

**Los Angeles County College of Nursing and Allied Health**

**PLANNING COMMITTEE MINUTES**

October 13, 2016

<b>PRESENT</b>	<b>Members Present:</b> Barbara Collier, Chairperson Jeffrey Anderson Tammy Blass Maria Caballero	Doris DeHart, Recorder Ruby Gabbedon Sarah Granger Herminia Honda Visna Kieng	Joan Kohl Hopeton Leahong Ruth McFee Leonece Myers	<b>Absent/ Excused:</b> Lorraine Vigil	<b>Guests:</b> Naira Arquell Frances Cervantes Pam Major Lydia Thompson Lilibeth Patricio
<b>Topic</b>	<b>Discussion/Conclusions/Recommendations</b>			<b>Actions</b>	<b>Follow-Up</b>
<b>CALL TO ORDER</b>	1:10 p.m.				
<b>APPROVAL OF MINUTES</b>	1. Minutes of September 8, 2016 approved with corrections			1. Make corrections and post	1. H. Honda
<b>MINUTES FOLLOW-UP</b>	<p>1. <u>Everbridge Emergency Communication System</u> – H. Honda reported that the pilot test of the emergency communication system was pending the new platform going live on 9/15/16. Expecting a response from L. Liu as to when the College system can be tested using a sample of 10 contact numbers from administrators/faculty/students.</p> <p>2. <u>Active Shooter Presentation Update</u> – Carryover to be a coordinated Faculty Development day with the Safety Officer and speaker from ELAC.</p> <p>3. <u>The following Policies/Forms</u> were corrected/approved and posted:</p> <ul style="list-style-type: none"> <li>• #510: New Employee Orientation</li> <li>• Employee Orientation Checklists for Faculty, Administrative and Student Services</li> <li>• #801 Americans with Disabilities Act</li> <li>• ADA Timeline</li> <li>• Accommodation Request</li> </ul> <p>4. <u>Technology Maintenance and Replacement Plans- ERC</u> was completed.</p> <p>5. <u>Information Technology – CAMS Report: Faculty Portal Implementation</u> – Target date was Fall 2016. Carryover for when L. Vigil can be present for input on faculty training.</p> <p>6. <u>ERC</u> – J. Anderson reported that databases have returned to full text operation. More to fix.</p> <p>7. <u>Research</u>—Employer Online Survey continues to have low response rate. Plan is to pilot sending hard copy of the survey to Nurse Managers.</p> <p>8. <u>Associated Study Body</u> – Requested lunch hour where students from all classes are free to attend meetings is on Thursday 1230-1330.</p>			<p>1. H. Honda to f/u with L. Liu</p> <p>2. Carryover</p> <p>3. Information</p> <p>4. Information</p> <p>5. M. Caballero to reschedule training to end of semester.</p> <p>6. Information</p> <p>7. Information</p> <p>8. Information</p>	<p>1. H. Honda</p> <p>2. Carryover</p> <p>3. None</p> <p>4. None</p> <p>5. M. Caballero</p> <p>6. None</p> <p>7. None</p> <p>8. None</p>
<b>ANNOUNCEMENTS</b>	1. <u>New Member Introduction</u> – Hopeton Leahong was introduced and welcomed as the representative from ASB.			1. Information	1. None
<b>POLICY APPROVAL</b>	<p><u>Governance and Decision-Making Evaluation Reports</u> reviewed and discussed – See Reports from each committee on file. In summary, all committees agreed that overall the current decision-making process is working well and a couple of recommendations were made.</p> <p>Discussion included:</p> <p>1. College Governing and Standing Committees 2016 Organization Chart distributed and reviewed with the recommendation that School Semester Committees be listed separately instead of grouped under one heading</p>			<p>1. Information</p> <p>2. B. Collier agreed that explanations were warranted to explain policies.</p>	<p>1. None</p> <p>2. Administrative Committee</p>

