

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

**INSTITUTIONAL EFFECTIVENESS COMMITTEE MEETING**

October 6, 2016

<b>PRESENT</b>	H. Honda (Chairperson) J. Anderson M. Caballero F. Cervantes B. Davis D. DeHart R. Nott V. Kieng	<b>Guests:</b> B. Collier J. Teal N. Arquell	<b>Excused/ Absent:</b> M. Francone (excused) M. Hollinger (lecture) G. Meza (lecture) L. Vigil (excused)
----------------	---	---	---

Agenda Item	Discussion	Action	Follow-up
<b>MINUTES APPROVAL</b>	Minutes of September 1, 2016 will be presented at the November meeting.	F. Cervantes and H. Honda to review and condense.	F. Cervantes. H. Honda.
<b>MINUTES FOLLOW-UP</b>	<ul style="list-style-type: none"> <li>• August minutes have been posted.</li> <li>• H. Honda will e-mail J. Kohl for 2015-2016 SON Course SLO's (2<sup>nd</sup> semester) for posting.</li> <li>• M. Caballero will e-mail H. Honda the Articulation Agreements discussed during last meeting for filing.</li> <li>• OER for Technology Resources, User Satisfaction Technology, Technology Training Needs, SON Student Attrition/ Reason, SON Petitions/ Grievances/ Written Complaints have been filed.</li> </ul>	Information. Information.  Information.  Information.	None. H. Honda.  M. Caballero.  None.
<b>ANNOUNCEMENTS</b>	<ul style="list-style-type: none"> <li>• H. Honda welcomed N. Arquell as a guest to the meeting.</li> <li>• H. Honda welcomed J. Teal to the committee. She will present 2015-2016 SON Course SLO's (3<sup>rd</sup> semester) today.</li> </ul>	Information. Information.	None. None.
<b>SLO REPORT</b>	<p><b>2015-2016 Semester 3rd SLO</b> – Presented by J. Teal. A handout was provided to the committee reflecting the highlights of the 3<sup>rd</sup> semester SLO's.</p> <ul style="list-style-type: none"> <li>• All courses were above threshold for action in all categories of the evaluation. Overall student comments were positive with no recurrent themes.</li> <li>• Attrition is mostly due to the N233L course.</li> <li>• N232 Role course was the lowest rated course, yet the rating remained above the 3.5 threshold for action. J. Teal stated this course has historically been the lowest rated course in the semester. A graph was presented to trend the ratings of the course from 2013-2016.</li> <li>• Fall 2015 pass rates were N233 at 96% and N233L at 96%. Spring 2016 pass rates were 100% for the courses.</li> </ul>	Send report for posting.	J. Teal.

Agenda Item	Discussion	Action	Follow-up
	<ul style="list-style-type: none"> <li>• Overall attrition rate was 12.5%. In Fall 2015 (6) students attrited and in Spring 2016 (8) students attrited.</li> <li>• J. Teal was very complimentary regarding the third semester faculty. The instructor evaluations are rated very high and have positive comments. A graph was presented to demonstrate this data.</li> <li>• A course evaluation ratings graph was presented to reflect N231, N232, N233, and N233L for Fall and Spring.</li> <li>• One discussion point was that the students have difficulty balancing all courses and multiple concurrent tests.</li> <li>• Tutoring has been well attended for both cohorts. Student comments have reflected that they would like the faculty who tutors to be the same person that gave the lecture so they can focus on what will be on the test. Tutor sessions are scheduled before tests and incorporated in the master schedule.</li> <li>• The committee discussed the need for a tracking method for student attendance during tutoring and a method to evaluate the effectiveness of tutoring.</li> </ul>	Administrative committee will discuss.	Administrative committee.
<b>OUTCOME EVALUATION REPORTS (OER)</b>	<p><b><u>SON Graduate Documentation for BRN</u></b>– OER Presented by M. Caballero</p> <ul style="list-style-type: none"> <li>• <u>Expectation: 100% of eligible student's Individual Candidate Rosters (ICR) are sent to the BRN no less than 30 days prior to graduation.</u> Finding: Expectation met for both Fall 2015 and Spring 2016.</li> <li>• <u>Expectation: 100% of eligible student's transcript mailed 30 days post-graduation.</u> Finding: Fall 2015, was late and did not meet the requirement, Spring 2016 met the deadline. Fall 2015 was the first time the Individual Candidate Worksheet (ICW) was required by the BRN. This was labor intensive for office staff. In spring 2016 more time was allocated for the completion of the worksheet.</li> </ul> <p><b><u>SON Student Corequisite</u></b>- carry over</p> <p><b><u>Affiliate</u></b> – Presented by D. DeHart.</p> <ul style="list-style-type: none"> <li>• A grid was distributed with statistics reflecting all Colleges/ Schools that attend clinical at LAC+USC Medical Center for the academic year 2015-2016. D. DeHart discussed each school's data such as RN/LVN, number of students, days and hours, usage and units used.</li> </ul>	<p>Send OER report to H. Honda for filing.</p> <p>M. Caballero to present at next meeting.</p> <p>Send report to H. Honda for filing.</p>	<p>M. Caballero.</p> <p>M. Caballero.</p> <p>D. DeHart.</p>

