

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
PLANNING COMMITTEE MINUTES
October 8, 2015**

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP																				
PRESENT:	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Barbara Collier, Chairperson</td> <td style="width: 33%;">Ruth McFee</td> <td style="width: 33%;">Mildred Gonzales</td> <td style="width: 33%;">Lydia Thompson</td> </tr> <tr> <td>Jeffrey Anderson</td> <td>Doris DeHart</td> <td>Leonece Myers</td> <td>Beverly McLawyer</td> </tr> <tr> <td>Herminia Honda</td> <td>Visna Kieng</td> <td>Joan Kohl</td> <td></td> </tr> <tr> <td>Tammy Blass</td> <td>Kevin Velis ,ASB</td> <td>P. Nazarey, recorder</td> <td></td> </tr> <tr> <td>Maria Caballero</td> <td>T.Imanaka- Gong</td> <td>Lilibeth Patricio</td> <td></td> </tr> </table>	Barbara Collier, Chairperson	Ruth McFee	Mildred Gonzales	Lydia Thompson	Jeffrey Anderson	Doris DeHart	Leonece Myers	Beverly McLawyer	Herminia Honda	Visna Kieng	Joan Kohl		Tammy Blass	Kevin Velis ,ASB	P. Nazarey, recorder		Maria Caballero	T.Imanaka- Gong	Lilibeth Patricio		EXCUSED/ ABSENT: Lorraine Vigil	Guests:
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CALL TO ORDER	1 PM																						
APPROVAL OF MINUTES	Minutes of September 10, 2015 approved with minor changes.	Post on Team Services.	H. Honda & M. Caballero																				
ANNOUNCEMENTS	<ol style="list-style-type: none"> 1. T. Blass reported routine Competency review is finished all members of the College passed. 2. The Orchid system is being implemented at Olive View on November 1st. Students will not be allowed to chart or give medications in November and December. 3. Union negotiations are complete. There will be a 10% pay increase for RNS over the next 3 years. 4. B. Collier recently participated in an executive leadership activity at the Medical Center observing and tracking on an individual patient’s experience. The goals of this program are 1. To improve on the patient’s experience, 2. To improve patient transitions, 3.To improve patient privacy. B. Collier spent about 4-5 hours with a patient and identified several points of breakdown of communication amongst the patient’s providers. This feedback will be reviewed at the senior executive meetings with the goal of improving care based on direct observation. 5. Dr. Habidian from the USC Dental School contacted B. Collier. She would like to arrange a time to teach our nursing students about the importance of pediatric dental care. <hr/> <p>B. Collier reminded everyone that the Planning Committee is the governing body for the College. Everyone has received the Governance and Decision Making Evaluation Summary from March 13, 2014 and a Governance and Decision Making Evaluation tool. Each Committee chair was to review the 9 components of the evaluation tool with their committee and report to the planning committee today as to the success of the process and structures that has been put in place.</p> <hr/> <p>The group recommended that number 7 on the evaluation tool be change to Structures and Processes instead of “satisfaction.”</p>	<p>Information</p> <p>Information</p> <p>Information</p> <p>Information</p> <p>B. Collier requested the Coordinators to get back to her regarding the best time for the dental school to teach our students.</p> <hr/> <p>Information</p> <p>H. Honda to make change on evaluation tool.</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>Coordinators & B. Collier</p> <hr/> <p>None</p> <p>H.Honda</p>																				

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	<p>B. Collier asked if the group felt this review was beneficial and if we should continue it. Today is the first evaluation following implementation. The group agreed the evaluation was helpful and we should continue the process annually. The summary will continue to be sent out to committee chairs for review.</p> <p>COMMITTEES:</p> <p>1. ASB See evaluation tool submitted by K.Velis. #1, 2, 3,4,5,6, were all positive. There was one negative in # 7. "There is no assessable information regarding college committee meetings other than ASB that the student body can attend." Suggestion: Should evaluate the planning tool in conjunction with the ASB bylaws.</p> <p>D. DeHart reminded all that students can attend the BOT meetings. The next meeting is November 20, 2015. Students also have membership with the School of Nursing Curriculum and Admission & Promotion Committees.</p> <p>2. ADMINISTRATIVE AND STUDENT SERVICES See evaluation comments submitted by M. Caballero. *One issue OES has is the difficulty in meeting with all staff at one time due to office coverage. *Communication from faculty and administration needs some improvement. For example, ORCHID classes were offered this summer to students but the information was not communicated to OES so when students had questions they were not able to assist the student. Suggestion: there should be further discussion about including ERC and Financial Aid.</p> <p>3. FACULTY ORG B. Collier reminded everyone that the "Faculty Org wanted to combine committees. for efficiency. Clinical Practice and Nursing Theory were combined into Curriculum Committee. The School of Nursing now has two committees: Curriculum and Admissions and Promotions. Faculty membership was equally divided between Curriculum and Admission & Promotion. Everyone felt this seems to be working well and decreased redundancy.</p>	<p>Information</p> <p>Information</p> <p>Information.</p> <p>Information</p>	<p>None</p> <p>None</p> <p>M. Caballero & B. Collier</p> <p>None</p>

