Los Angeles County College of Nursing and Allied Health

College Governance Committee
February 26, 2018

Members Present:			Excused Absence:		Guests:
Vivian Branchick, Chair	Maritess Fernandez-Najera	Roslyn Nott	Tammy Blass	David Lane	Edeline Lim
Jeffrey Anderson	Herminia Honda	Lydia Thompson	Sarah Granger	Lori Saillant	Trina Trongone
Maria Caballero	Joan Kohl		Visna Kieng	Jonathan Sedberry	

Topic	Discussion/Conclusions/Recommendations	Actions	Follow-Up
CALL TO ORDER	V. Branchick called the meeting to order at 1305 in Tower Hall room 105.	Information	None
APPROVAL OF MINUTES	Minutes of January 25, 2018 were approved with minor corrections.	Revise minutes and post.	H. Honda
MINUTES FOLLOW-UP	*All approved policies have been finalized, posted, and sent out to faculty and staff. *Birthing manikin has been delivered, and we are awaiting training. *Medical Librarian has decided to not accept the position. Will continue search for Medical Librarian. *Carlson and Library furniture upgrade has been ordered, and J. Anderson will follow-up.	Information	None
ANNOUNCEMENTS	None		
POLICY/DOCUMENT APPROVAL	1. **Policy #100: Policy Development, Review &** Approval - Reviewed by SON Planning & EDCOS Planning. Distributed, reviewed and approved. 2. **Policy #570: Employee Check Process** - Reviewed and approved by SON Planning on 2/22/2018. Distributed, reviewed and approved. 3. **Policy # 610: Faculty/Staff Office Space** - Reviewed by SON Planning & College Governance. Distributed, reviewed and approved. 4. **School of Nursing SLO** - Reviewed by SON Planning & College Governance. R. Nott went over the changes and document approved. Document will be revisited again next Spring 2018, then Fall 2018 to make sure Quality Safety and Education in Nursing (QSEN) language is reflected. 5. **Safe Environment and Civility Agreement Simulation Clinical Experience (SCE)** - Distributed, reviewed and approved with changes. T. Trongone	1. Bring to BOT for approval. 2. Finalize policy and post. 3. Finalize policy and post. 4. Finalize document and post. 5. Revise and finalize document. Send to	1. H. Honda 2. H. Honda 3. H. Honda 4. H. Honda 5. T. Trongone

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	discussed that the document was reviewed over the winter break, and Simulation Committee also looked at other school's confidentiality agreement. Changes were made in the wording and numbering of each component of the agreement.	H. Honda for posting.	
	6. **Nursing and Clinical Instructor Scoring Tool** – L. Thompson distributed, reviewed and discussed the addition of criteria #8 "Appearance" to the Teaching Presentation Tool. Changes were reviewed, and then approved.	6. Update tool with changes and file.	6. H. Honda
ACCREDITATION STATUS REPORT/ UPDATE	1. **ACCJC** M. Caballero reported that ACCJC Accreditation is scheduled March 11-14, 2019. 2. **BRN** J. Kohl reported on the following: ▪ BRN visit is scheduled for March 28 and 29. ▪ Telephone conference with BRN consultant C. Velas, will be scheduled. J. Kohl will ask C. Velas what her plans regarding meeting the students. ▪ Potential Issues that will be discussed with our BRN consultant: - LVN 30-unit option - P. Major only teaching medical surgical course in N233, and not teaching psychiatric nursing - L. Martinez for OB content expert and still need to finish 30 CEUs V. Branchick reminded J. Kohl to make sure our BRN consultant understands how our curriculum is laid out, and how we teach our courses. R. Nott also inquired how faculty and student can prepare for the visit. There are scheduled meetings with faculty and students regarding the BRN visit.	1. Information 2. Information	1. None 2. J. Kohl
COLLEGE STANDING COMMITTEE REPORTS	A. **School of Nursing Planning (SON) Committee** J. Kohl reported that semester two faculty M. Nelson arrived today 2/26/18. Annual calendar has been sent by M. Caballero. OB manikin, Bates Assessment have arrived. 1. **Faculty Organization Committee** – R. Nott reported: The committee has reviewed and approved 7 policies at the last SON Planning Meeting on 2/22/18. College Governance will review policies for final approval on March 15th . a. **Curriculum Committee** presented the following policies and they were	A. Information 1. a-e Information	A. None 1. None

