

Los Angeles County College of Nursing and Allied Health

PLANNING COMMITTEE MINUTES

November 10, 2016

PRESENT	Members Present: Vivian Branchick Barbara Collier, Chairperson Maria Caballero Herminia Honda Ruby Gabbedon (Recorder)	Sarah Granger V. Kieng Joan Kohl Ruth McFee Leonece Myers Hopeton Leahong (ASB) Lorraine Vigil	Excused Absence: Jeffery Anderson Tammy Blass Doris DeHart	Guest: E. Lim
Topic	Discussion/Conclusions/Recommendations		Actions	Follow-Up
CALL TO ORDER	1:00 p.m.			
APPROVAL OF MINUTES	1. Minutes of October 13, 2016 – reviewed and approved. Committee reports on Governance and Decision Making will be attached to the minutes.		H. Honda will post on Con Share	H. Honda
MINUTES FOLLOW-UP	<ol style="list-style-type: none"> H. Honda will contact Everbridge contact person regarding testing dates. Active Shooter Update: M. Hollinger Safety Officer for the CON will contact J. Hose and his brother to organize an Active Shooter Program for the faculty and staff of LA County College of Nursing. Polices approved have been posted. 		1. As noted.	1. H. Honda
ANNOUNCEMENTS	<ol style="list-style-type: none"> BOT meeting is scheduled for 11/18/2016; D. Castillo will attend the final meeting. Award ceremony is scheduled 12/15/16 @ 10:00 GH Auditorium with pinning ceremony to follow. . Employee Health portal on annual health examination is available online. Faculty and staff must fill out online form prior to going to Employee Health Contact precautions for MRSA of nasal and groin screening are no longer required. B. Collier will be attending a Palliative Care conference, she will share the information 		<ol style="list-style-type: none"> Information Information Information Information Information 	1-5. None
POLICY APPROVAL	<p># 720: Services, Supplies and equipment: Ordering & tracking</p> <p># 401: Bulletin Board Postings</p> <p># 150: Cash Control: Collection, Disbursement/Administrator and Supervisor Checklist New Employee Orientation Checklist-SISA</p> <p># 850: Graduation and Awards and Forms</p> <p># 700: Request for Educational Services and Forms</p> <p># 701: Seminar/Workshop/Planning and Forms PES Survey Form Intercommittee Communication</p>		<ol style="list-style-type: none"> M/S/C M/S/C M/S/C M/S/C M/S/C M/S/C M/S/C M/S/C 	1-8. H. Honda will post

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ACCREDITATION STATUS REPORT	<p>A. Accreditation Visit Follow-up</p> <ol style="list-style-type: none"> 1. <u>ACCJC</u>- The midterm report was submitted 2/29/16. We are now waiting for the next report and site visit is due in 2019. 2. <u>BRN</u>- The visit is scheduled for 2018 <ul style="list-style-type: none"> - Instructors are currently providing tutoring for the students - May need to write grants to acquire tutors. - The School of Nursing utilized USC's Social Work students to provide counseling for CONAH students for two semesters. <p>B. Information and Technology</p> <ol style="list-style-type: none"> 1. <u>CAMS</u>-L. Vigil was welcomed back, and she will work on CAMS. 2. <u>Website/other</u>- V. Kieng have been posting internet documents utilizing the newly implemented D2 system. V. Kieng and H. Honda will provide tutelage to L. Vigil regarding the D2 system. 	<p>A-B Information</p>	<p>A-B. None</p>
STRATEGIC PLAN REVIEW & UPDATE	<p>1. <u>Divisional Reports</u>:</p> <ol style="list-style-type: none"> A. <u>Administrative & Student Services</u> – M. Caballero reported that the application for entry into the program will begin on 11/15/16. BRN has gone paperless, authorization to test is now all online/via the cloud. Information sessions have been scheduled for the Spring/Fall semesters of which there are 55 students' projected for the Spring and 60 projected for the Fall 2017 semesters. Spring Schedules and syllabi are to be delivered to the OES staff. B. <u>Allied Health</u>- B. Collier and V. Branchick will update the committee regarding the plans for the Allied Health program. C. <u>Education & Consulting Services</u> –R. McFee reported that skills validation will begin on 11/15- thru 11/18-16. Skills competency make ups will begin 11/29-30/16. She also reported that EDCOS is working on standardizing the ICU & ER training across all DHS facilities. D. <u>Educational Resource Center</u> – No report 	<p>A-D Information</p>	<p>A-D. None</p>