Agenda Item	Discussion	Action	Follow-up
	<p><b>Employee Satisfaction AY 2015-2016-</b> OER Presented by B. Collier.</p> <ul style="list-style-type: none"> <li>Overall satisfaction was 3.94 with an 80% participation rate. Six items fell below threshold. They are as follows: (1) Access to supplies and equipment, (2) Availability of classrooms, (3) College grounds, (4) Technology training, (5) Sufficient number of qualified employees and (6) Opportunities for professional growth. The committee discussed each section and some of the action plans, such as environmental services and the lack of items (provost). B. Collier stated that specific written comments will be discussed with SON coordinators and the Administrative team.</li> </ul>	<p>Send report to H. Honda for filing.</p>	<p>B. Collier.</p>
<p><b>PROGRAM REVIEW REPORTS</b></p>	<p><b>2015-2016 ERC Annual Program Review -(Includes ERC, Library, Skills Lab and Computer Lab)-</b> presented by J. Anderson</p> <ul style="list-style-type: none"> <li>Annual goals were discussed and statistics presented. J. Anderson discussed the issue of outdated videos and is continuously searching for alternative methods for educational material. Due to budget restrictions there is a need to be selective with new purchases for both students and College. For example, the ERC spends approximately \$14,000 per year to purchase hard copy journals for the library. In the last year, only 3 journals were checked out. The committee discussed the changes in technology and access to books/ journals on-line.</li> <li>The skills lab and computer lab had a documented surge in student usage. One reason the computer lab had an increase is due to ORCHID access. Students need to access ORCHID to prepare for their clinical experience. Mondays are particularly impacted.</li> </ul>	<p>Send the report to H. Honda for filing.</p>	<p>J. Anderson.</p>
<p><b>DOCUMENT REVIEW</b></p>	<p><b>Governance and Decision Making Evaluation Tool</b></p> <ul style="list-style-type: none"> <li>H. Honda presented completed evaluation form to the committee. She asked for input. One area that was discussed was under Decision-making Process. The committee discussed that all member can't be present due to other commitments (usually lecture). In this event the faculty member needs to ask for an alternate representative. D. DeHart mentioned that it is important to trend attendance. The following are the Committee's recommendations:             <ul style="list-style-type: none"> <li>Assign alternate members to IE Committee</li> <li>College wide use of the Intercommittee Communication Form (ICC) to ensure there is documentation, tracking and follow-up to the committee's recommendations.</li> </ul> </li> </ul> <p><b>IEPRP (V.G. On Time Student Registration) -</b> carry over</p> <p><b>Definition of Terms Document-</b> carry over.</p>	<p>H. Honda will present Governance and Decision Making Evaluation on 10/13/16 at the Planning Committee meeting.</p> <p>Trend attendance for 2015.</p>	<p>None.</p> <p>H. Honda</p>

Agenda Item	Discussion	Action	Follow-up
	<b>SLO's</b> - carry over.		
<b>REPORTING SCHEDULE</b>	November Agenda Items	Present at next meeting.	
<b>OTHER</b>	None		
<b>NEXT MEETING</b>	Date: November 10, 2016 Time: 0730-0930 Place: Tower Hall, Room 105 Minutes: M. Caballero		

Approved by: H. Honda RN  
 (Signature on file)

Prepared by: R. Nott, RN  
 (Signature on file)

IE:nm