

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
BOARD OF TRUSTEES MINUTES**

August 18, 2017

College of Nursing & Allied Health. Tower Hall, Room 105

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
PRESENT: EXCUSED/ABSENT:	Thomas Berne, MD Kathy Hinoki, RN Rosa Maria Hernandez Nancy Miller, RN Isabel Milan, RN Ernest Moreno Vivian Branchick RN Tonia Jones, RN Eve Cruz, RN	GUESTS: Jeffrey Anderson, RN Maria Caballero, RN Herminia Honda, RN Leonece Myers, RN	PUBLIC:
CALL TO ORDER & INTRODUCTIONS	R. Hernandez, Board President called the meeting to order at 0810. She welcomed K. Hinoki, professor, California State University, Los Angeles (CSULA). She is a newly appointed BOT member, representing a Local University. K. Hinoki introduced herself and she stated she is honored to be a part of the Board. She has been a nurse for at least 40 years. She obtained her BSN and MSN from CSULA and her PH.D from Claremont Graduate University. Her nursing experiences comprised of being a bedside nurse, educator, clinical nurse specialist, and manager.	Information	None
APPROVAL OF MINUTES	Minutes of May 19, 2017 reviewed and approved.	Post on website	H. Honda
MINUTES FOLLOW-UP	1. <u>Minutes of February 17, 2017</u> – Posted on the internet. 2. <u>2016-2019 Strategic Plan</u> – On the agenda. 3. <u>Policy # 710: Nursing Course Exemptions/Challenges</u> – Recommendations from the BOT sent back to Admissions and Promotions committee for review. Sent to the members via email in June for approval. 4. <u>Policy # 201: Academic Honesty & Professional Conduct</u> – Finalized and posted 5. <u>BOT vacancy</u> - K. Hinoki was approved as a Local University representative via email.	1. Information 2. Information 3. Information 4. Information 5. Information	1. None 2. None 3. None 4. None 5. None
ANNOUNCEMENTS	None		
PUBLIC COMMENT	No public comment	Information	None
OLD BUSINESS			
ACCREDITATION	1. <u>Accreditation Report</u> – M. Caballero reported that the College is due for Self-Study report and site visit spring 2019. Tentative site visit is scheduled for the week of March 11, 2019. Faculty assignment and Institutional Self Evaluation Report (ISER) overview was discussed at the College Committee Structure meeting on 8/10/17. She added that a new requirement for the ISER is an inclusion of a Quality Focus Essay (QFE) on which the institution needs to address an area they want to improve on. There is a training scheduled for September in which Colleges who will be having their review in spring of 2019 were invited.	1. Information	1. None

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	<p>Dr. Richard Winn has been appointed as the next president of ACCJC. The lawsuit between San Francisco Community College and ACCJC has been settled and it has resulted in ACCJC changing some of their business practices.</p> <p>2. <u>BRN Report</u> – L. Myers reported that the continuing approval visit is scheduled for spring 2018. On-site visit is scheduled for March 13 and 14, 2018. The self-evaluation report is being finalized. Tentative phone conference is being scheduled with the BRN Nurse Education consultant to discuss the progress of the report.</p> <p>3. <u>Associates Degree in Nursing (ADN) to Bachelors of Science in Nursing (BSN) Collaborative Project with California State University, Los Angeles (CSULA)</u> – M. Caballero reported that the 4th Cohort has started and there are 7 students that started and 6 alternates. There were 9 students that graduated in spring 2017 and 12 to finish in May 2018. .Much discussion ensued regarding the BSN requirement and I. Milan shared that LAC + USC Medical center still hires graduates without BSN and they do encourage employees to obtain their BSN by providing education fair. K. Hinoki shared that a BSN degree provides a graduate their Public Health certificate and there are hospitals that would only hire BSN graduates because of magnet status. There was also a discussion on whether BSN graduate’s skills set is much better than an ADN graduate.</p> <p>4. <u>IE / Program Review/Research / Planning</u> – H. Honda reported the following:</p> <ul style="list-style-type: none"> • Attrition data for fall 2016 and spring 2017 compared and evaluated for trends: • Overall semester attrition continue to be below the 15% threshold at 11.5% and 12 % • Noted trends for the attrition data: <ul style="list-style-type: none"> ➢ Increased attrition rate with male student group at 39% (18 /46) ➢ More attrition with Hispanic students at 37% (17 /46) ➢ Increased number of students attrition due to Clinical reason at 35%(16/46) <p>Data has been provided to faculty during the Program Review Workshop and should be utilized in improving student completion rate. T. Berne inquired whether there are strategies utilized to help students that are struggling in meeting objectives. L. Myers stated that there are early intervention program, tutoring, student success workshops, one on one counseling and etc. offered to students who are having difficulty meeting their objectives. Discussion ensued on the inclusion of the raw data with reporting for accuracy.</p> <p>5. <u>Technology/College Information Systems</u> – H. Honda reported :</p> <p>a. <u>Comprehensive Academic Management System (CAMS)</u></p> <ul style="list-style-type: none"> • Admissions data on current students is on CAMS • Application Portal was launched July 1, 2017 and ended 8/15/17 • Admissions and Registration Portals are being utilized • In fall 2017, Semester 1 and 2 students will be given access to the Student Portal so they can view their grades and communicate with their faculty. • Faculty onsite training is scheduled for 9/14/17. <p>Much discussion ensued regarding the online application process as E. Moreno stated that applications have decreased for local community colleges when online applications were implemented. He added it is making it more complicated for applicants and it</p>	<p>2. Information</p> <p>3. Information</p> <p>4. Information</p> <p>5. Information</p>	<p>2. None</p> <p>3. None</p> <p>4. None</p> <p>5. None</p>

