

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

**Faculty Organization Workshop Minutes  
School of Nursing**

**June 7, 2017**

	<b>Members Present:</b> L. Myers (Chairperson), J. Anderson, N. Arquell, N. Bachman, V. Branchick (Provost), F. Chisholm-Cervantes, B. Davis, G. Escudero, M. Fernandez-Najera, M. Gonzales, R. Griggs-Gabbedon, H. Honda, T. Imanaka-Gong, Z. Ivory, J. Kohl, P. Major, G. Meza, R. Nott, L. Patricio, L. Thompson, T. Trongone, M. Webster	<b>Absent:</b> J. Arrias, M. Caballero, L. Martinez, J. Teal, S. Granger	
<b>Topic</b>	<b>Discussion/Conclusions/Recommendations</b>	<b>Actions</b>	<b>Follow-Up</b>
<b>CALL TO ORDER</b>	L. Myers called meeting to order at 0745, room 111 Administration Bldg.	As stated	None
<b>SUMMARY OF DAY 1 FINDINGS/PLANS</b>	Reviewed Workshop minutes from 06/06/17 for approval – discussion continued on survey results related to Item 1.6-Test questions were clearly worded. L. Myers stated all test questions must be peer and content expert reviewed prior to being used on an exam. V. Branchick stated the importance of content experts reviewing questions to ensure test questions are covering the most important and up to date concepts in each area covered. V. Branchick stated the need for content experts to review concept objectives for nursing professional role courses and make changes as needed. V. Branchick also suggested to possibly revamp nursing professional role course in summer 2019. L. Myers stated we will need a professional role content expert. Plan made to review and vote on whether to keep, change or discard from course evaluation item 1.6 later in workshop today.	Minutes from 6/6/17 updated by L. Thompson – minutes to be voted on for approval at August’s Faculty Org meeting.	L. Myers
<b>PROGRAM IMPROVEMENTS</b>	<b>Intersession Activities</b> <ul style="list-style-type: none"> <li>L. Myers reported that the SON will continue the IV therapy student success workshop in the summers. Discussion ensued regarding expanding the clinical enrichment sessions to be included in all semesters and opened to all students who are interested. Currently only third semester students have participated in the clinical enrichment session with P. Major. Further discussion ensued and the importance of remediation plans for high risk students within each semester was discussed. The idea is that clinical remediation was more of a priority than the clinical enrichment. If clinical enhancement is to continue, it</li> </ul>	As stated	None

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	<p>needs to be offered to all the students. J. Kohl verbalized a motion to offer the opportunity for clinical enrichment to all high risk students identified by semester instructors or students who are on academic warning in all semesters. The vote yielded 9 yay 9 nay 1 abstention. The motion was denied after clarification of Roberts's rules which states abstention does not count as a yay or a nay.</p> <p><b>Student Success Workshop</b></p> <ul style="list-style-type: none"> <li>F. Cervantes reported that she and L. Martinez conducted a 60 second simulation clinics for room awareness in the simulation lab; 1 session in the Fall 2016 and 2 sessions in the Spring 2017. Discussion ensued regarding the possibility of offering the student success workshop in Summer 2017 for the N125 students. L. Myers will confer with L. Martinez about the possibility of offering this workshop Summer 2017.</li> <li>P. Major reported the following student success workshops will continue to be offered during Fall 2017 semester: post-partum hemorrhage, health literacy, focused assessment, critical thinking, jigsaw, Medical Spanish, and IV race (IV tubing's set up). There was a discussion regarding the idea of tracking students who are involved in student workshops to see their outcomes and future success in the program. H. Honda stated she will look into tracking this data using CAMS for student success starting with first semester students in Fall 2017. L. Myers also stated the need for 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> semester student success to be tracked as well but at this time CAMS is not implemented in those semesters; tracking can be done once CAMS is expanded. L. Myers stated she will request for L. Vigil to create a spreadsheet to track these students in the meantime and save the spreadsheet on ConShare so all faculty could access it. J. Kohl suggested for the workshop roster be sent to the Semester Coordinators to collect the data. P. Major stated due to time constraints there are limited number of students signing up for these workshops. L. Myers suggested to conduct the workshops on Mondays.</li> <li>APA workshop by N. Arquell will continue to be offered to all students in addition to the mandatory APA information that is covered</li> </ul>	<p>As stated</p> <p>As stated</p> <p>Information Only</p>	<p>L. Myers</p> <p>L. Myers</p> <p>None</p>

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	<p>by each semester in lectures. N. Arquell invited all faculty to participate in the APA workshop to ensure further equal standardization of the rubric/grading style.</p> <p><b>Clinical Preparation</b>            L. Myers solicited thoughts from faculty regarding the idea of providing students with pre-prepared write-ups of common conditions/disease processes with a goal to help students prepare quicker for patient care and don't have to spend too much time doing their clinical worksheet. The intention is to also help provide more time for the student to focus on medications, orders, lab results, and patient care. Discussion ensued and the consensus is that faculty believes that students benefit from completing their research prior to entering the clinical setting. Secondly, LACCONAH students are at an advantage over other schools because they are able to access patient charts from the healthcare facilities or the school computer rooms. L. Myers thanked the group for their input and stated that she would report back to the California Organization Associate of Associate Degree Nursing (COADN) program director.</p> <p><b>Graduation Survey Comments</b>            L. Myers discussed comments on SON surveys about intimidation and retaliation. Amy Schaeffer article "The Effects of Incivility on Nursing Education" was provided to faculty with discussion that followed on the importance of fostering a learning environment that promotes student achievement and success. Importance of focusing on our body language, tone of voice, and facial expressions to make the students not feel threatened. The purpose of this discussion is to change students' perceptions of faculty. M. Webster suggested for administration to address individual faculty receiving negative comments in private and not to make it part of the whole group as it causes demoralization amongst faculty. V. Branchick added that faculty receiving negative comments repeatedly on their evils will be mentored by their semester coordinators to promote appropriate role modeling and develop positive methods of communicating with students. V. Branchick also added that since the negative comments are being addressed and with the implementation of mentorship between faculty and semester coordinators,</p>	<p>Information Only</p> <p>As stated</p>	<p>None</p> <p>L. Myers</p>