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	<p>4. FACULTY DEVELOPMENT</p> <p>5. EDCOS Internal communication in EDCOS is good. They function with two committees, Shared Governance and Critical Care. There had been an issue that decisions were being made that affected EDCOS and they were not involved. EDCOS has adapted to that particular decision and there have been no further issues.</p> <p>There was considerable discussion about the need to do a survey of the nursing staff of the med center regarding their library needs. J. Anderson's concern was that the cost for the nursing reference center is based on 300 nursing staff using it. If this number goes up so would the cost.</p> <p>6. INSTITUTIONAL EFFECTIVENESS H. Honda reported that The IE committee is satisfied with their role in planning and decision making. Recommendations: 1. Evaluate the meeting schedules as they relate to the needed work and college timeline. The IE committee agrees that given the volume of work the committee needs to continue to meet monthly except for July.</p> <p>7. SON SEMESTER 1 M. Gonzales reported: Decrease redundancy of the items in the questionnaire. They tend to overlap. No comment or additional input from Semester 1 faculty. Broaden reporting chain: The clustering of committees has facilitated more efficient communication, decision-making, and achievement of timeline on recommendations, revisions, and/or approval needed for policies and procedures. In addition, semester's issues and concerns are presented to Faculty Org consistently; thus input, recommendations and resolutions from other faculty members, deans of SON and Student Services are discussed and evaluated. Strategize to interface with other departments: Interface and collaboration with HR are continuous work in progress, For the past academic year, students Live Scan (finger print) clearance was efficiently attained prior to clinical. This fall semester, few students did not get the clearance and had to be withdrawn from the semester at week 6. Withdrawal at week 6 is considered late as students have invested their time in exams and clinical preparation. To avoid late withdrawal in the future, a "Student Clearance Timeline" has been established to</p>	<p>Report Deferred</p> <p>J. Anderson, T. Blass and R. McFee to meet to discuss what kind of survey is needed.</p> <p>Information</p>	<p>J. Anderson, T. Blass, R, McFee</p> <p>None</p>

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	<p>enhance student success.</p> <p>8. Admission and Promotion T. Imanaka- Gong reported: The greatest issue for the committee is the amount of time it takes to get policies approved. Posted policies need to be reviewed by all faculty prior to Fac Org meeting to be finalized.</p> <p>She also reported the information discrepancy between the College Catalog and the Student Handbook. There was a discussion on having the committee create an AdHoc Committee to review the College Catalog and Student Handbook for currency. Discussion also ensued whether the Catalog and Handbook should be available as a hardcopy or online.</p> <p>9. SON SEMESTER 2 J. Kohl reported that Semester 2 does feel a part of the decision making and they feel things have improved and are now more streamlined.</p> <p>10. CURRICULUM COMMITTEE L. Patricio reported: (See report). Committee feels the new structure has improved decision making and planning. Want to make the date for annual report later. B. Collier recommended that initial preparation for annual report should start before the end of each semester with full membership participation.</p> <p>11. SON SEMESTER 4 L. Myers reported her semester is happy with the changes.</p> <p>SUMMARY</p> <ol style="list-style-type: none"> 1. Restructuring of Committees has improved time line for decision making and has reduced redundancy. 2. The reports today have not identified any major concerns regarding the governance or decision making process in the college. 3. The interface with other departments has improved. 4. Students have become more involved in the governance and decision making and that has improved College processes. <p>We will continue to review outcomes next year and identify any opportunities to improve decision making in the College.</p>	<p>B. Collier will discuss with Faculty Org. how policies will be approved.</p> <p>Admission and Promotion Committee to pull together a group to explore this issue.</p> <p>Information</p> <p>Information</p> <p>Information</p>	<p>B. Collier</p> <p>T. Imanaka-Gong</p> <p>None</p> <p>None</p> <p>None</p>

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
ADJOURNMENT	3:20 pm		
NEXT MEETING	November 12,2015 1:00-3:00 PM		

Approved by: Barbara Collier [signature on file]

Prepared by: Peggy Nazarey [signature on file]