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	<p>seemed like a screening tool for acceptance. Thus, online applications had negative impact in local community colleges application. H. Honda stated that a report will be provided to the Board once all data are gathered regarding the application process.</p> <p>b. <u>Information Systems/Website</u> – H. Honda reported: The College webmasters have been uploading the documents and making changes to the site content as needed to comply with regulatory agencies. The College intranet and internet sites are being reviewed regularly for currency.</p>		
<p>DIVISIONAL REPORTS</p>	<p>1. <u>Educational Resource Center (ERC) Report</u> – J. Anderson distributed and discussed the 2015-2016 ERC Annual Program Report :</p> <p><u>Academic Year (AY) 2015-2016:</u></p> <ul style="list-style-type: none"> • Developed and initiated a proposal to convert paper card catalog to an electronic database • Converted EDCOS training DVDs to web format available in LA County YouTube • Continued upgrade of AV equipment • Initiated upgrade of media classroom equipment • Replaced and updated Skills lab equipment • Sims Lab is accessible utilizing electronic key • Retiling of floors. <p><u>ERC Usage Trends AY 2015-2016</u></p> <ul style="list-style-type: none"> • Decreased searched of CINAHL database • Increased searches in the Nursing Reference Center • Decreased use of books and journals • Decreased use of Library • Increased use of Computer Lab and Skills Lab <p><u>Academic Year to date 2016-2017:</u></p> <ul style="list-style-type: none"> • Mounting of TVs in 5 major classrooms is nearing completion • Implemented Electronic Card Catalog project via PIR process and is being considered by DHS IT leadership council • Librarian item has been opened • In the process of upgrading IV training equipment • Posted the School of Nursing Taylor's Nursing Skills collection to County YouTube <p><u>ERC Usage Trends AY 2016-2017</u></p> <ul style="list-style-type: none"> • Increased demand for computers for clinical assignments • Preference for electronic materials <p><u>ERC Expenditures for 2015-2016</u></p> <ul style="list-style-type: none"> • Electronic Database = \$ 30, 397.08 	<p>1. Information</p>	<p>1. None</p>

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	<ul style="list-style-type: none"> •Books/Journals = \$ 16, 360.19 •Maintenance agreements = \$ 12, 526.28 •Skills Lab equipment = \$ 3, 570.84 •A/V Equipment = \$ 2, 318.39 <p>2. <u>School of Nursing (SON) Report – L. Myers distributed and discussed the 2015-2016 SON Annual Program Report Annual Goals for AY 2015-2016</u></p> <ul style="list-style-type: none"> •Maintain all course threshold above 3.5 – Met •Implement all recommendations from the 2015 Program Review Workshop - All recommendations were implemented except for one : <ul style="list-style-type: none"> ▪ Simulation Lab Preparation ▪ Case Review Series ▪ Clinical Enrichment ▪ Student Success Workshops ▪ <u>Refresher Course in Anatomy and Physiology – Not implemented</u> •Increase simulation activities by all semesters in the simulation lab – Met •Evaluate the use of simulation as a student success workshop activity – Threshold met •Continue with action plans to improve student tutoring and decrease attrition rates - Met <p><u>Student Performance Evaluation</u></p> <ul style="list-style-type: none"> •Attrition rate was 16.02% which is below the BRN threshold of 25%, but above the CONAH threshold of 15% •Attrition reasons identified were Academic (56%), Clinical (29%) and Personal (15%) <p>Strategies implemented to improve student performance:</p> <ul style="list-style-type: none"> •Early identification of high risk students •Tutoring by faculty •Student Success Workshops •Faculty adherence to testing policies <p>Much discussion ensued regarding other strategies and T. Berne commented that mentoring is very important part of education and also providing student support such as scholarship and counseling in order for them to be successful. He inquired on the current balance in the f Berne Wilshire scholarship available to the students.</p> <p><u>SON Program Evaluation Survey Results: Classes of 2015-II and 2016-I</u></p> <ul style="list-style-type: none"> • Overall, the items on the seven program objectives were above threshold • Student feedback were positive regarding their clinical experience • Areas for improvement were provided to administration via committee meetings and the SLO reports. <p><u>2015-2016 Petition / Grievance Semester Comparison</u> The number of student petitions remains below the 5% threshold</p>	<p>2. Information</p>	<p>2. None</p>