Agenda Item	Discussion	Actions	Follow-up
	2. Request made that if Administration overrides a committee's recommendation in certain situations, an explanation of the policies used for the change in decision be sent to the committee 3. Reorganization of School Standing Committees was effective in streamlining decision turn-around times 4. Resources for paying guest speakers is needed 5. Procedure for obtaining office supplies in a timely manner as needed and when Staff Assistant is not available needs review 6. Stability in faculty semester assignments is of concern in one semester.		
<b>ACCREDITATION STATUS REPORT</b>	1. <u>Accreditation</u> A. <u>ACCJC</u> – Carryover B. <u>BRN: Attrition/Retention and Tutoring</u> – Carryover 2. <u>Information Technology</u> A. <u>CAMS –Website/Other</u> – Faculty Portal Training--Carryover	1.Information  2.Information	1. None  2. None
<b>STRATEGIC PLAN REVIEW &amp; UPDATE</b>	1. <u>Divisional Reports:</u> A. <u>Administrative &amp; Student Services</u> – Carryover. B. <u>Allied Health</u> – Carryover C. <u>Education &amp; Consulting Services</u> – Carryover D. <u>Educational Resource Center</u> – Carryover E. <u>Operations</u> – Carryover F. <u>Research</u> -- Carryover G. <u>School of Nursing</u> – Carryover 2. <u>Strategic Plan Review and Update</u> – Carryover	1. Information  2. Information	1. None  2. None
<b>COMMITTEE REPORTS</b>	1. <u>College Standing Committees:</u> A. <u>Associated Student Body</u> – Carryover B. <u>Credentials Committee</u> – Carryover C. <u>Institutional Effectiveness Committee</u> – Carryover D. <u>Faculty Development Committee</u> – Carryover 2. <u>Resources / Budget—Program Needs</u> -- Carryover 3. <u>Administrative / Operational Issues</u> – Carryover	1. Information  2. Information  3. Information	1. None  2. None  3. None
<b>BOARD OF TRUSTEES REPORTS/COMMUNICATION</b>	No Report.	None	None
<b>OFF AGENDA</b>	None	None	None
<b>NEXT PLANNING COMMITTEE MEETING</b>	Date: November 10, 2016 Time: 1300-1500 Place: Tower Hall, Room 105 Minutes: R. Gabbedon	Information	None
<b>ADJOURNMENT</b>	1525		

Approved by: Barbara Collier (signature on file)

Prepared by: D. DeHart (signature on file)



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College Planning Committee  
**Governance and Decision-Making Evaluation**

Committee: Administrative and Student Services Chair: \_\_\_\_\_

The Planning Committee requests your attendance at the meeting scheduled for Date: **October 13, 2016 (1300-1500)** to participate in a collaborative evaluation of the College governance structure and decision-making processes. Your committee is an essential component of governance and decision-making and Planning Committee would like your input.

Please lead discussion of the following topics with your committee members and bring a brief written summary of the responses to the meeting.

1. **Functions:** Clarity of committee purpose and functions.
2. **Redundancy:** Overlap of functions with other committees:
3. **Communication/information flow:** Efficiency of information flow between your committee and your governing/reporting committee and with other College/divisional committees.
4. **Resources:** Committee processes for identifying, requesting, and allocating resources
5. **Decision-making process:** Membership participation. Factors that facilitated and/or inhibited decision making. Recommended changes for improvement.
6. **Role in governance:** Effectiveness of your committee's role in planning and decision making. Effectiveness of overall College committee structure and decision making process.
7. **Structure and Process:** What do you like? What don't you like?
8. **Recommendations:** Suggestions for changes to governance structure, planning, and decision-making processes and to this questionnaire

**Summary**

The committee previously recommended inclusion of the ERC Director and Financial Aid Administrator as part of the committee to focus both on administrative and operational issues. A change in organizational structure that incorporates that recommendation will be presented to the College Administrative committee as will changes to committee bylaws and to the committee name.

Staffing continues to impact time for meetings A regular meeting schedule will be established and include information from other committees.

LAC College of Nursing & Allied Health  
College Planning Committee  
Governance & Decision-Making Evaluation

Orig: 12/24/13

Rev'd 12/26/13, 1/7/14, 1/16/14,10/8/15, 12/10/15



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Admissions and Promotions Committee  
**Governance and Decision-Making Evaluation**

Committee: Admissions and Promotions Chair: Frances Chisholm-Cervantes

The Planning Committee requests your attendance at the meeting scheduled for Date: **October 13, 2016 (1300-1500)** to participate in a collaborative evaluation of the College governance structure and decision-making processes. Your committee is an essential component of governance and decision-making and Planning Committee would like your input.

Please lead discussion of the following topics with your committee members and bring a brief written summary of the responses to the meeting.

1. **Functions:** Clarity of committee purpose and functions.

Functions:

The purpose and function are clear as stated, and the committee has been meeting our responsibilities.

2. **Redundancy:** Overlap of functions with other committees

Committee merger leaves two standing committees. Therefore, no redundancy or overlap of function of committees.

3. **Communication/information flow:** Efficiency of information flow between your committee and your governing/reporting committee and with other College/divisional committees

Scheduled changed for meeting's policy review within time and allowing ample two week time for review and voting in faculty organization meeting.

4. **Resources:** Committee processes for identifying, requesting, and allocating resources

The committee feels comfortable to request administrative representatives to attend meetings to clarify issues as they arise.

5. **Decision-making process:** Membership participation. Factors that facilitated and/or inhibited decision making. Recommended changes for improvement

All committee members actively participate, utilizing a democratic process where decisions come forth. Student representatives actively participate within the committee, as per the bylaws.

In the interest of transparency, the committee recommends that when administrative decisions override committee recommendations, an explanation of the decision be provided to the committee prior to actions taken, allowing the committee a learning and insightful opportunity to utilize in future recommendations.

