

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

**College Governance Committee**

**May 17, 2018**

<b>Members Present:</b> Jeffrey Anderson Tammy Blass	Sarah Granger Herminia Honda Visna Kieng Joan Kohl	Maritess Najera Jonathan Sedberry Lydia Thompson	<b>Excused Absence:</b> Vivian Branchick Maria Caballero Lori Saillant	<b>Guests:</b> Edeline Lim
<b>Topic</b>	<b>Discussion/Conclusions/Recommendations</b>		<b>Actions</b>	<b>Follow-Up</b>
<b>CALL TO ORDER</b>	T. Blass called the meeting to order at 1300.		Information	None
<b>APPROVAL OF MINUTES</b>	Minutes of April 26, 2018 were approved with corrections.		Revise minutes and post	H. Honda
<b>MINUTES FOLLOW-UP</b>			None	None
<b>ANNOUNCEMENTS</b>	Awards ceremony is Wednesday, May 23 at 1500. Graduation is Thursday, May 24 at 1400. Competency testing begins next week. See attached for schedule. Employee survey was sent out to faculty. Will be open until May 31 <sup>st</sup> .		Information	None
<b>POLICY/DOCUMENT APPROVAL</b>	1. <u>Policy #300: Grading System EDCOS</u> Discussion of terminology clarified the term Central Orientation - refers to LAC+USC only. Med Clinic exceptions are SON grads within one year of graduation and staff newly hired for the operating room.		Go to BOT for August meeting.	H. Honda
<b>ACCREDITATION STATUS REPORT/UPDATE</b>	1. <u>ACCJC</u> H. Honda reported that the second draft is due May 30 <sup>th</sup> and the Steering Committee will meet June 12 <sup>th</sup> to review draft. The Vice President of ACCJC will be here to meet with us on June 13 <sup>th</sup> 2. <u>BRN</u> J. Kohl reported that the visit report was given to the faculty and will be reported on at the Board of Trustee meeting on Friday, May 18, 2018.		1. Information  2. Information	1. None  2. None
<b>COLLEGE STANDING COMMITTEE REPORTS</b>	1. <u>Institutional Effectiveness Committee:</u> <u>H. Honda reported discussion of Program Resource Needs (see attached) and Program Review Plan (see attached). Discussion of taking the NCLEX resource off the report since we cannot purchase it as an institution. The “pass rate” threshold is changed to 85% for all semesters and is to be known as the “course success rate”.</u>		1. <u>Send the new information on course success rate to all semester coordinators.</u>	1. <u>H. Honda</u>

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	<p>2. Credentials Committee: L. Thompson reported the committee was updated on the status of interviewing and hiring of new faculty. Presented changes in the interview materials (see attached). It was decided that the time frame was not necessary in both questions on lesson plans and objectives. It was discussed that a time guideline will be given for the presentation.</p> <p>3. Faculty Development Committee: M. Fernandez-Najera reported discussion of the events to be presented during the year: 1-Stroke Scale Module will be sent to faculty to complete online for certification. 2-H. Tibbits will present a program on LGBTQ. 3-DVD on active shooter will be shown to all semesters so all students can be made aware. 4-Skidrow marathon film will be offered for free here at the Medical Center. The needs assessment results were discussed.</p>	<p>2. Send updated document to H. Honda</p> <p>3. Information</p>	<p>2. L. Thompson</p> <p>3. None</p>
<b>DIVISIONAL REPORTS</b>	<p>1. SON Planning Committee</p> <p>A. Curriculum committee reviewed two policies; #750-course syllabus, and #760-textbook approval and notification. They will be presented at the Program Workshop in June. The committee is working on revising the course objectives in the N125 syllabus to reflect QSEN language. They are also working on the recommendation from the BRN report to review all course objectives to show progression from semester 1 to semester 4.</p> <p>B. Admissions &amp; Promotions committee reviewed two policies; #802-student registration, enrollment and progression, and #210-course attendance. These policies will be presented at the Program Workshop in June.</p> <p>C. Semester Committees are winding down with finals. Numbers of students as of this date are:</p> <ol style="list-style-type: none"> <li>a. Semester 1 – 48 students</li> <li>b. Semester 2 – 48 students</li> <li>c. Semester 3 – 51 students</li> <li>d. Semester 4 – 47 students</li> </ol> <p>D. ASB report – J. Sedberry introduced the new ASB president, C. Cutter and reported a balance of \$3,967.41 in their accounts. The various fund raiser events were all successful. They are currently preparing for the Awards Ceremony on the General Hospital Steps on Wednesday, May 23<sup>rd</sup> and Graduation on Thursday, May 24<sup>th</sup>. The following events are scheduled for the upcoming months:</p> <ol style="list-style-type: none"> <li>a. LVN Welcome breakfast on June 12<sup>th</sup></li> <li>b. Welcome Back Breakfast on August 11<sup>th</sup></li> </ol>	<p>1. Information</p> <p>2. Information</p> <p>3. As stated</p>	<p>1. None</p> <p>2. None</p> <p>3. None</p>