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	<p>Petitions consist for the following:</p> <ul style="list-style-type: none"> • Retake Drug and Dosage Calculation Competency after second failure • Waive test policy • Retract Clinical Warning • Change No Credit to Credit grade <div data-bbox="380 423 1350 789" data-label="Figure"> <table border="1"> <caption>2015-2016 Petition/ Grievance Semester Comparison</caption> <thead> <tr> <th>Category</th> <th>Petitions</th> <th>Preliminary Hearing</th> <th>Grievance</th> </tr> </thead> <tbody> <tr> <td>Sem 1</td> <td>4</td> <td>0</td> <td>0</td> </tr> <tr> <td>Sem 2</td> <td>3</td> <td>1</td> <td>0</td> </tr> <tr> <td>Sem 3</td> <td>1</td> <td>0</td> <td>0</td> </tr> <tr> <td>Sem 4</td> <td>1</td> <td>0</td> <td>0</td> </tr> <tr> <td>N125</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Total</td> <td>9</td> <td>1</td> <td>0</td> </tr> </tbody> </table> </div> <p><u>NCLEX Pass Rate</u> 2015-II = 95.5% 2016-I = 100%</p> <p><u>NCLEX PassRate Comparison with California and National Data</u></p> <div data-bbox="380 989 1407 1461" data-label="Figure"> <table border="1"> <caption>NCLEX PassRate Comparison with California and National Data</caption> <thead> <tr> <th>Year</th> <th>CONAH</th> <th>California</th> <th>National</th> </tr> </thead> <tbody> <tr> <td>2011-II</td> <td>100%</td> <td>85%</td> <td>82%</td> </tr> <tr> <td>2012-I</td> <td>100%</td> <td>88%</td> <td>80%</td> </tr> <tr> <td>2012-II</td> <td>98%</td> <td>85%</td> <td>85%</td> </tr> <tr> <td>2013-I</td> <td>95%</td> <td>88%</td> <td>85%</td> </tr> <tr> <td>2013-II</td> <td>95%</td> <td>85%</td> <td>80%</td> </tr> <tr> <td>2014-I</td> <td>90%</td> <td>82%</td> <td>75%</td> </tr> <tr> <td>2014-II</td> <td>95%</td> <td>85%</td> <td>80%</td> </tr> <tr> <td>2015-I</td> <td>100%</td> <td>85%</td> <td>78%</td> </tr> <tr> <td>2015-II</td> <td>98%</td> <td>82%</td> <td>82%</td> </tr> <tr> <td>2016-I</td> <td>98%</td> <td>82%</td> <td>80%</td> </tr> </tbody> </table> </div> <p>CONAH continue to be above the California and National data</p>	Category	Petitions	Preliminary Hearing	Grievance	Sem 1	4	0	0	Sem 2	3	1	0	Sem 3	1	0	0	Sem 4	1	0	0	N125	0	0	0	Total	9	1	0	Year	CONAH	California	National	2011-II	100%	85%	82%	2012-I	100%	88%	80%	2012-II	98%	85%	85%	2013-I	95%	88%	85%	2013-II	95%	85%	80%	2014-I	90%	82%	75%	2014-II	95%	85%	80%	2015-I	100%	85%	78%	2015-II	98%	82%	82%	2016-I	98%	82%	80%		
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	<p>3. <u>SON Student Demographics</u> - M. Caballero reported on the New Student Demographics: Term: Fall 2017 Graduate: May 2019 (Class 2019-I)</p> <ul style="list-style-type: none"> • Gender: Males = 14 (29%) Females = 35 (71%) • Degrees: GED/HS = 27 Cred Eval = 1 AA/AS = 8 BA/BS = 12 MA = 1 • Capacity yield: 56% (49 number enrolled / 87 number of acceptance letter sent) • Point system continues to be used. Final cut off 91 to 74 • Applicant Pool: Minimum 3.0 GPA in sciences, Carryovers from S17 = 6 • Files reviewed: 155 • Remaining applicants = 68 • Deferments to Spring 2018 = 4 	3. Information	3. None
<p>ADMINISTRATIVE REPORT</p>	<p>H. Honda reported on the following on behalf of V. Branchick: Several meetings were scheduled with faculty and ASB to review and update the strategic plan with management. During the meetings it was apparent to streamline the College operational systems and processes including committee meetings, committee memberships, and policy approval. A new governance structure is being formed to ensure compliance with accrediting and regulatory agencies while eliminating redundancies and duplications.</p> <p>Approval of Nursing and Clerical Positions: The Following positions were approved for immediate hiring:</p> <ol style="list-style-type: none"> 1. Sr. Nursing Instructors (2) 2. Nursing Instructors (3) 3. Intermediate Typist Clerk admissions office (filled in July) 4. Assistant Nursing Director, Admin for Financial Aid Office (currently interviewing candidates) 5. Nursing Director, Education for Dean, School of Nursing (currently interviewing candidates) 6. Medical Librarian (exam will be opened) <p>Facility Enhancement:</p> <ol style="list-style-type: none"> 1. Retiling was completed in key areas in the basement, library offices, and the lobby. We are continuing to work with facility management at LAC+USC in prioritizing the list for the next phase. 2. The lobby with its retiled flooring looks nice and spacious. The School of Nursing Alumni Association and the ASB are joining forces to donate funds for the purchase of lobby furniture. Administration is also looking at hosting fund raisers in the future. <p>Classroom Enhancements:</p> <ol style="list-style-type: none"> 1. We are continuing to put in request to purchase additional TVs in order to provide a better learning environment for the students. 2. Six (6) new large white boards have been put together for classroom use <p>Student / Faculty Resources:</p> <ol style="list-style-type: none"> 1. A committee was formed to review current textbooks and other resources to ensure new materials and resources are available for students 	Information	None