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<b>COLLEGE GOVERNANCE</b>	<p>there should no longer be any future negative comments.</p> <p>V. Branchick stated reasons for changes and reassignments being made with different committees at the CON to ensure staff is best utilizing their time, talents and to promote accountability. The chart of the proposed Governance &amp; Committee Structure was reviewed by all faculty (see attachment A). The following were changes made to the Governance &amp; Committee Structure: B. Davis will be 4<sup>th</sup> semester representative on the IE committee; P. Major will be the chair of the Student Success committee; M. Najera will become the chair of the Faculty Development committee and P. Major will join the committee; G. Meza and R. Nott will join the Credentials Committee; L. Martinez will be removed; and B. Davis will be added to Content Expert committee. Faculty Development committee includes both CON and EDCOS staff. New structure setup will be taken to the Board of Trustees for approval. V. Branchick stated that it is a three year commitment to be on these committees.</p>	As stated	None
<b>STRATEGIC PLAN</b>	<p>M. Gonzales presented College Strategic Plan recommendations from Semester 1 (see attachment B). Recommendation to move “Ensure high risk students are assessed and provided support services” from I.A.4 to I.B.3 because it fits better with “Provide supportive learning environment for faculty and students” than with “Improve resource availability.” I.A.3 changed to “Increase electronic educational resources” from “Increase student access to electronic databases. Recommendation to change 1.B. 2a to “Promote faculty participation” from “Encourage faculty participation”; I.B. changed “Provide supportive learning environment for faculty and students” to “Provide supportive learning environment for students and faculty; 1.B. 1a. under key performance indicator/metric, delete College Planning meeting minutes and change it to SON Planning Committee; I.B. 3. Accountability, add Ado of Content Expert. I.B. 2.1. Key Performance Indicator/Metric, V. Branchick suggested for H. Honda to post faculty presentations &amp; research publications in the college’s website to reflect the number of faculty presentations &amp; research publications.</p> <p>R. Nott presented semester 2 recommendations with discussion and input from faculty (see attachment C). Recommendation to move BRN 1424(d) from Key Performance Indicator/Metric section to Standard section. Add “Providing</p>	As stated	L. Myers

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	<p>semester coordinators portable laptops” under II.A. 1. 2017 Annual Progress. II.A. 2. Under Accountability, delete ERC, Skills lab coordinator and replace it with Simulation Lab Committee. II.A. 3. Add Waiting for portable work station for skills lab under 2017 Annual Progress; under Accountability, delete IE and change to IERP &amp; ERC.</p> <p>G. Meza presented semester 3 recommendations with discussion and suggestions added (see attachment D). III.A.2. under Key Performance Indicator/Metric, add Track # of students graduating. III.A.3. under Key Performance Indicator/Metric, add CEU’s to # of courses leading to certification. III.B. 2. under Accountability, add IT after Director of ERC; under Key Performance Indicator/Metric, delete # of technology educational platforms and change to # of proposals submitted/approved. III. B. 1. under Accountability, add Dean of Allied Health. III.B. 4. under Accountability, add Dean of Student Services.</p> <p>R. Gabbedon presented recommendations with discussion from faculty (see attachment E). IV.A. 3. under Accountability- delete FA and add Financial Aid. IV.A.4. under Accountability change SON to Dean SON and add Provost; under Objectives &amp; Strategies, delete deficiencies. IV. A.5. under Key Performance Indicator/Metric-delete NLN; AACN; CCNE and change to National Certification; under Standard add IB:6. V. Branchick suggested to review requirements for national certification and establish completion timeline.</p>		
<b>BRN Report</b>	<p>The Faculty Org committee was divided into groups (Admissions &amp; Promotion, Curriculum, and Semester Coordinators) to identify if the indicators were evident in the initial draft of the BRN Self Study report. Discussed our contributions and suggestions for BRN update.</p>	Information Only	None
<b>Accreditation Report:2019 WASC ISER Report</b>	<p>ISER report planning discussed by H. Honda. She reported that the ISER template is being created and that faculty input will be solicited in the future. Finally, she also shared that information will be stored in CON SHARE so that everyone has immediate access to the document. V. Branchick stated 2 years of CAMS database needs to be included in the report.</p>	As stated	H. Honda

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<b>Other</b>	H. Honda presented didactic and clinical course evaluation questions for review. Faculty discussion on test item 1.6 (Test questions were clearly worded) asking whether it is appropriate to ask students if our questions are worded correctly. P. Major made a motion to remove test item 1.6 from didactic course evaluation. Motion approved unanimously – removing test item 1.6 from the SON didactic Course Evaluation. N. Arquell requested for faculty to review the test items on both didactic and clinical course evaluation and benchmark what is being done in other colleges. She offered to bring evaluation resources from Azusa Pacific to compare with another program and evaluate if the standards are similar. J. Kohl suggested for Curriculum Committee to benchmark ADN programs and make the comparison.	As stated	L. Myers
<b>ADJOURNMENT</b>	1608		

Prepared by: N. Bachman & L. Patricio