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	approved: ➢ Policy # 761: Audio/Video Recording –Student ➢ Form: Audio/Video Agreement ➢ Policy #320: Test Plan b. **Admissions and Promotions Committee** presented the following policies and they were approved: ➢ Policy # 800: Admissions ➢ Policy #802: Criminal Background Screening & Reporting ➢ Policy #711: Transition Nursing Course c. **Policy #210: Attendance for Theory Courses**: Waiting for 3rd & 4th semester ICC to have comprehensive input and allow all faculty the opportunity to provide feedback. d. **Policy #802: Student Registration Enrollment & Progression**: Suggested definition of terms related to verbiage and time frames for attrition is still pending. e. **Semester Reports**: R. Nott mentioned that as of 2/22/2018, Semester 1 has 55 students, Semester 2 has 51students, Semester 3 has 56 students and Semester 4 has 56 students with possibility of 55 (1 Preliminary Grievance). **2. Ad Hoc Committees** a. **Content Expert**: B. Davis reported on the update of the test book review and electronic resources. The committee is compiling the feedback provided from each semester and will meet on 3/8 to submit a final recommendation to the curriculum committee. V. Branchick suggested this may be a good QI project for the School of Nursing. b. **ADA Committee**: J. Anderson reported that the committee met on 2/1 to discuss ADA accommodations for a semester one student. The accommodations were approved based on the documentation student provided. Both M. Caballero and M. Gonzales have the supportive document. c. **Sim Lab Committee**: P. Major is currently being oriented to her new position and will provide a report at the next Faculty Org meeting.	2. a-c Information	2. None
	B. Institutional Effectiveness Committee H. Honda reported that the committee met on 2/1/2018. J. Kohl presented on N125 SON Course SLOs and SON Annual Program Review (2016-2017). S. Granger presented on Financial Aid Annual Program Review (2016-2017).	B. Information	B. None

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	All courses met threshold. Much discussion ensued regarding processes at the OES, delay in obtaining roster list, CAMS access and Email for new students. 1. **Grievance Committee**: One student had petitioned regarding a third chance to take the DDCC, and this has been denied, and being reviewed by Dean of SON at this time. 2. **Student Success Committee:** One Minute Simulation will be given this Thursday, 3/13/2018 for semester one students.		
	C. Credentials Committee: L. Thompson reported that the committee met 2/1/2018. Interviews for Nursing Instructor and Clinical Instructor is ongoing.	C. Information	C. None
	D. Faculty Development Committee: M. Fernandez-Najera reported: ▪ Active Shooter Class on 1/8/2018 was well received and rated 4.31 by participants. The information presented in class on 'Triage' needs to be updated per M. Hollinger, and he is willing to present updated triage material if requested. Discussion regarding the need to do this updated triage ensued, but it was decided that the first presentation by the Sheriff's Department will be the information session that our students needed to know. ➢ Faculty Development Committee will discuss when to schedule session for the students. ▪ Faculty Development Needs Survey via class climate was sent to faculty and is due on 3/5/2018. The committee will meet in April to look at results of faculty development needs and plan programs for the rest of the year.	D. Information	D. None
	E. Associated Student Body J. Sedberry not present and is excused.	E. Information	E. None
DIVISIONAL REPORTS	**A. Student Support Services** 1. **Office of Education Services**: M. Caballero reported that: ● Blood Bank Drive is scheduled Thursday, 3/15/2018 from 0800-1400. ● T. Nguyen, OES Staff hurt her back and is out at this time. 2. **Education Resource Center**: J. Anderson reported the following: a. Medical Librarian – At present, there is no list of applicants for this position. V. Branchick mentioned that the position can be under filled	1. Information 2. Information	1. None 2. None

