Los Angeles County College of Nursing and Allied Health

College Governance Committee November 30, 2017

Members Present: Vivian Branchick, Chair Jeffrey Anderson Tammy Blass	Sarah Granger Herminia Honda Visna Kieng David Lane	Leonece Myers Jonathan Sedberry Lydia Thompson	Excused Abs Maritess Fern Lori Saillant		Guests: Edeline Lim		
Maria Caballero						I	
Topic		n/Conclusions/Recommendations		Actions		Follow-Up	
CALL TO ORDER		ing to order at 1305 in Tower Hall room	105. E. Lim	Information None		None	
APPROVAL OF MINUTES	will take the minutes in the al Minutes of October 26, 2017	were approved with minor corrections.		Revise minutes a	H. Honda		
MINUTES FOLLOW-		ost all offices/classrooms have already be		Information	Information		
UP	The front office is scheduled Bldg. and SIM Lab retiling quantities.	to be retiled by December 7 th . Awaiting notes.	for Carlson				
ANNOUNCEMENTS	V. Branchick announced that School of Nursing.	Joan Kohl is taking over as Program Di	rector/Dean of	Information		None	
POLICY/DOCUMENT APPROVAL		reedom- Reviewed by Faculty Org, SON proved with minor correction "Planning		1. Update policy and post.	with changes	1. H. Honda 2. H. Honda	
	EDCOS Planning, and ap Also to capitalize "Nondi	ination- Reviewed by Faculty Org, SON proved with correction "Planning" to "Conscrimination". Other corrections are "eduche word "policy" and change it to "state	Governance". ucational" to	2. Update policy with changes and will bring to BOT for approval.		2. 11. 110hda	
		ht-Religion and Belief Systems-Distribution SON Planning and approved as written.	uted, reviewed	3. Update policy and post.	with changes	3. H. Honda	
	4. Policy #800: Medication and approved.	– IV Administration Evaluation-Distribu	uted, reviewed	4. Finalize policy	y and post	4. H. Honda	

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ACCREDITATION STATUS REPORT/UPDATE	1. ACCJC M. Caballero reported that different committees have met in preparation for the Institutional Self-Evaluation Report (ISER). First draft is due 1/11/18. BRN	1. Information	1. None
	J. Kohl reported that she has met with H. Honda to finalize the 2018 BRN Self-Study. H. Honda added that the report was sent to the Board members and N. Miller provided recommendations.	2. Information	2. None
COLLEGE STANDING COMMITTEE REPORTS	 A. School of Nursing Planning Committee: J. Kohl reported that the Curriculum Committee has met to review the Audio-Video Recording policy and has been sent to faculty for review. Admissions and Promotions are also working on policies. F. Cervantes will be meeting with M. Caballero for clarification regarding definition of terms such as enrollment before they continue reviewing policies. B. Davis is newly appointed Chair of the Content Expert. ADA Committee has no documentations pending review. SIM Lab is reviewing the SIM Lab document reviewed in the College governance October meeting. B. Institutional Effectiveness Committee: H. Honda reported that the committee met on 11/02/17. R. Gabbedon presented the 2016-2017 SON Semester 4 Course SLOs; all courses met threshold. Discussion ensued on the definition of terms being used and H. Honda will be meeting with F. Cervantes and M. Caballero for clarification of terms. D. Hunt presented on EDCOS Patho and threshold met. H. Honda presented on Student Attrition/Class, Attrition Reason and SON Petition and Grievance on behalf of L. Myers. Thresholds met except the Attrition reasons. Committee will be reviewing the Institutional Program Review Plan. Student Status form was reviewed and planning to create an interactive form. C. Credentials Committee: L. Thompson reported that the committee met last 11/16/17. They are revising the interview questionnaires for minor revision. They have interviews scheduled for Clinical/ Nursing Instructor positions. D. Faculty Development Committee: M. Fernandez-Najera excused at today's meeting attending the active shooter seminar. E. Associated Student Body 	A. Information	1. None
	J. Sedberry reported:	1. Information	2. None