6. **Role in governance:** Effectiveness of your committee's role in planning and decision making. Effectiveness of overall College committee structure and decision making process

Committee effectively creates, initiates, and revises current policy admissions, promotions and graduation. The committee recently initiated Student transfer policy.

**7. Structure and Process:**

What do you like?

The committee likes having input and significant contribution regarding policy for admissions, promotions, and graduation and student and faculty representation, participation, and contribution from each semester.

What don't you like?

The committee dislikes Monday afternoon classes, regardless of semester, affecting student attendance in committee meetings: Monday afternoon classes present challenges and potential barriers for students' attendance by having to choose to attend the meeting versus attend class.

**8. Recommendations:** Suggestions for changes to governance structure, planning, and decision-making processes and to this questionnaire

In the interest of transparency, the committee recommends that when administrative decisions override committee recommendations, an explanation of the decision be provided to the committee prior to actions taken. The administrative sharing of insight could minimize feelings of powerlessness and having been undermined, while benefiting the students by equipping the committee with increased understanding to utilize in future recommendations.

As Admissions and Promotions look at admission requirements, the committee is open to the college's expansion to a BSN program as well as increasing collaborations with current BSN programs.



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College Planning Committee  
**Governance and Decision-Making Evaluation**

Committee: Associated Student Body (A.S.B.)

Chair: Hopeton Leahong

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Please lead discussion of the following topics with your committee members and bring a brief written summary of the responses to the meeting.

1. **Functions:** Clarity of committee purpose and functions.

Purpose: The purpose of this organization shall be to enhance understanding and provide an effective means of expression between the School of Nursing and students.

Functions:

- A. Identify and define student issues that affect the educational experience and the status of the individual student by expressing the concerned opinion of the A.S.B.
- B. Integrate all A.S.B. activities
- C. Participate in program related surveys and make recommendations for improvements
- D. Recommend revision to student related policies including:
  - 1. Nursing Student Bill of Rights
  - 2. Student Responsibilities
  - 3. Student Dress Code
- E. Participate in regulatory agency site visits
- F. Collaborate with College and School of Nursing (SON) committees and faculty liaisons regarding student issues and concerns affecting their educational experience
- G. Make recommendations to the SON Faculty Organization.

2. **Redundancy:** Overlap of functions with other committees

None.

3. **Communication/information flow:** Efficiency of information flow between your committee and your governing/reporting committee and with other College/divisional committees

A.S.B. communicates with the College Planning committee by sending a student representatives.  
A.S.B. communicates with Admissions & Promotions and Curriculum committees by sending student student representatives to the meetings from each semester.

4. **Resources:** Committee processes for identifying, requesting, and allocating resources

A.S.B. only identifies resources that pertain to the students and/or facilities.

5. **Decision-making process:** Membership participation. Factors that facilitated and/or inhibited decision making. Recommended changes for improvement.

All enrolled students are members of A.S.B. and decisions are facilitated by selecting a cabinet of representatives through student elections.

6. **Role in governance:** Effectiveness of your committee's role in planning and decision making. Effectiveness of overall College committee structure and decision making process.

A.S.B. communicates with the student body regarding college plans or decision making that directly affect the student experience.

7. **Structure and Process:**

What do you like?

A.S.B. is represented during the governance, planning, and decision-making processes.

What don't you like?

None.

8. **Recommendations:** Suggestions for changes to governance structure, planning, and decision-making processes and to this questionnaire.

A.S.B. would like to request that no classes be scheduled on Thursdays from 1200 to 1300 going forward in order promote and facilitate student activities such as meetings and fundraising.





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College Planning Committee  
**Governance and Decision-Making Evaluation**

Committee:     Credentials    

Chair: Beverly McLawyer & Co—Chair: Lydia Thompson

The Planning Committee requests your attendance at the meeting scheduled for Date: **October 13, 2016 (1300-1500)** to participate in a collaborative evaluation of the College governance structure and decision-making processes. Your committee is an essential component of governance and decision-making and Planning Committee would like your input.

Please lead discussion of the following topics with your committee members and bring a brief written summary of the responses to the meeting.

1. **Functions:** Clarity of committee purpose and functions.

*Purpose/Functions:*

The Credentials committee feels that the committee's purpose and functions are clear. All members of this committee agree that we do not look over information regarding evaluations, hiring, interviewing, competence, etc. for the non-faculty College of Nursing staff. Members of the committee verbalized clarity regarding the purpose and function of the committee as stated in the College Credentials Bylaws.

2. **Redundancy:** Overlap of functions with other committees

This committee does not have overlapping functions with other committees.

The committee members have inquired about the non-faculty designee that will address policies regarding non-faculty staff members.

3. **Communication/information flow:** Efficiency of information flow between your committee and your governing/reporting committee and with other College/divisional committees

Committee members feel there is a lag in committee communication. This committee has experienced time delays in getting information back regarding submitted updated policies and interview related materials.

