact students and teaching faculty for evaluation of the process and satisfaction with their participation in NEXus.
- If you have questions or concerns about any of these processes, please contact the Campus Staff Coordinator or the Campus Faculty Coordinator listed above. Recommendations to improve the process are also welcomed.