

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

**Faculty Organization Workshop Minutes  
School of Nursing**

**June 6, 2017**

	<b>Members Present:</b> L. Myers (Chairperson), J. Anderson, N. Arquell, N. Bachman, V. Branchick (Provost), B. Davis, G. Escudero, M. Fernandez-Najera, M. Gonzales, S. Granger, R. Griggs-Gabbedon, H. Honda, T. Imanaka-Gong, Z. Ivory, J. Kohl, P. Major, G. Meza, R. Nott, L. Patricio, L. Thompson, T. Trongone, M. Webster	<b>Absent:</b> J. Arrias, M. Caballero, F. Chisholm-Cervantes, L. Martinez, J. Teal	
<b>Topic</b>	<b>Discussion/Conclusions/Recommendations</b>	<b>Actions</b>	<b>Follow-Up</b>
<b>CALL TO ORDER</b>	L. Myers called meeting to order at 0735, room 111 Administration Bldg.	As stated	None
<b>INTRODUCTION AND OVERVIEW</b>	L. Myers welcomed faculty and reviewed agenda.	As stated	None
<b>SAFETY EDUCATION</b>	L. Thompson reminded faculty of the required monthly Employee and Patient Safety Education program. Our faculty completes all monthly topics annually in June. L. Thompson informed faculty that the Patient Safety topics have not changed. Previously distributed packets can be used, however the Employee Safety Topics have been updated, and therefore each faculty member will receive a new packet with attached quizzes. Reminded faculty to return both quizzes and sign roster upon completion.	As stated	L. Thompson
<b>TIME REPORTING POLICY</b>	<b>Policy 500 – Time Reporting – Employee</b> V. Branchick discussed possible issues of adhering to the Time Reporting policy. V. Branchick stated she understands this job has demands requiring flexibility and asked all to submit time cards reflecting actual time worked. Much discussion ensued regarding various scenarios. V. Branchick encouraged all faculty to be accountable for their personal time.	As stated	None
<b>2016 WORKSHOP OUTCOMES</b>	<b>Scholarly Papers - APA</b> <ul style="list-style-type: none"> <li>J. Kohl reported the following: The APA ad hoc committee led by J. Kohl was not able to meet but all members were surveyed and looked at all semesters' use of the APA requirements. Committee members include N. Bachman for semester I, J. Kohl for semester II, G. Escudero for semester III, J. Arrias, who will be replaced by B. Davis in her absence for semester IV. Many faculty provided input. All APA papers (written assignments) are weighted</li> </ul>	J. Kohl will meet this summer with ad hoc committee to update the APA guide and address standardization of the grading rubric as well as provide sample paper from each semester.	J. Kohl

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	<p>differently and two semesters utilize it in clinical and two in theory. All assignments attempt to reflect progression. J. Kohl and G. Escudero felt the paper written for the clinical setting was well placed. Most faculty felt there was an issue with spelling and grammar possibly because of the increased number of ESL students. L. Myers suggested assistance in grammar with the website <i>grammar free</i>.</p> <p>Much discussion ensued regarding the various requirements and criteria among the semesters as well as the uniformity of the APA requirements. V. Branchick felt at the ADN level, it should not be a research paper, rather a written assignment and the majority agreed. Also reminded faculty to always consider the desired outcome of the assignment. L. Myers directed the committee to meet and update the APA guide that all semesters will follow. J. Anderson requested that each semester submit an example paper to be used in the library as a reference.</p> <p>V. Branchick and L. Myers also expressed concern that Semester II &amp; III assigned the paper as part of clinical, a P/F assignment, whereas Semester I &amp; IV assign the paper in a didactic course, a letter-graded assignment. Several faculty members felt this issue was not a concern. A motion was made to have a graded, standardized written assignment that progresses through the semesters. Sixteen voted in favor and two against. This change will be implemented in Spring 2018.</p> <p>J. Kohl asked for an alternate fourth semester representative for the APA committee and B. Davis was assigned. J. Kohl stated they will meet this summer to update the APA guide, standardize the grading rubric, and discuss a sample paper to be placed in the library.</p> <p><b>Clinical Enrichment</b></p> <ul style="list-style-type: none"> <li>• P. Major reported the following: summer 2016, incoming third semester students that had a previous failure or at risk for failure participated in clinical enrichment. Positive verbal feedback was received. It will be offered in July 2017 and enrollment is limited to ensure a low instructor-</li> </ul>	As stated	None

