

Los Angeles County College of Nursing and Allied Health

Education and Consulting Services, Student Support Services, Allied Health and Associated Student Body Committee Bylaws

| NAME | EDCOS Planning Committee | EDCOS Curriculum Committee | Student Support Services | Division of Allied Health Continuing Education (DAHCE) | SON Associated Student Body |
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| PURPOSE | Oversee long term planning, implementation, evaluation, and revision of courses and goals | Develop, implement, evaluate, and revise courses to achieve the strategic plan and annual goals, and meet the educational needs of LAC+USC Medical Center | Support the academic programs and promote student success | Develop, implement, evaluate, and revise courses to achieve the strategic plan and annual goals, and meet the educational needs of Allied Health WFM's in LA County-DHS | Enhance understanding and provide an effective means of expression between the School of Nursing (SON) and students |
| FUNCTIONS | | | | | |
| <i>Assess/Plan Monitor/Evaluate</i> | <ol style="list-style-type: none"> Review, approve, & direct implementation of EDCOS annual goals. Evaluate progress towards outcomes & approve alternative strategies <p>Identify LAC+USC Medical Center nursing education needs through committee meetings & consultation with administration, faculty, & staff</p> <p>Prioritize recommendations from faculty & committees</p> <p>Identify & coordinate responses to issues impacting EDCOS</p> | <ol style="list-style-type: none"> Develop EDCOS annual goals to meet County, DHS, & College strategic plans Evaluate course & instructor effectiveness through the program review process Develop Annual Program Evaluation Report to summarize & report progress towards outcomes Make recommendations regarding revising course offerings based on program review findings to College Governance Committee | <ol style="list-style-type: none"> Assess the effectiveness of student support services & recommend policies, procedures, & program improvements | <ol style="list-style-type: none"> Develop DAHCE annual goals to meet County and DHS strategic plans Evaluate course & instructor effectiveness through the program review process Develop Annual Program Evaluation Report to summarize & report progress towards outcomes Make recommendations regarding revising course offerings based on program review findings to College Governance Committee | <ol style="list-style-type: none"> Identify & define student issues that affect the educational experience & the status of the individual student by expressing the concerned opinion of the Associated Student Body (ASB) |
| <i>Implement</i> | <ol style="list-style-type: none"> Oversee & guide EDCOS courses/committees | <ol style="list-style-type: none"> Develop, implement, & revise courses to achieve annual goals & meet identified educational needs | <ol style="list-style-type: none"> Develop annual goals & plans based on College strategic plan & goals <p>Oversee, guide, & direct student support services including applications, program admissions,</p> | <ol style="list-style-type: none"> Develop, implement, & revise courses to achieve annual goals & meet identified educational needs | <ol style="list-style-type: none"> Integrate all ASB activities |

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| | | | registration, orientation, & progression Manage & maintain student records | | |
| <i>Resources/Budget</i> | 3. Prioritize resource needs & submit requests to College committee | 6. Identify resource needs based on program review findings & submit requests to College Governance Committee | 3. Recommend resources to support student success & to achieve annual goals to the College Governance Committee | 6. Identify resource needs based on program review findings & submit requests to College Governance Committee | 3. Participate in program related surveys and make recommendations for improvements |
| <i>Policies</i> | 4. Review, revise, & approve policies. Submit policies to College committee for review & approval | 7. Draft & revise policies. Submit policies to EDCOS Planning Committee for review & approval | 4. Draft, update, & recommend revision to divisional & College policies related to student support | 7. Draft & revise policies. Submit policies to College Governance Committee for review & approval | 4. Recommend revision to student related policies: <ul style="list-style-type: none"> • Nursing Student Bill of Rights • Student Responsibilities • Student Dress Code |
| <i>Regulatory Compliance</i> | 5. Establish, monitor, & facilitate divisional processes to maintain compliance with regulatory and accrediting agency requirements Develop, review, & approve regulatory and accrediting agency reports | 8. Develop & revise courses to maintain compliance with regulatory and accrediting agency requirements Implement measures to ensure compliance with standards | 5. Ensure compliance with regulatory and accrediting agency standards | 8. Ensure compliance with regulatory and accrediting agency standards | 5. Participate in regulatory and accrediting agency site visits |
| <i>Communication/ Collaboration</i> | 6. Promote faculty communication & collaboration regarding issues impacting nursing education & practice Communicate & collaborate with DHS, Medical Center, & College committees & disseminate information | 9. Collaborate with all faculty to identify strategies to meet educational needs & improve course effectiveness in ensuring student success | 6. Collaborate & communicate with faculty & staff regarding program outcomes. Disseminate information from College committees to support staff members | 9. Present recommendations to College Governance Committee | 6. Collaborate with College & SON committees & faculty liaisons regarding student issues & concerns affecting their educational experience |
| | 7. Present recommendations to College Governance Committee | 10. Present recommendations to EDCOS Planning Committee | 7. Present recommendations to College Governance Committee | | 7. Present recommendations to SON Faculty Organization |
| MEMBERSHIP | Dean, all EDCOS faculty | Dean, all EDCOS faculty | Dean, College Operations & Student Support Services Director, ERC Director, OES Director, Tutoring/Mentoring Director, Counseling/Advising Financial Aid Coordinator Skills & Simulation Lab Coordinator CIO | Director, AH, ERC Director, CIO, Nursing Instructor | ASB president, vice-president, treasurer, secretary, president of each class, Special Projects Committee representative One representative from each of the following organizations: |

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| | | | | | <ul style="list-style-type: none"> NSNA/CNSA (California Nursing Student Association) |
| REPORTS TO | College Governance Committee | EDCOS Planning Committee | College Governance Committee | College Governance Committee | SON Faculty Organization |
| MEETINGS | Monthly | Quarterly | Monthly | Monthly | Monthly during the School Year |

Orig: 9/24/13

Rev'd: 10/10/13, 10/22/13, 11/12/13, 11/26/13, 12/10/13, 1/16/14, 6/29/17, 7/13/17, 8/15/17, 9/28/17, 9/27/18