This committee suggests the use of the Inter-Committee Communication (ICC) form to expedite communication and information flow between this committee and the committees that information is sent to.

4. **Resources:** Committee processes for identifying, requesting, and allocating resources

This committee knows that the chair persons will get copies when needed. The Chairperson will also obtains laptop and projector from the library when needed. Resources from Nursing Human Resources are obtained when preparing for interviews.

5. **Decision-making process:** Membership participation. Factors that facilitated and/or inhibited decision making. Recommended changes for improvement

Full committee membership attendance at meetings is difficult due to differing work schedules and responsibilities between EDCOS and the SON. However, we do have all members in attendance at least once a year. Otherwise there are usually only 4-5 of the 7 members at the College Credentials meetings.

The members of the Credentials committee communicate in a professional and respectful manner which facilitates the decision-making process.

6. **Role in governance:** Effectiveness of your committee's role in planning and decision making.  
Effectiveness of overall College committee structure and decision making process

Members feel the Credentials committee is effective in its role in planning and decision making.

However, when this committee submits reviewed/revised policies or interview questions to Administration and/or College Planning committee, there is rarely feedback given regarding the rationales for revisions, acceptance or denial of the content submitted. This committee requests improved communication to enhance our understanding of the format on which the decision was made. We believe this will improve our participation in role of governance.

7. **Structure and Process:**

What do you like?

The Credentials Committee members enjoy a respectful, professional working relationship. The collaboration between the two divisions of the College provides a broader insight in the decision making process.

What don't you like?

The difficulty experienced in being able to find times when the entire committee can meet.

8. **Recommendations:** Suggestions for changes to governance structure, planning, and decision-making processes and to this questionnaire.

We have no other recommendations than the above mentioned.



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College Planning Committee  
**Governance and Decision-Making Evaluation-Critical Care/Specialty Service**

Committee: Critical Care/Specialty Service Council Chair: Tammy Blass

The Planning Committee requests your attendance at the meeting scheduled for Date: **October 13, 2016 (1300-1500)** to participate in a collaborative evaluation of the College governance structure and decision-making processes. Your committee is an essential component of governance and decision-making and Planning Committee would like your input.

Please lead discussion of the following topics with your committee members and bring a brief written summary of the responses to the meeting.

1. **Functions:** Clarity of committee purpose and functions.

*Purpose: Members understand that Critical Care/Specialty Service Council is EDCOS' curriculum committee and feel the committee's role is clear.*

*Functions: Members understand that the committee's role is to plan, implement, evaluate, and revise EDCOS programs to enhance student learning and meet nursing service needs.*

2. **Redundancy:** Overlap of functions with other committees

*Members said they feel there is no overlap in functions with other committees.*

3. **Communication/information flow:** Efficiency of information flow between your committee and your governing/reporting committee and with other College/divisional committees

*The members feel the communication within the division is very good especially because all members are members of both Shared Governance and Critical Care/Specialty Service committees. They also feel the communication is good between EDCOS and the other College committees since there is EDCOS representation on each college committee.*

4. **Resources:** Committee processes for identifying, requesting, and allocating resources

*Via email, verbally, and through discussions at meetings. Members expressed the same concern as expressed in Shared Governance that they do not always have ready access to needed supplies.*

5. **Decision-making process:** Membership participation. Factors that facilitated and/or inhibited decision making. Recommended changes for improvement

*Decision-making is collaborative. Issues are discussed and usually worked out as a group.*

6. **Role in governance:** Effectiveness of your committee's role in planning and decision making. Effectiveness of overall College committee structure and decision making process:

*Members expressed that they believe their voice within the College is good and that they feel they do have a say in major practice changes affecting their division.*

**7. Structure and Process:**

What do you like?

*Members said they like that everyone within the division is involved in developing, evaluating and revising EDCOS programs and that decision-making is collaborative.*

What don't you like?

*The only issue committee members expressed was the difficulty obtaining adequate supplies at times.*

**8. Recommendations:** Suggestions for changes to governance structure, planning, and decision-making processes and to this questionnaire

*None*



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College Planning Committee  
**Governance and Decision-Making Evaluation**

Committee: Curriculum Committee Chair: L. Patricio RN, MSN

The Planning Committee requests your attendance at the meeting scheduled for Date: **October 13, 2016 (1300-1500)** to participate in a collaborative evaluation of the College governance structure and decision-making processes. Your committee is an essential component of governance and decision-making and Planning Committee would like your input.

Please lead discussion of the following topics with your committee members and bring a brief written summary of the responses to the meeting.

1. **Functions:** Clarity of committee purpose and functions.

Purpose: We feel that there is clarity in the purpose and functions of the committee

Functions: The Curriculum committee feels the functions are now streamlined and work well.

