

Los Angeles County College of Nursing and Allied Health  
 School of Nursing  
**Content Experts Meeting**

	<b>Members Present:</b> Z. Ivory, J. Kohl, L. Myers (Chairperson), J. Sherman, J. Teal, L. Thompson Guest: B. Collier	<b>Absent:</b>	
<b>Topic</b>	<b>Discussion/Conclusions/Recommendations</b>	<b>Actions</b>	<b>Follow-Up</b>
<b>CALL TO ORDER</b>	May 30, 2013 @ 1000 in Rm 47		
<b>APPROVAL OF MINUTES</b>	None		
<b>ANNOUNCEMENTS</b>	None		
<b>WORK SESSION</b>	Reviewed modules from different semesters. Created tentative guidelines for all modules: 1. Distribution at least 2 weeks prior to scheduled lecture content. 2. Module must be reviewed by faculty with students at a designated time. 3. Module must have the following components. <ul style="list-style-type: none"> <li>• Cover page</li> <li>• Overview</li> <li>• Instructions</li> <li>• Faculty contact information</li> <li>• Reference list</li> </ul>		
<b>ATTRITION RATE</b>	Discussed attrition rate for all semesters. BRN requires Content Experts (CE) to review all exam questions. Some exams don't meet policy criteria.	CE committee will review all test questions from test bank with ad hoc members and with the item analysis. Provide suggestions back to semesters to correct questions. The semesters must make the corrections.	
<b>NEXT MEETING</b>	Date: July 18, 2013 Place: Room 47 Time: 1000		
<b>ADJOURNMENT</b>	1145		

Prepared by: J. Kohl (signature on file)