

Los Angeles County College of Nursing and Allied Health

School of Nursing

Semester 1 Meeting Minutes

Topic	Discussion/Conclusions/Recommendations	Actions	Follow-Up
	Members Present: M. Gonzales (Semester One Coordinator), F. Cervantes, R. Nott, N. Bachman	Absent: None	
CALL TO ORDER	01/10/2018 0735 Admin room 46		
APPROVAL OF MINUTES	Minutes from 12/11/2017 approved	R. Nott to upload minutes to CONShare.	R. Nott
MINUTES FOLLOW-UP	1. Attendance policy review pending J. Kohl's inquiry to other colleges regarding attendance policies - currently awaiting response through the Dean's listserv.	1. Information only	1. None
ANNOUNCEMENTS	a. All previous Semester minutes and Clinical Site Evaluation minutes uploaded in CONShare successfully. b. Time cards are due this week.	a. Information only	a. None
NEW BUSINESS/COURSE UPDATE	All courses have not begun yet for this semester – next week is the start date. Work session for fall 2017 course SLO's: <u>N111:</u> N. Bachman reported fall 2017 N111 SLO draft. Semester 1 faculty input and suggestions discussed for improvement and possible changes to SLO. <u>N112:</u> M. Gonzales reported fall 2017 N112 SLO draft. Semester 1 faculty input and suggestions discussed for improvement and possible changes to SLO. <u>N113:</u> R. Nott reported fall 2017 N113 SLO draft. Semester 1 faculty input and suggestions discussed for improvement and possible changes to SLO. <u>N113L:</u> F. Cervantes reported fall 2017 N113L SLO draft. Semester 1 faculty input	N. Bachman will edit N111 SLO and present to M. Gonzales for submission to H. Honda. M. Gonzales will edit N112 SLO and present to H. Honda. R. Nott will edit N113 SLO and present to M. Gonzales for submission to H. Honda. F. Cervantes will edit N113L SLO and present to	N. Bachman & M. Gonzales M. Gonzales R. Nott & M. Gonzales F. Cervantes & M.

Topic	Discussion/Conclusions/Recommendations	Actions	Follow-up
	<p>and suggestions discussed for improvement and possible changes to SLO.</p> <p>F. Cervantes reported on clinical updates since the previous semester: Open notes for MD providers begins 01/15/18, VTE education changes with documentation changes for SCDs and Warfarin use, new pacemaker documentation, NGT, IVF, Nephrostomy tube changes, and POLST form use.</p>	M. Gonzales for submission to H. Honda.	Gonzales
COMMITTEE REPORTS	<p><u>Curriculum:</u> M. Gonzales reported all test items must be updated for Test grid analysis which is being done for all theory courses Fall 2015-Spring 2016.</p> <p><u>Admission & Promotions:</u> F. Cervantes reported L. Thompson's research inquiry was presented to faculty on other schools' attendance policies.</p> <p><u>Institutional Effectiveness:</u> N. Bachman reported first IE meeting of the year is tomorrow 01/11/2018. N. Bachman is the new Committee member as Semester One representative</p> <p><u>Faculty Org:</u> R. Nott reported all course SLOs will be reviewed and revised to incorporate QSEN concepts/competencies. Implementation for all semesters will begin in Spring 2019.</p>	<p>Test grid analysis will be submitted to Curriculum on February 1st, 2018.</p> <p>Information only</p> <p>Information only</p> <p>Information only</p>	<p>M. Gonzales</p> <p>None</p> <p>None</p> <p>None</p>

Topic	Discussion/Conclusions/Recommendations	Actions	Follow-up
OTHERS	<p>a. Textbook review – give M. Gonzales comments and recommendations regarding new textbooks by next Thursday. Input will be presented together as a semester to B. Davis.</p> <p>b. Send any medication errors involving students from fall 2017 semester to M. Gonzales for inclusion in R. Gabbedon’s report.</p> <p>c. Skills presentations start next week</p> <p>d. New Faculty will be starting next week – M. Guardado’s first day is Wednesday 01/17/2018.</p>	<p>a. Semester 1 faculty to send all feedback to M. Gonzales.</p> <p>b. Semester 1 faculty to send information on medication errors to M. Gonzales.</p> <p>c. Information only</p> <p>d. Information only</p>	<p>a. M. Gonzales</p> <p>b. M. Gonzales</p> <p>c. None</p> <p>d. None</p>
NEXT MEETING	02/12/2018 @ 1300 Minutes: F. Cervantes		
ADJOURNMENT	0930		

Prepared by: N. Bachman, RN (signature on file) _____