

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

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

	<p><b>Members Present:</b> F. Cervantes (Chairperson), M. Guerrero, T. Imanaka, Z. Ivory, G. Meza, T. Trongone  <b>Student Representatives:</b> A. Jones (1<sup>st</sup> semester), K. Shemonis (2<sup>nd</sup> semester)</p>	<p><b>Guests:</b> V. Branchick, M. Nelson</p>	
<b>Topic</b>	<b>Discussion/Conclusions/Recommendations</b>	<b>Actions</b>	<b>Follow-Up</b>
<b>CALL TO ORDER</b>	F. Cervantes called the meeting to order at 1305, Administration Bldg, Room 105.	As stated	None
<b>APPROVAL OF MINUTES</b>	March 5, 2018 minutes approved with corrections.	M. Guerrero will revise and post in CONShare.	None
<b>MINUTES FOLLOW-UP</b>	<ul style="list-style-type: none"> <li>▪ ICC from G. Meza will be discussed at end of meeting if time allows.</li> <li>▪ 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.</li> <li>▪ 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.</li> </ul>	F. Cervantes will contact S. Granger to arrange CAMS presentation to track at risk students.	None
<b>ANNOUNCEMENTS</b>	<ul style="list-style-type: none"> <li>▪ A. Jones is the semester 1 representative.</li> <li>▪ V. Branchick announced that BRN representative, C. Velez, approved of adding interview to prospective student selection process.</li> </ul>	Information only	F. Cervantes



Topic	Discussion/Conclusions/Recommendations	Actions	Follow-up
	<p>“Specified time frame” should read “week prior to orientation”.</p> <ul style="list-style-type: none"> <li>● Continuing students:            “specified time frame” should read “week prior to orientation”.</li> </ul> <p>“Dean, Administrative and Student Services:” section:</p> <ul style="list-style-type: none"> <li>● 1<sup>st</sup> 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?</li> <li>● 6<sup>th</sup> bullet: Replace “first week of the semester” with “orientation week”.</li> <li>● 7<sup>th</sup> bullet: Delete sub-bullet completely. All students need to complete registration by end of registration week.</li> <li>● 8<sup>th</sup> bullet: “Assists students who have not completed registration components to develop plan for completion” add “to return, dependent on space availability.”</li> <li>● 9<sup>th</sup> 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.</li> <li>● 11<sup>th</sup> bullet: Replace “3<sup>rd</sup> 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.</li> </ul> <p>“Dean, SON” section:</p> <ul style="list-style-type: none"> <li>● F. Cervantes will follow up with J. Kohl to verify procedure is accurate in this section.</li> </ul>	<p>F. Cervantes will inquire about whom posts registration dates.</p> <p>F. Cervantes will ask S. Granger if students are able to register on-line.</p> <p>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.</p>	<p>F. Cervantes</p> <p>F. Cervantes</p> <p>F. Cervantes</p>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>		
<b>NEXT MEETING</b>	<p>Date: May 7, 2018          Time: 1300-1500          Place: Admin, Room 105          Recorder: Z. Ivory</p>		

<b>Topic</b>	<b>Discussion/Conclusions/Recommendations</b>	<b>Actions</b>	<b>Follow-up</b>
<b>ADJOURNMENT</b>	1505		

Prepared by: T. Trongone, RN (signature on file)