Los Angeles County College of Nursing and Allied Health

Admissions and Promotions Meeting Minutes School of Nursing April 2, 2018

	Members Present: F. Cervantes (Chairperson), M. Guerrero, T. Imanaka, Z. Ivory, G. Meza, T. Trongone Student Representatives: A. Jones (1 st semester), K. Shemonis (2 nd semester)	Guests: V. Branchick, M. Nelson	
Topic	Discussion/Conclusions/Recommendations	Actions	Follow-Up
CALL TO ORDER	F. Cervantes called the meeting to order at 1305, Administration Bldg, Room 105.	As stated	None
APPROVAL OF MINUTES	March 5, 2018 minutes approved with corrections.	M. Guerrero will revise and post in CONShare.	None
MINUTES FOLLOW- UP	 ICC from G. Meza will be discussed at end of meeting if time allows. Policy #815 is on hold. V. Branchick stated that at risk students will be tracked through CAMS rather than a spread sheet to be forwarded from one semester to next. M. Guerrero and T. Trongone will present student awards. M. Webster, R. Nott and F. Cervantes will be available to guide and direct M. Guerrero and T. Trongone through the responsibilities related to student awards. 	F. Cervantes will contact S. Granger to arrange CAMS presentation to track at risk students.	None
ANNOUNCEMENTS	 A. Jones is the semester 1 representative. V. Branchick announced that BRN representative, C. Velez, approved of adding interview to prospective student selection process. 	Information only	F. Cervantes

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POLICY REVIEW	Policy #210 (Course Attendance): F. Cervantes summarized revisions to attendance in theory courses that were approved in Faculty Org.: Students will sign roster by start of class. Tardies will be recorded as absence. Students arriving late can sign roster during break time. No sign out at end of class. Implementation starts fall 2018, semester 1. 18 week course: 2 absences permitted and 0.5 point deduction for subsequent absences. 9 week course: 1 absence is permitted and 0.5 point deduction for each additional absence. Policy name will change from "Attendance for Clinical Courses" to "Course Attendance". Policy #802 (Student Registration, Enrollment, and Progression): Work session to review recommend revisions and further revise policy. "Policy" section: F. Cervantes will clarify with M. Caballero what is referred to by "designated time frames" mentioned twice in this section. Committee wants to eliminated vague wording and replace by identifiable times relevant to academic year. Recommend that "designated time frames" be replaced with "prior to orientation". Committee members also questioned what the "late fee" was according to the SON Fee Schedule. Recommended keeping term "required corequisites" to indicate that students need to complete all semester courses prior to progressing to the next semester. Committee also wants it identified that student needs to complete general education courses prior to progressing to next semester. "Procedure" section: New Students:	F. Cervantes will obtain "time frame" info and fee schedule from M. Caballero.	None F. Cervantes

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	 "Specified time frame" should read "week prior to orientation". Continuing students: "specified time frame" should read "week prior to orientation". "Dean, Administrative and Student Services:" section: 1st bullet: "registration time frames" should be set by predetermined annual academic calendar, not determined by Dean. Sub-bullet: Committee questioned who posts registration dates. Does Honda, V. Kieng or M. Caballero post? 6th bullet: Replace "first week of the semester" with "orientation week". 7th bullet: Delete sub-bullet completely. All students need to complete registration by end of registration week. 8th bullet: "Assists students who have not completed registration components to develop plan for completion" add "to return, dependent on space availability." 9th bullet: Ask J. Kohl if she receives 1) list of student that have not completed registration, 2) rationale for delinquent status, and 3) student plan for completion. 11th bullet: Replace "3rd week of school with "orientation week." All students should complete registration prior to the start of orientation making the final class roster available by end of orientation week. "Dean, SON" section: F. Cervantes will follow up with J. Kohl to verify procedure is accurate in this section. 	F. Cervantes will inquire about whom posts registration dates. F. Cervantes will ask S. Granger if students are able to register on-line. F. Cervantes will ask J. Kohl if she receives data from M. Caballero. Also ask if she approves prerequisite waiver and signs registration checklist indicating approval.	F. Cervantes F. Cervantes F. Cervantes
OTHER	■ None		
NEXT MEETING	Date: May 7, 2018 Time: 1300-1500 Place: Admin, Room 105 Recorder: Z. Ivory		

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Topic	Discussion/Conclusions/Recommendations	Actions	Follow-up
ADJOURNMENT	1505		

Prepared by: <u>T. Trongone</u>, <u>RN</u> (signature on file)