

Los Angeles County College of Nursing and Allied Health

INSTITUTIONAL EFFECTIVENESS COMMITTEE MEETING

February 2, 2017

PRESENT	H. Honda (Chairperson) J. Anderson M.Caballero F. Cervantes D. DeHart	G. Escudero for G. Meza V. Kieng L. Myers R. Nott L. Vigil	GUESTS: L. Myers	EXCUSED/ ABSENT: B. Davis M. Francone M.Hollinger G. Meza	
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Agenda Item	Discussion	Action	Follow-up
MINUTES APPROVAL	Minutes of January 12, 2017 accepted with corrections to include: 1. M. Caballero was excused and not present 2. 2017 Minute Taker Schedule – not a follow up. H. Honda updated the schedule to include alternates added to membership. Alternate will take minutes if primary member is scheduled but not present. 3. OER I.E. Employee Exit Interview – add 15/16 AY to identify period reviewed.	J. Anderson to correct and forward to H. Honda	J. Anderson
MINUTES FOLLOW-UP	1. December 1 minutes were posted with revision of the OER Report: Non-Course/Program section. OER Report: Non-Course/Program revised regarding Financial Aid. 2. Hiring Rate table – Current table is appropriate for Board of Trustees meeting. For SON tracking -- add one column to track graduates hired to non-DHS facilities 3. I.D. Employee Turnover Rate – on Administrative Meeting agenda 4. I.E. Employee Exit Interview – Out of service employee comments will be reviewed at next Administrative Meeting 5. Policy #340: Program Review Process – on Administrative agenda	1. Information 2. H. Honda to revise table 3. H. Honda to add to Admin agenda 4. H. Honda to add to Admin agenda 5. H. Honda to add to Admin agenda	1. None 2. H. Honda 3. H. Honda 4. H. Honda 5. H. Honda
ANNOUNCEMENTS	J. Anderson announced that Alexander Street access has been re-established	Information	None
SLO REPORT	1. N125 Transition Course -- Program Review Data report presented by J. Kohl. Discussion included review of lower enrollment numbers and the impact on generating the highest attrition rate. Course reviews also showed the highest course rating as well. Question asked if N125 receive the same studying strategies as Semester 2. J. Kohl commented that they looked at extending the course length but found not feasible.	Send report for posting	J. Kohl
OUTCOME EVALUATION REPORTS (OER)	None	None	None
PROGRAM REVIEW REPORTS	1. II.A. SON Program Review (2015-2016) presented by L. Myers: Five goals were met. Case Review Series need to be publicized better. May be offered	1. L. Myers to f/u with P. Major on clinical enhancement	1. L. Myers

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	<p>to other semesters to use. Offered to students on remediation plan. Clinical enrichment results included students utilized the skills lab 1309 times and many came outside of the mandatory assigned times to help refine skills. Plans to improve tutoring and decrease attrition rates included a semester 3 four day clinical enhancement for students to practice skills offered twice. Need documentation of participation and clarification of where the documentation is maintained. Tutoring hours documentation needs to be clarified and standardized regarding how it's reported. Committee recommended carry over QI Plans discussion in order to review if current plans address what problems the plan will fix and to clarify if the plan will improve a process, a result, or a response.</p> <p>2. V.K.OES Annual Program Review (2015-2016) presented by M. Caballero. Enrollment goals not met despite increasing acceptance letters to 75 students to fill the 50 slots. TEAS cutoff score for OV candidates lowered to 74 vs. LACUSC 76 due to competition for students by Valley College. LVN 30 unit option discussed. College accepts full time students first and fills vacancies with 30 unit option students. CAMS system to implement Registration Module is incomplete and will be carried over to next evaluation period. Program Evaluation Survey results show 58%-64% student awareness of available mental health services referrals. The professionalism and helpfulness of OES staff were 98%-100%. Staffing was increased with the hiring of D. Lane IC. Part V Strategic Plan accomplishments reviewed. Spring 2016 Basic 2 year student data need clarification.</p>	<p>documentation.</p> <p>--L. Myers to follow-up with semester coordinators on standardizing the reporting of tutoring hours</p> <p>-- Carryover SON APER QI Plans</p> <p>2. Spring 2016 Basic 2 year student data needs clarification.</p>	<p>--L. Myers</p> <p>--L. Myers</p> <p>2. M. Caballero</p>
DOCUMENT REVIEW	<p>1. 2016-2019 Strategic Plan Objectives and Strategies were reviewed to determine if additional Objectives and Strategies were needed, if Method of Assessment required revision or if any components were no longer applicable. Section 2F Improve the educational process & student success through SLO: expect to complete the reports by May, 2017. Discussed if the implementation of QSEN will require SLOs to be revised. Further discussion included evaluating the IE Plan, value of the specific criteria being tracked and if improvements can be made with these criteria.</p> <p>2. PES Questionnaires – Carryover</p> <p>3. Student Learning Outcomes -- Carryover</p>	1.-3. Information	1.-3. None
REPORTING SCHEDULE	March Agenda Items	Present at next meeting.	H. Honda
NEXT MEETING	<p>Date: March 2, 2017</p> <p>Time: 0730-0930</p> <p>Place: Tower Hall, Room 105</p> <p>Minutes: M. Francone</p>		

Approved by: H. Honda
 (Signature on file)

Prepared by: D. DeHart
 (Signature on file)