2. **Redundancy:** Overlap of functions with other committees

Since absorbing the Nursing Practice and Clinical Practice committees the redundancy of committee functions has greatly reduce. However, the committee is concerned that we might be missing some of our functions since Nursing and Clinical Practice merged with Curriculum.

3. **Communication/information flow:** Efficiency of information flow between your committee and your governing/reporting committee and with other College/divisional committees

The decrease in number of committees required to review and provide feedback for policies has decreased the time for policy approval (from two months to three weeks). The communication has improved since the schedule change of committee meetings.

4. **Resources:** Committee processes for identifying, requesting, and allocating resources

The committee expressed satisfaction with the communication and being able to get programs to enhance the students' experience approved, such as Shadow Health. Our committee is requesting a better system when it comes to posting ppt handouts for our students. We are requesting that there should be a contingency plan so if one person in charge of posting is not able to do so, then there should be a designee to take over the posting. We are requesting if it's possible for each instructor to post their own lecture and have coordinators ensure that this is done on a timely manner.

5. **Decision-making process:** Membership participation. Factors that facilitated and/or inhibited decision making. Recommended changes for improvement

We work well as a group so we have good membership participation.

6. **Role in governance:** Effectiveness of your committee's role in planning and decision making.

Effectiveness of overall College committee structure and decision making process.

Since we've combined the committees and we have 2 representatives from each semester, we have become a more effective committee in our planning and decision making.

**7. Structure and Process:**

What do you like? The curriculum feels that discussion has increased due to the volume of members. We have 2 representatives from each semester and this helps expedite the process when it comes to our decision making.

What don't you like? none

**8. Recommendations:** Suggestions for changes to governance structure, planning, and decision-making processes and to this questionnaire

Our committee is requesting for Class advisors should to notify/informed student representatives for Curriculum and Admission and Promotion of their role and the committee meeting time.



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College Planning Committee  
**Governance and Decision-Making Evaluation**

Committee: Faculty Development Chair: Jutara Srivali Teal

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Please lead discussion of the following topics with your committee members and bring a brief written summary of the responses to the meeting.

1. **Functions:** Clarity of committee purpose and functions.  
Purpose: There is clear delineation of School of Nursing and EDCOS Faculty Development purposes  
Functions: Functions are appropriate in meeting Divisional needs
2. **Redundancy:** None. Planning Committee directs the activity and Faculty Development needs of the School of Nursing.
3. **Communication/information flow:** Planning Committee directs Faculty Development activities.
4. **Resources:** There is funding for speaker honorarium. However, it is not sufficient to fund nationally recognized speaker/experts.
5. **Decision-making process:** There is appropriate collaboration within the Committee. Committee work involves program preparation, facilitation Faculty Development program function.
6. **Role in governance:** Faculty Development does not have a role in governance, but facilitates the success of the Organization.
7. **Structure and Process:** The existence of Faculty Development meets the Organizational Goals
8. **Recommendations:** None.



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College Planning Committee  
**Governance and Decision-Making Evaluation**

Committee: Institutional Effectiveness Chair: Herminia L. Honda

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Please lead discussion of the following topics with your committee members and bring a brief written summary of the responses to the meeting.

1. **Functions:** Clarity of committee purpose and functions.

Purpose: Direct the application of College wide research methods in order to evaluate program outcomes, student success and faculty effectiveness

Functions:

- Integrate resource needs to develop strategic plan
- Analyze data & outcomes by comparison to thresholds and utilize findings for program improvements
- Track action plans
- Direct the collection & measurement of program review data and recommend plans for improvement
- Aggregate data and communicate resource needs
- Design, review and update the Program Review Plan and other policies
- Incorporate regulatory standards in IEPRP
- Provide consultation and guidance to College committees, faculty and staff
- Disseminate report findings
- Make recommendations to the College Administrative Committee

The Committee believes that there is clarity in its purpose and functions.

2. **Redundancy:** Overlap of functions with other committees

None. The committee is unique in what it does.

3. **Communication/information flow:** Efficiency of information flow between your committee and your governing/reporting committee and with other College/divisional committees

- Reports on IEPRP are reported to the College Administrative and Planning Committees
- Committee members report to the Faculty Org (SON) and EDCOS Shared Governance
- Any documents for College use are forwarded to Administrative and Planning Committees
- SLO's, and annual reports are posted on the internet and intranet after being presented to IE.



4. **Resources:** Committee processes for identifying, requesting, and allocating resources

IE initiates the Program Resource Needs aggregated from Annual Program Report, Committee Reports, SLO's, OER's and Survey data. Committee recommendations are presented to Administrative and Planning Committees.

5. **Decision-making process:** Membership participation. Factors that facilitated and/or inhibited decision making. Recommended changes for improvement.

Factors that facilitated decision making include:

- Open and free flow exchange of ideas
- Respect for each other by each member
- Full representation from all segments of the College which allowed for discussion and recommendations for improvements.