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	with a Librarian I or a Library Assistant that can be trained to be a Medical Librarian. Much discussion ensued. b. Card Catalog – The company which was contracted to assist us with card catalog has stopped retrospective conversion. c. Bates Assessment is already here, and IT is working on clearing and setting up the firewall. d. Obstetrics (OB) Manikin is here, and R. Ochoa is facilitating installation with CAE Healthcare Inc. e. Automatic External Device (AED) – We just received 3 new AEDs. 3. **Financial Aid**: No report. S. Granger is attending training for Financial Aid Administrator in Washington, D.C. B. **Education and Consulting Services**: No report. C. **Allied Health Continuing Education Division**: No report.	3. Information B. As stated C. As stated	3. None C. None D. None
OPERATIONAL REPORTS	A. **Human Resources**: V. Branchick reported that she will continue to fill all open items. We will hire at least 2 nursing instructors and 1 clinical instructor. B. **Information Technology Report**: H. Honda reported for V. Kieng~ ▪ CAMS Database Update: - All applications are working this week as we had been having issues with the CAMS and Class Climate the last two weeks. - Requested a colored printer for the college. - Surface Pro computers ordered by V. Kieng. C. **Financial Report**: V. Branchick reported the following: ▪ Item Control is almost filled. We have 5 new clinical instructors on board, and looking at hiring 3 more SON instructors. ▪ Budget ▪ Department budgets are based on how it was initially set up, what the needs of the department are, and the justification for the needs. This includes revenue, cost, volume, discharges, and equipment use, etc.	A. Information B. Information C. Information	A. None B. None C. None

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	▪ CONAH's budget includes Full Time Employees (FTE), Salaries (including regular & overtime), Employee Benefits, Supply Chain Expenditures, Miscellaneous Expenditures and other services (electricity, water, paint, etc.).
	 ▪ As of YTD 2017-2018, School of Nursing (SON) Budget are as follows:
	 ➤ Salaries $ 2,475,233.00
	 ➤ Employee Benefits $ 1,036.821.00
	 ➤ Supply Chain Expenditures $ 171,908.00
	 ➤ Miscellaneous Expenditures $ 313,458.00
	        Total: $ 4,069,782.00
	
	 ▪ As of YTD 2017-2018, EDCOS Budget is as follows:
	 ➤ Salaries $ 953,235.00
	 ➤ Employee Benefits $ 367,488.00
	 ➤ Supply Chain Expenditures $ 12,410.00
	 ➤ Miscellaneous Expenditures $ 9,597.00
	        Total: $ 1,320,724.00
	
	 ▪ FY 2017-18 YTD total expenditures for SON & EDCOS =$5,412,514.00
	
	 D. **Facility Management**: V. Branchick reported that R. Ochoa was instructed not to move any furnitures & computers from offices unless approved by S. Granger.
		
		D. Information
			
			D. None

BOARD OF TRUSTEES REPORT	Board of Trustees met last Friday 2/23/2018. Policies were approved. Need 2 positions in the BOT to be filled: One (1) from Community Health System and one (1) Medical Staff from LAC+USC Medical Center.	Information	None
OFF AGENDA ITEM	• V. Branchick and J. Kohl are meeting students on Thursday, March 15, 2018 regarding the BRN visit. Suggestion was given to provide lunch for students.	Information	None
NEXT MEETING	Date: March 15, 2018 Time: 1330-1530 Place: Tower Hall, Room 105 Recorder: L. Thompson		

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ADJOURNMENT	1500		

Approved by: **V. Branchick** (signature on file)   **Prepared by:** **M. Fernandez-Najera** (signature on file)