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	<p>student ratio.</p> <p><b>Simulations Scenarios Workshop</b></p> <ul style="list-style-type: none"> <li>L. Martinez and F. Chisholm-Cervantes' report is tabled at this time.</li> </ul> <p><b>N125 – Simulation</b></p> <ul style="list-style-type: none"> <li>J. Kohl reported the following: A simulation on safety and assessment was held summer 2016 by F. Cervantes and L. Martinez for twelve N125 students. They were told to enter a simulated patient room and determine what was wrong or unsafe about the room. Thirty minutes were given followed by a debriefing discussion. Verbal feedback was very positive.</li> </ul> <p><b>Students Attendance to N125 Lectures</b></p> <ul style="list-style-type: none"> <li>J. Kohl reported the following: To improve student success, in summer 2016, all students coming in to semesters II-IV were offered the opportunity to attend the N125 Fluid &amp; Electrolyte (F&amp;E) lecture and the N125 IV Therapy lecture. J. Kohl felt it was very valuable and received positive verbal feedback. It is being offered this summer once again.</li> </ul> <p><b>Tracking High Risk Students</b></p> <ul style="list-style-type: none"> <li>L. Myers discussed creation of a table to track high risk students' progress to include factors such as attendance to lecture, tutoring, etc.</li> </ul>	<p>As stated</p> <p>Create and utilize a written evaluation for summer 2017.</p> <p>As stated</p> <p>As stated</p>	<p>None</p> <p>J. Kohl</p> <p>None</p> <p>None</p>
<p><b>PROGRAM EFFECTIVENESS</b></p>	<p><b>H. Honda reported the following</b> (see attachment A):</p> <p><b>Information &amp; Technology Update</b></p> <ul style="list-style-type: none"> <li>Demonstrated how to access the College website to obtain data and link to ACCJC website.</li> <li>All new incoming students will be using CAMS. Nine students entering semester II were on the CAMS system as a pilot and will continue to receive their grades through CAMS.</li> </ul> <p><b>Attrition Rate</b></p> <p>Although our SON threshold is 15% and is not always met, SON attrition is below BRN threshold of 25%. Discussed various high attrition trends such</p>	<p>Information only</p>	<p>None</p>

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	<p>as males and certain ethnicities, followed by discussion of other contributing factors. Recognized strategies to reduce attrition such as tutoring, success workshops, and early intervention have been successful.</p> <p><b>Surveys</b>            Program Evaluation Surveys are sent to all students at the end of each semester. Survey compliance continues to be 100%. Discussed the positive program feedback as well as negative.</p> <p><b>Petition and Grievance</b>            To ensure students receive due process, reviewed the trend in petitions and grievances.</p> <p><b>Graduate Surveys</b>            Surveys are completed by all graduates. Discussed trends in comments from current students with those of graduates. Survey results were discussed from employers of SON graduates.</p>		
<b>OFFICE OF EDUCATIONAL SERVICES (OES)</b>	J. Anderson reported on annual goals (see attachment B, ERC Report). Eight goals were reviewed and the current status of each was presented.	Information only	None
<b>ORCHID UPDATE</b>	Z. Ivory congratulated N. Arquell for becoming an ORCHID Super User and will be assisting in ORCHID orientation. Notified instructors of changes such as the card swipe log on. Also notified that pharmacy has created a cue to itemize patient billing. This will be apparent with a cue box icon. This may delay medication administration. Several other issues have been raised in the Medical Center such as missed restraint documentation and medication reconciliation.	Information only	None
<b>QSEN UPDATE</b>	L. Patricio reported that all pharmacology objectives were emailed to all faculty which included three new course objectives with QSEN concepts. Vote was carried to approve the new objectives. The newly approved objectives will be reflected in the Fall 2017 syllabi for first and second semester.	Revised objectives will be reflected in Semester I&II syllabi for Fall 2017	M. Gonzales, J. Kohl
<b>COMMITTEE REPORTS</b>	<p><b>Content Experts</b></p> <ul style="list-style-type: none"> <li>J. Kohl reported the following: Committee reviewed the end of life</li> </ul>	As stated	