Factors that inhibited decision making include:

- There is full representation from the College; however, not all members are able to attend all meetings.

6. **Role in governance:** Effectiveness of your committee's role in planning and decision making. Effectiveness of overall College committee structure and decision making process

The Committee provides analysis of the collected data that drives decision-making processes throughout the College. The College's Program Review Plan is utilized to ensure program effectiveness.

7. **Structure and Process:**

What do you like?

The Committee has a significant role in governance and decision making as it initiates the Program Resource Needs and makes recommendations based on the Program Review Plan.

What don't you like?

The Committee is unable to evaluate outcomes of recommendations /suggestions.

8. **Recommendations:** Suggestions for changes to governance structure, planning, and decision-making processes and to this questionnaire.

The Committee recommends utilizing the Intercommittee Communication (ICC) Form used by the SON to ensure there is documentation, tracking and follow-up on committee recommendations.



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College Planning Committee  
**Governance and Decision-Making Evaluation**

Committee: Semester 1 Chair: \_\_\_\_\_

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Please lead discussion of the following topics with your committee members and bring a brief written summary of the responses to the meeting.

1. **Functions:** Clarity of committee purpose and functions.

Purpose: *Reviewed*

Functions: *Reviewed*

*Per Bylaws, the seven functions of the Semester Committee are clearly written and well understood by the members. No further recommendation.*

2. **Redundancy:** Overlap of functions with other committees

*After the merging of multiple committees, i. e. Nursing Practice, Clinical Practice and Professional Role into one comprehensive committee, Curriculum Committee, the overlap of functions were eliminated.*

3. **Communication/information flow:** Efficiency of information flow between your committee and your governing/reporting committee and with other College/divisional committees

*The merging of committees has enhanced the flow of communication through reduced time and process in communicating issues, recommendations, and faculty decision-making process. No further recommendation.*

4. **Resources:** Committee processes for identifying, requesting, and allocating resources

*Progress in allocating replacement and repair of basic equipment such as copier machines and printers was very slow. Request and approval to build in LCD inside the classrooms and the actual implementation remain pending. These are few essential resources needed to efficiently perform the job.*

*In addition, students have been consistently reporting the issue of not having the parking card access in Lot 10. The situation is getting worst with recent reports/complaints of students regarding the parking attendant's rude behavior for manually opening the parking (horizontal bar) for students and threatening them of giving tickets if they park in the visitors' section before 0600 (the start work time of the attendant). This problem has been repeatedly communicated to Administration. There is no specific resolution received at this time.*

*The bureaucratic structure of the organization, which prolongs and/or convolutes the process, has been noted and perhaps, acknowledged; however, it should not promote desensitization and passiveness, but rather active advocacy of Administration for staff and students to resolve the problems.*

5. **Decision-making process:** Membership participation. Factors that facilitated and/or inhibited decision making. Recommended changes for improvement  
*Faculty members' participation in the decision-making process pertaining to curriculum and School policies has been appropriately accounted in Faculty Org.*

*Intercommittee Communication (ICC) form has been an effective tool in communicating issues to different committees and holding the receiving committee to accountable to respond, which is a significant outcome as part of decision-making process towards resolution of problems.*

6. **Role in governance:** Effectiveness of your committee's role in planning and decision making. Effectiveness of overall College committee structure and decision making process  
*Semester 1 faculty has consistently communicated issues and has been adequately heard in Faculty Org. We believe that our recommendations and insights were acknowledged for the improvement of our own Semester 1 governance, which is a foundation built in for the bigger structure of School.*

7. **Structure and Process:**

What do you like?

- *Organize, responsible, and dependable attributes of semester 1 faculty members*
- *Open line of communication among faculty members*
- *Shorter decision-making process due to merging of committees*
- *"Open door policy" of the Dean of SON*

*These are contributory factors that enhanced efficient process and stronger organizational structure.*

What don't you like?

- *No Provost item for the CON*
- *No specific plan (communicated to faculty) for the interim position when the Dean of SON retires in December 2016*
- *Limited resources and slow advancement in technology*

*These are issues involving faculty considering the upcoming accreditation and uncertainty on the viability of the SON.*

8. **Recommendations:** Suggestions for changes to governance structure, planning, and decision-making processes and to this questionnaire

*To maintain School's accreditation and organizational leadership, Provost item has to be designated back to CON and position filled in.*



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## Governance and Decision-Making Evaluation

Committee: Semester 2 Chair: Joan Kohl

1. **Functions:** Clarity of committee purpose and functions. Membership participation.

Purpose: The semester committee plans, implements, and evaluates the courses within the semester.

