Los Angeles County College of Nursing and Allied Health

INSTITUTIONAL EFFECTIVENESS COMMITTEE MEETING

August 10, 2017

PRESENT	H. Honda (Chairperson) M. Hollinger J. Anderson L. Vigil F. Cervantes B. Davis R. Nott V. Kieng G. Escudero	**Guests:** M. Gonzales	**Excused/ Absent:** M. Francone M. Caballero G. Meza

Agenda Item	Discussion	Action	Follow-up
MINUTES APPROVAL	Minutes of June 1, 2017 reviewed and changes discussed. • 3rd bullet/1st sentence: change Rubric to APA Rubric • Miscellaneous typos noted by H. Honda for change • Page 4: DHS Hiring- A. Hawkins is represented as part of LAC+USC • Page 5: Document Review: The statement "companies are moving away from individual software and are now selling more profitable institutionalized programs" needs to be reversed. Approved with corrections.	Revise and post.	H. Honda
MINUTES FOLLOW-UP	• All IE committee minutes have been posted at this time. • Employer Satisfaction: will be reported on next month • All other items were information only or as stated.	Information.	None.
ANNOUNCEMENTS	• This is the last meeting for M. Hollinger, L. Vigil and others, as the College Committees will be restructured with changes in membership. Restructuring meeting is today at 1300 hours.	Information.	None.

SLO REPORT	<mark>II.S Semester 1 Course: 2016-2017: Report by M. Gonzales</mark>
	N111: Pharm:
	  a. Passing Rate: 2016: 97.9%, 2017: 97.9%
	  b. Course Eval Rating: 2016: 4.4, 2017: 4.59
	  c. Ave Instructor Rating: 2016: 4.65, 2017: 4.85
	  d. Overall Rating: 2016: 4.61, 2017: 4.81
	  e. Threshold met both semesters
	  f. Student comments: tutoring was "awesome"
	  g. Plan for improvement: To clarify and review contents
	N112: Intro to Pharm:
	  a. Passing Rate: 2016: 100%, 2017: 100%
	  b. Course Eval Rating: 2016: 4.1, 2017: 4.5
	  c. Ave Instructor Rating: 2016: 4.28, 2017: 4.66
		Send SLO reports for posting	M. Gonzales

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	d. Overall Rating: 2016: 4.25, 2017: 4.63
	e. Threshold met both semesters
	f. Student Comments
	   - Few test items not correlated with material (handouts, textbook)
	   - ERC: (2017) some students having difficulty doing lit search on articles. Per J. Anderson: library is limited on article availability as per requirement. The students know how to access but don't have nurse authors. Corrective Plan: Increase from 4000 to 8000 full text journals which are now available in library. Semester I instructors will discuss writing requirements with students and provide them with examples.
	   - 2016: test items were subjective and poor. Plan: Continue to review test items meticulously based on course objectives.
	<u>N113: Intro to Med/Surg</u>
	a. Passing Rate: 2016: 95.8%, 2017: 97.9%
	b. Course Eval Rating: 2016: 4.15, 2017: 4.57
	c. Ave Instructor Rating: 2016: 4.56, 2017: 4.75
	d. Overall Rating: 2016: 4.51, 2017: 4.73
	e. Threshold met both semesters
	f. Student comments:
	   - 2016: Tests not matching the objectives. Plan: Continue to review all items
	   - 2016: Need LCD built in the classroom to limit setting up time: Plan: Needs: Communicate to Admin to request change.
	   - 2017: Tests not matching the objectives. Plan: Continue to review all items
	   - Tutoring sessions well attended (81% of class) with positive evaluation
	<u>N113L: Intro to Med/Surg Clinical</u>
	a. Passing Rate: 2016: 100%, 2017: 100%
	b. Course Eval Rating: 2016: 4.64, 2017: 4.75
	c. Ave Instructor Rating: 2016: 4.74, 2017: 4.79
	d. Overall Rating: 2016: 4.71, 2017: 4.79
	e. Threshold met both semesters
	f. Lowest attrition in past 3 years (7.8%)
	g. Student comments:
	   - Shadow Health assignments are not helpful and waste of time. Note: Shadow Health has been discontinued. Plan: H. Honda to follow up re: textbook resources
	
	(See SLO Assessment Report Semester 1 AY 2016-12017 for further details)
		Send ICC to Content Expert Committee	H. Honda

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OUTCOME EVALUATION REPORTS (OER)	**I.O. Governance Structure and Process**
	Reported by H. Honda. Planning meeting held on 10/13/17 looked at Org Chart to improve communication between committees. Highlights:
	   a. Org chart distributed, discussed and change made: School semester committees be listed separately and not grouped
	   b. Discussed resources for paying speakers at Fac Development lectures
	   c. Stability in faculty semester assignments is of concern in 3rd semester
	   d. Procedure for obtaining office supplies in a timely manner as needed when Staff Assistant is not available needs review
	Plan: Once per year, all faculty and staff will meet to discuss Committee Structure and evaluate its effectiveness.
		Send report for filing	H. Honda

	VIII.F User Satisfaction with Technology
	   a. Threshold met
	   b. LCD in classroom: 50-60 inch Smart TV installed in large classrooms
	   c. LCD Projectors: not needed since Smart TV's have been installed
	   d. Copier/Printer: updated 2016-2017
		Send report for filing	H. Honda

	VIII.H Technology Training Needs
	   a. Threshold met
	   b. Computer training (Excel, Word): encourage staff to check Learning Net for class availability
	   c. Software Training: IT will ensure training is provided when new software is obtained
	   d. Training on how to evaluate students and new teaching technologies: will send an ICC to Fac Development
		Send report for filing	H. Honda

	VIII.E. Current Technology Needs
	   a. Threshold met
	   b. CAMS: Application portal utilized from July 1-Aug 15
	   c. Presenters (pointers): avail in Library, but not needed with Smart TV
	   d. LCD in classroom: 50-60 inch Smart TV installed in large classrooms
	   e. LCD Projectors: not needed since Smart TV installation
	   f. Copier/Printer: updated 2016-2017		

PROGRAM REVIEW REPORTS	None.	None.	None.
DOCUMENT REVIEW	College and GE SLO's : Carry over	.	
REPORTING SCHEDULE	September Agenda Items	H. Honda	

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OTHER			
NEXT MEETING	Date: September 7, 2017 Time: 0800-1000 Place: Tower Hall, Room 105 Minutes: R. Nott		

Approved by: H. Honda RN   Prepared by: M. Hollinger, RN
       (Signature on file)   (Signature on file)

IE:nm