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	<p>content in the program in response to an ICC from IE Committee and found the content was sufficiently covered. Will begin reviewing interactive software to replace Shadow Health as well as evaluating new text books. Faculty was reminded to submit all new test questions for review. Also will be reviewing the Content Map for content repetition.</p> <p><b>Simulation Committee</b></p> <ul style="list-style-type: none"> <li>J. Anderson reported the Simulation Committee will continue efforts to improve the simulation experience under the guidance of T. Trongone. R. Griggs-Gabbedon has looked into acquiring audio equipment from Anesthesia department in the Medical Center that is no longer being used.</li> </ul> <p><b>Curriculum Committee</b></p> <ul style="list-style-type: none"> <li>L. Patricio reported the completion of the course objectives with QSEN concepts. Submitted Content Map to Content Expert Committee. Review of all assigned policies completed.</li> </ul> <p><b>Admission &amp; Promotion</b></p> <ul style="list-style-type: none"> <li>F. Chisholm-Cervantes report has been be tabled.</li> </ul>	<p>As stated</p> <p>As stated</p> <p>As stated</p>	
<p><b>STUDENT EXPECTATIONS AND SLO SUMMARY REPORTS</b></p>	<p><b>Semester I</b></p> <ul style="list-style-type: none"> <li>M. Gonzales reported the following (see attachment C): Discussed the basic expectations conveyed to the semester I students upon admission. Presented a table summarizing the SLO Assessment Report for fall 2016 and spring 2017. Issues discussed such as petitions and attrition rate, and student comments. Also discussed were semester I students' responses to comments and plans for improvement.</li> </ul> <p><b>Semester II</b></p> <ul style="list-style-type: none"> <li>J. Kohl reported the following:            Fall 2016, all thresholds were met with a lower than usual attrition rate. Reported on N122, discussed the course and the assigned debates.</li> </ul>	<p>Information only</p> <p>Information only</p>	

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	<p>Students' comments were positive and negative. One student found it difficult not to have a text book. Stated the comments were similar to those expressed in semester one such as requesting more exams. Plan for improvement is to introduce the debate instructions more clearly.</p> <p>J. Kohl reported the N124L course thresholds were met with positive remarks with the exception of the OB ward census and occasionally pediatric census. J. Kohl reported plans for improvement is to increase learning opportunities such as observation. Also offered was a postpartum hemorrhage clinical simulation which was met with positive feedback.</p> <p>M. Webster reported on N121 and stated all items above threshold. Comments in Fall 2016 included frustration with multiple exams in the same week, response was to ensure exams fell on different weeks. Will continue to review test questions for clarity.</p> <p>M. Najera reported on N123. All items met threshold. Fall 2016 had one comment stating tutoring was not helpful. Spring 2017 had numerous comments. Although several expressed gratitude, more expressed frustration with the numerous hours of lectures and exams, yet requested more exams. The case studies were met with one positive and one negative comment.</p> <p>L. Thompson reported on N124 course. Although all items above thresholds, one comment in Fall 2016 reflected frustration with the difficulty of exams despite long hours of study. Response was to continue tutoring and encourage attendance and test review. Numerous comments in Spring 2017, several positive comments expressed gratitude and several requested more exams and for lecture to be more reflective of test questions.</p> <p>R. Nott reported on N123L. In Fall 2016 all items met thresholds and two clinical failures. There were no comments on course survey,</p>		