Function:

1. Assess, plan, monitor, and evaluate theory and clinical courses within the semester for:
  - Effectiveness of theory and clinical course teaching methodologies and tools in achieving SLOs.
  - Consistent application of teaching/testing materials, assessment rubrics, and grading methodologies.
  - Need for revisions based on SLO assessment findings.
  - Effective communication between courses, semesters and committees.
  - Correlation between theory and clinical courses.
2. Apply teaching methodologies, tools, and clinical experiences to assist students to achieve SLOs.
  - Maintain consistent use of grading methods, course objectives, syllabi, test blueprints and schedules.
3. Recommend resources identified in course SLO assessment to support student learning.
4. Consistently implement relevant DHS, College, and SON policies. Recommend revisions as indicated.
5. Ensure semester course content adheres to regulatory agency requirements.
6. Communicate and collaborate with standing and course committees regarding teaching, clinical site, and student issues.
7. Make recommendations to SON committees.

*Teaching faculty are assigned to each semester. Several faculty work in more than one semester and/or are moved from one semester to another. This can be a challenge for the faculty as well as the semester committee and the chairperson.*

2. **Redundancy:** Overlap of functions with other committees

*There is little or no overlap of functions for the semester committee since they are directed somewhat specifically to the running of the semester.*

3. **Communication/information flow:** Efficiency of information flow between your committee and your governing/reporting committee and with other College/divisional committees

*The flow of information can be slow at times. A recent change during the academic year of 2015 – 2016 improved communication flow by moving the standing committee meetings to the first Monday of the month followed by the semester committee meeting the second week of the month. Continued use of the Intercommittee Communication form between committees continues to improve flow and provide a tracking method.*

4. **Resources:** Committee processes for identifying, requesting, and allocating resources.

*Resources are improving all the time. Identifying and requesting resources or improving resources is easy, however, we will always be limited by the County budget.*

**5. Decision-making process:** Factors that facilitated and/or inhibited decision making. Recommended changes for improvement.

*The semesters enjoy some autonomy in how they choose to operate within the guidelines of their bylaws, policies and procedures, and the BRN and WASC regulations. We contribute to decision making by communicating with the standing committees, the Faculty Organization and the College Committees by using the Intercommittee Communication form.*

**6. Role in governance:** Effectiveness of your committee's role in planning and decision making. Effectiveness of overall College committee structure and decision making process.

*We contribute to decision making by communicating with the standing committees, the Faculty Organization and the College Committees by using the Intercommittee Communication form.*

**7. Satisfaction:** What do you like about the structure and process? What don't you like?

*Positive*

- *High caliber of faculty*
- *The decision-making structure in place is a workable process.*

*Negative*

- *Sometimes administration will override the process.*
- *There is a lack of transparency at times regarding policy exceptions. When these exceptions happen the semester faculty should be informed.*

**8. Recommendations:** Suggestions for changes to governance structure, planning and decision-making processes and to this questionnaire.

- *We need a grant writer.*



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College Planning Committee  
**Governance and Decision-Making Evaluation**

Committee: Semester 3

Chair: Jutara Srivali Teal

The Planning Committee requests your attendance at the meeting scheduled for Date: **October 13, 2016 (1300-1500)** to participate in a collaborative evaluation of the College governance structure and decision-making processes. Your committee is an essential component of governance and decision-making and Planning Committee would like your input.

Please lead discussion of the following topics with your committee members and bring a brief written summary of the responses to the meeting.

1. **Functions:** There is clarity of Semester 3 purpose and functions.
2. **Redundancy:** Content redundancies are addressed amongst content experts and Curriculum Committee where Semester 3 faculty are represented.
3. **Communication/information flow:** There is communication to Semester 3 via the Coordinator's meeting
4. **Resources:** Faculty movement from other Semesters lend a disruption in Semester 3 work. Instructors moved into Semester 3 have varying skills sets and require adjustments to Semester 3.
5. **Decision-making process:** Semester 3 has no decision making role in the assignment of instructors from other Semesters.
6. **Role in governance:** Semester 3's role in governance is through its representation in Admission and Promotions, Curriculum, Institutional Effectiveness and Faculty Development Committees. Semester 3 faculty is involved in ASB as advisors.
7. **Structure and Process:**

The structure and process appropriately allows for participation of faculty. Executive decisions are by nature executed without participative governance. While Semester 3 appreciates that the leadership recognizes that Semester 3 is highly flexible, resilient and places high value on student learning and success, it is noticeable that instructors are move into and out of Semester 3 more than other Semesters.
8. **Recommendations:** There should be a procedure and process for faculty reassignment. The purpose of each instructor move should be transparent. Executive expectations of the reassigned instructor and the receiving Semester should be clarified in writing.