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	<p>E. <u>Operations</u>- M. Caballero reported that they are looking into the operation of the Parking lot gate arm, there was discussion to possibly paint the post that is near the scan box, as it is not easily visible.</p> <p>F. <u>Research</u> –H. Honda reported that 47% of the graduate surveys for the 2014-II class have been returned. The pilot with the use of hard copy surveys to the managers for this institution went well. Results of the course surveys will be provided to the faculty once student’s grades have been submitted to OES.</p> <p>G. <u>School of Nursing</u>-B. Collier reported that there are 5 weeks remaining for this semester as school ends on 12/17/16.</p> <ul style="list-style-type: none"> - Semester coordinators will review what faculty is needed for each semester. - LAC+USC is now hiring student nurse workers, discussion ensued regarding the requirements for student nurse workers at Olive View and Harbor UCLA. Finally, faculty can encourage students who require remediation to apply as student nurse workers, as long as they remained enrolled in the program. 	<p>E. The arm needs to be repaired and the post needs to be painted.</p> <p>F. Semester coordinators are to report to H. Honda when the grades are submitted to OES.</p> <p>G. Information only</p>	<p>D. DeHart</p> <p>F. Semester Coordinators/H. Honda</p> <p>G. None</p>
<p>COMMITTEE REPORTS</p>	<p>A. College Standing Committee</p> <p>1. <u>Associated Student Body</u>-H. Leahong reported that International Night was a success.</p> <ul style="list-style-type: none"> - He reported that second semester won the Halloween costume contest, and thanked everyone for their participation. - Elections for ASB President are coming up, and reported that the winner will attend the December meeting to assist with the transition. - Gratitude was extended to the Faculty Org Committee for granting the students the one hour lunch break from 1230-1330 on Thursdays beginning the spring 2017 semester. <p><u>Credentials Committee</u>- S. Granger reported that the committee last met in September. The committee reported at the October College Planning meeting, and the next meeting is scheduled for December where they plan to evaluate the interview tool for Nursing Instructors.</p> <p><u>Institutional Effectiveness</u>-H. Honda reported that EDCOS had met all thresholds for the Pathophysiology course. She reported that Semester 4 met all thresholds for their SLO’s except for item 1.6 for N 242 in the spring of 2016.</p> <ul style="list-style-type: none"> - She discussed the comments made by the students regarding the clinical rotation at Olive Medical Center. Students complained that they are not able to carry out task without the instructor present; this subsequently hinders the 	<p>1. Information</p>	<p>1. None</p>

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	<p>students learning in the clinical area. Discussion ensued and H. Leahong ASB President, stated that the third semester rotation at Harbor UCLA was a limited experience as well. He stated that the students do not feel prepared as the instructor limits the students on performing skills because they are required to be observed by the instructor for all interventions. He stated that although there has been a change in faculty, the problem continues to exist in this current semester. V. Branchick asked about the consistency in the policies county wide, and B. Collier informed her that the policies regarding medication administration at LAC+USC are a little different, and that students and faculty are required to comply with the established policies of each institution.</p> <ul style="list-style-type: none"> - M. Caballero reported on Student Demographics and stated that SON has higher percent of total ethnic population (80%) and men (23%) in comparison to CA, RN programs and nationwide RN programs. - B. Collier reported on Student On-time Completion rate of 64 % which is below the threshold of 68%. Discussion ensued on strategies to improve on time completion such as <ul style="list-style-type: none"> • Financial Aid 2014-2015 Program review was presented and most of the <u>Faculty Development Committee</u> • T. Blass discussed the possibility of a workshop on security issues and a disaster drill. Due to 		
	<p>Completion such as tracking tutoring attendance and follow-up and tracking on high risk students.</p> <p><u>Faculty Development</u>: B. Collier reported that there have been no meetings to date, however EDCOS is working on developing a program as well J. Teal is working on dates to establish a class for Geriatric updates.</p>	None	None
OFF AGENDA	<p>M. Caballero reported that Cal State LA will be on campus 11/21/16 to discuss the collaborative program. Lisa Margues will provide table service 11/2016 for retirement planning.</p>	Information only	
NEXT PLANNING COMMITTEE MEETING	<p>Date: December 8, 2016 Time: 1300-1500 Place: Tower Hall, Room 105 Minutes. S. Granger</p>	Information only	
ADJOURNMENT			

Approved by: Barbara Collier (signature on file)

Prepared by: Ruby Griggs-Gabbedon (signature on file)