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	 International Night that was held 11/09/17 was successful. Raised \$441 in donations. Holiday decorations is going to be up by Monday 12/4/2017. Need to check with H. Honda and make sure moving of lobby furniture. Ugly sweater contest will be next Thursday 12/7/2017. J. Anderson reported they are getting ready to order table and umbrella for the space next to the SIMLab. ASB is discussing ideas regarding courtyard landscapes and inspirational murals. ASB elections is open for President and Secretary positions. J. Sedberry will re-run for the President position. Holiday toy drive will move to spring semester. Nurse Wellness Day will be rescheduled for next semester and planning to have a hike day for students. CSNA meeting has lots of students attending and received more feedback that there's a lot more that are interested. Next ASB meeting is scheduled for 12/07/17 at 1230 in Tower Hall room 109 	2. Information3. Information	3. None 4. None
DIVISIONAL REPORTS	 Student Support Services Office of Education Services: M. Caballero reported that they notified 75 prospective students for spring 2018, has 60 students in registration but only taking 50 students but also said 55 students still good. The 5th Cohort a Collaborative Project with CAL State LA will start summer 2018. The school can submit eight candidates. Education Resource Center: J. Anderson reported that they interviewed 2 candidates for Medical Librarian I item and will offering the position to the one they interviewed but stating that both candidates are really good. He added that new furniture are being ordered for the library. Financial Aid: V. Branchick reported that Doris DeHart will be giving 2 book scholarship to be named Jeff DeHart/Doris DeHart 	4. Information 1 a-c. Information 2. Information	5. None 1. None 2. None
	Scholarship. 2. Education and Consulting Services: T. Blass reported that next week will be the make-up for annual staff competencies and anticipating the 2018 competencies. At least 2,400 + staff came to the Annual Skills Validation. The second group	3. As stated	3. None

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	of students started the standardized ICU and ER programs. EDCOS will begin working on advanced ICU programs. 3. Allied Health Continuing Education Division: No report		
OPERATIONAL REPORTS	 Human Resources: No report Information Technology Report: V. Kieng reported that workstations have been installed in TH 108 and 109. CAMS Database Update: D. Lane reported: Sent changes to the vendor regarding the application portal: making ethnicity a mandatory field, removing free text on how they heard about us and making proposing to have a drop down on Anatomy, Micro and Physiology grades. They had questions and we responded to their inquiry but will use the same format for the Application period starting 12/1/17. Class of 2018-I classes and grades will be added on CAMs. Team had done a test run and will take about 45 minutes to input one student's info. Staff will be asked to do overtime to accomplish the tasks. We have scheduled data input of students for 12/7-12/8 and Computer Lab Rm: 104 has been reserved. There are about 55 students that needs to be loaded in CAMS and if needed they will be given overtime hours. Info on all semester syllabus sent to coordinators so there is standardization with formatting and it could be uploaded on CAMS. Financial Report: Next report will be on February 2018. Item Control Budget 	As stated Information 3. Information	1. None 2. None
	Reporting will be quarterly (February, May, August & November). But V. Branchick mention that there is currently \$156,000.00 remaining funds. All items need to be purchased, paid, and delivered by June 2018.		
	4. Facility Management: M. Calloway retired as of today 11/30/17. R. Ochoa started as Staff Assistant effective today taking all job responsibilities of M. Calloway.	4. Information	4. None
BOARD OF TRUSTEES REPORT		Information	None

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OFF AGENDA ITEM	 V. Branchick reported that there will be changes in OES and she will be meeting with D. Lane and M. Caballero to discuss changes. T. Blass reported that the 2018 Competency meeting is still pending. 	Information	None
NEXT MEETING	Date: January 25, 2018 Time: 1300 Place: Tower Hall, Room 105 Recorder: M. Najera		
ADJOURNMENT	1500		

Approved by: V. Branchick (signature on file) Prepared by: E. Lim (signature on file)	nature on file)
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