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	<p>although ward evaluations expressed several negative comments on 7C. Feedback was given to the nurse manager. Spring 2017 evaluations reflected numerous comments. One student asked for audio visual files of the clinical skills. All comments reflected single opinions, no theme repeated.</p> <p><b>Semester 3</b></p> <ul style="list-style-type: none"> <li>G. Meza reported the following:            Reviewed analyses of data for all courses. All items above threshold. Two petitions were filed with both granted. All faculty members provided an average of 40 hours of early intervention activities. Overall attrition has declined from fall 2016 to spring 2017. Comments for N232 included comments on misspelling or grammar errors. Faculty is currently reviewing all exams. Semester faculty also continue to offer Clinical Enhancement Sessions during the semester break. The clinical courses met with very positive data results and positive comments with the exception of confusing location of one of the court observation.</li> </ul> <p><b>Semester 4</b></p> <p>R. Griggs-Gabbedon distributed the SLO report of all data for N242, N243, and N243L (see attachment D). Stated concern with the attrition rate, specifically in spring 2017 (16.98%) for N243 and N243L as it is higher than the established threshold. She explained that all items met the 3.5 threshold except for 1.6 for the N242 course, which was rated at 3.45. The semester IV faculty will continue to have all exam questions reviewed by Content Expert Committee prior to their use. R. Griggs-Gabbedon reported there were several student comments expressed regarding tutoring: “tutoring was too loud and did not help me at all” and “any content even if previously tutored should be presented during the tutoring sessions”. Semester 4 Faculty plans to place tutoring sessions before the exams and cover only that exam content. Some discussion occurred regarding a student comment about the text book, however the semester IV faculty have reviewed many</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p>	

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	<p>books for inclusion. Upon review, a gap was found in their search for a book that contains content regarding the role of the nurse subsequent to the retirement of Wywalawski some years ago, at this time there are no future plans to change the book.</p> <p><b>N125</b></p> <ul style="list-style-type: none"> <li>• Summer 2016, all items met threshold. There were six failures (37% attrition). One comment reflected the intensity of the course. The current enrollment is 24.</li> </ul>		
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• V. Branchick stated a trend in all student feedback is the item of test questions not worded clearly. This information led her to review 2014-2015 SLO reports. Stated that progression in critical thinking is crucial. Asked faculty members for suggestions on how to develop critical thinking. Several faculty expressed frustration with consistently stressing critical thinking and felt that more hours cannot be added. J. Anderson felt more focus should be paid to concepts and not detail of more rare conditions. It was suggested the wording of question 1.6 may require revision. L. Myers discussed the critical thinking student success workshop she teaches. V. Branchick suggested we possibly screen candidates for critical thinking ability. Also asked us to evaluate current teaching methodology.</li> <li>• Performance Improvement: R. Griggs-Gabbedon discussed the importance of the request that was asked of all faculty to collect data from the spring 2017 and the fall 2017 semesters regarding medication errors such as near misses, late administrations, etc. It was explained that the data is required to justify if there is a need for improvement or if there is an identified systems problem that can be reported back to the Medical Center. The goal of this project is to compare the numbers of medications administered with the numbers and types of errors that occur to support or dissuade the need for an improvement project. R. Griggs-Gabbedon reported she is working with L. Saliant to create the ORCHID report that displays the numbers and types of medications administered.</li> </ul>	<p>As stated</p> <p>Each semester will submit information regarding medication incidences.</p>	<p>Each semester coordinator</p>



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	<ul style="list-style-type: none"> <li>Z. Ivory reported that less text books will be available to faculty as desk copies due to decreased sales. Desk copy book sharing among faculty may be necessary, however all faculty will have eBook access. Also reminded faculty that more electronic resources are available with text books bundle. Reminded that review of text books should continue. B. Davis previously arranged for electronic access from four different publishers to several texts for review. Agreed that content experts with representatives will be tasked to finalize a decision on textbook to adopt.</li> <li>P. Major attended an NCSBN conference on the NCLEX test plan. Changes discussed included the addition of organ donation to Management of Care, recognition of complementary therapies and potential contraindications under Basic Care and Comfort. Also distributed were NCLEX Item writing rules. L. Myers stated that all questions in the test bank should be updated to reflect the NCLEX Item writing rules by summer 2018. Faculty agreed that the content additions are currently being covered in various lectures.</li> </ul>	<p>Content Experts and representatives will recommend a textbook and publisher by June 30, 2017.</p> <p>Information only</p>	<p>Content Experts</p> <p>None</p>
<b>DAY 2 WORKSHOP PLANS</b>	L. Myers reviewed and summarized the Day 2 workshop schedule as written.	As stated	None
<b>NEXT MEETING</b>	Date: June 7, 2017 Time: 0730 Place: Administration Bldg. Room 111 Recorder: L. Patricio, N. Bachman		
<b>ADJOURNMENT</b>	1605		

Prepared by: L. Thompson and Naira Arquell