College Planning Committee  
Governance and Decision-Making Evaluation

Committee: Semester IV

Chair: L. Myers

**Functions:** Clarity of committee purpose and functions

Purpose: The IV Semester Committee clearly understand the purpose of each SON and College Committee

Functions:

- Since the combining of committees the redundancy of responsibilities and task has been eliminated. The functions are very clear and easy to understand and implement.
- Changing the sequence of the committee meetings has made it easier to follow-up and complete assignments and policy review

**Redundancy:** Overlap of functions with other committees

- The combination of committees and distribution of responsibilities has streamlined committee functions and eliminated redundancy of committees.
- The committees are more efficient, more expedient in their ability to expedite the decision-making process.

**Communication/information flow:** Efficiency of information flow between your committee and your governing/reporting committee and with College/divisional committees

- Decreasing the number of committees and a change in the sequencing of committee meeting dates and time has improved communication and the flow of information

**Resources:** Committee processes for identifying, requesting, and allocating resources

- Clarification of the process of identifying, requesting, and the reporting to SON and College committees gave this committee a better understanding of the processes and the allocation of resources. The members are now better able to implement the process as needed.

**Decision-making process:** Membership participation. Factors that facilitated and/or inhibited decision making. Recommended changes for improvement.

- As member of a committee the faculty have the opportunity to participate in the decision making process
- As a member you are encouraged to make suggestions and present information from other committees that each member belongs too.
- Any member can bring their concerns and ideas for the committee to discuss
- The ICC generated from a committee is used as a tool to communicate and attain a response to questions or concerns to and from other committees.
- Each committee has a representative from the Semester IV committee in which the representative(s) can discuss, give input, and bring back information to the committee.
- Time limits results in discussions being tabled and items that require more discussion may impede the decision making process

**Role of governance:** Effectiveness of your committee's role in planning and decision making.

- The committee generates much discussion and recommendations that are presented in the various committees. This committee feels that they have a strong role in the planning and decisions made for the semesters, committees, SON, and the College.

### **Structure and Process**

What do you like?

- There is adequate representation of the 4<sup>th</sup> semester in each committee. Membership to the various committees keeps the 4<sup>th</sup> semester well informed of the activities, policies, and needed changes and trends in/for the College.

What don't you like? None

**Recommendations:** Suggestions for changes to governance structure, planning, and decision making

- At this time the 4<sup>th</sup> Semester Committee has no recommendations for changes in the governance, planning and decision making structure of the College.





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College Planning Committee  
**Governance and Decision-Making Evaluation-Shared Governance**

Committee: Shared Governance Council Chair: Tammy Blass

The Planning Committee requests your attendance at the meeting scheduled for Date: **October 13, 2016 (1300-1500)** to participate in a collaborative evaluation of the College governance structure and decision-making processes. Your committee is an essential component of governance and decision-making and Planning Committee would like your input.

Please lead discussion of the following topics with your committee members and bring a brief written summary of the responses to the meeting.

1. **Functions:** Clarity of committee purpose and functions.

Purpose: *Members understand that Shared Governance is EDCOS' governing committee and feel the committee's role is clear.*

Functions: *Members understand that the committee's role is to oversee planning, implementation, evaluation, and revision of EDCOS programs and goals, review and approve EDCOS policies, and disseminate information regarding DHS/Nursing/College committee activities, policies, protocols and procedures that impact nursing continuing education.*

2. **Redundancy:** Overlap of functions with other committees

*Members said they feel there is no overlap in functions with other committees.*

3. **Communication/information flow:** Efficiency of information flow between your committee and your governing/reporting committee and with other College/divisional committees

*The members feel the communication within the division is very good especially because all members are members of both Shared Governance and Critical Care/Specialty Service committees. They also feel the communication is good between EDCOS and the other College committees since there is EDCOS representation on each college committee.*

4. **Resources:** Committee processes for identifying, requesting, and allocating resources

*Via email, verbally, and through discussions at meetings. Members expressed that they do not feel they always have ready access to needed supplies and the supply chain within the College is somewhat unclear. They also expressed concern that when M. Calloway is unavailable, certain supplies, such as toner for the printer, are not accessible. The members requested the supply chain process be put in writing and an alternate contact person be identified when the primary contact person is unavailable.*

5. **Decision-making process:** Membership participation. Factors that facilitated and/or inhibited decision making. Recommended changes for improvement

*Decision-making is collaborative. Issues are discussed and usually worked out as a group.*

6. **Role in governance:** Effectiveness of your committee's role in planning and decision making.  
Effectiveness of overall College committee structure and decision making process:

*Members expressed that they believe their voice within the College has improved and that they feel they do now have a say in major practice changes affecting their division.*

7. **Structure and Process:**

What do you like?

*Members said they like that they are members of both Shared Governance and Critical Care/Specialty Service and that they have a voice in decision-making within the division. Members like the fact that members bring information/issues presented in other Medical Center committees to this committee which helps them remain connected to the Medical Center.*

*What don't you like? The only issue committee members expressed was the difficulty obtaining adequate supplies at times.*

8. **Recommendations:** Suggestions for changes to governance structure, planning, and decision-making processes and to this questionnaire

*None*