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	<p>2. Students will be issued their own DHS email address since they are not allowed to use their own personal email as a result of increased IT cyber threats</p> <p>3. Ten (10) Microsoft Surface Pro tablets have been approved for faculty use.</p> <p>CAMS Database:</p> <p>1. Significant progress has been made to update the CAMS database. A sub-committee led by V. Kieng and H. Honda was formed to work with the CAMS vendor in utilizing the various portals we need for our student database. The registration portal is live for students registered for fall 2017. This means Semester I and II students will be able to access their grades online. The application portal went live for students applying for spring 2018.</p> <p>2. Training will be available for faculty on how to input grades into CAMS.</p> <p>SIM Lab and Skills Lab</p> <p>1. Installed card key access to the SIM Lab but awaiting clearance for the alarm system.</p> <p>2. We are purchasing additional supplies for the skills lab in order to increase student's ability to practice skills.</p>		
NEW BUSINESS			
	<p>1. <u>Policy # 830: Student Grievance:</u> Reviewed at the College Planning on June 8, 2017 and sent to BOT members on 8/12/17. L. Myers led the review of the policy and forms. Approved with the following recommendations:</p> <ul style="list-style-type: none"> • Be more specific with the definition of "Party" and use it consistently throughout the policy • Remove "College" on page 9 • Be consistent with the use of "Business days" throughout the policy • Remove the last column of Form A as it a document that provides a timeline for the Student Grievance process. <p>2. <u>CONAH 2016-2019 Strategic Plan</u> - Will be discussed at the November meeting.</p>	1. Finalize document and post.	1. H. Honda
OFF AGENDA ITEMS	None	Information	None
ADJOURNMENT	1030		
NEXT MEETING	November 17, 2017 8:00 to 10:00 a.m. College of Nursing & Allied Health Tower Hall Room 105	V. Branchick will forward agenda and minutes to members prior to meeting.	V. Branchick

Approved by: Rosa Maria Hernandez (Signature on file)

Prepared by: Herminia L. Honda (Signature on file)