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	<p>c. Family Day on August 16<sup>th</sup></p> <p>The student mentoring program was discussed briefly. ASB will need to create criteria for the position of student mentor and the Alumni Association will manage monies collected for a scholarship to be awarded to the outstanding mentor at the end of the program.</p> <p>2. Student Support Services</p> <p>a. Office of Education Services: S. Granger reported the promotion of F.-Cervantes to Director of the OES.</p> <p>b. Education Resource Center: J. Anderson reported waiting on a start date for the new librarian. Simulation manikins have been delivered and will be set up next week. Card catalog has been delivered and working on set up (Need to clarify with Jeff). Furniture is being delivered to Carlson Classroom and the Library today.</p> <p>c. Financial Aid: S. Granger reported requesting paperwork for the incoming students that have filed for financial aid.</p> <p>3. Education and Consulting Services: T. Blass reported nurse recognition events were excellent. Two of our graduates C. Yu and L. Wright, gave a superb presentation on a patient they cared for over a long period of time and the course of her treatment at one of the many events during the Nurse Recognition week. Nurse of the Year – V. Perez was also selected as the DHS Nurse of the Year. Rancho is working on their Magnet Hospital status and gave a presentation on this journey. Golden Hand is a program to address violence against hospital staff. The Golden Hand was piloted to place a Golden Hand on the patient room door or over the bed to identify patients at risk for acting out or violent behavior. California relicensing survey was recently done and we passed, however, we did have a number of citations.</p> <p>4. Allied Health Division: J. Sedberry reported that he sent the information for the LVN IV Certification testing to L. Saillant.</p>	<p>4.</p>	<p>4.</p>
<p><b>OPERATIONAL REPORTS</b></p>	<p>1. Human Resources: No report</p> <p>2. Information Technology Report: V. Kieng reported the CAMS student portal has been added to the computers in the computer lab. Ten additional Microsoft Pro tablets and 20 keyboards were ordered for faculty. Classrooms are having difficulty with Microsoft 2010 and 2013.</p> <p>a. CAMS Database Update: S. Granger reported D. Lane has</p>	<p>1. None</p> <p>2. IT will follow up with the problems with 2010 and 2013 Microsoft programs</p>	<p>1. None</p> <p>2. V. Kieng</p>

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	<p>resigned and will need to be replaced. CAMS is having difficulty with accuracy of grades. The final grade is correct on CAMS, however the figuring of grades during the semester are not accurate. Working on the problem with CAMS.</p> <p>3. Financial Report: No report                      b. Item Control                      c. Budget</p> <p>4. Facility Management: No report</p>	<p>3. None</p> <p>4. None</p>	<p>3. None</p> <p>4. None</p>
<b>BOARD OF TRUSTEES REPORT</b>	Meeting tomorrow, May 18 <sup>th</sup> . Discussion of two graduations per year will be presented.	Information	None
<b>OFF AGENDA ITEM</b>	None	None	None
<b>ADJOURNMENT</b>	1500		
<b>NEXT MEETING</b>	Date: June 28, 2018 Time: 1300 – 1500 Place: Tower Hall, Room 105 Recorder: E. Lim		

Approved by: V. Branchick (signature on file)

Prepared by: J. Kohl (signature on file)



# Los Angeles County College of Nursing and Allied Health

## PROGRAM RESOURCE NEEDS

**FROM:** Dean, Institutional Effectiveness, Research and Planning

**To:** College Governance Committee

**EVALUATION PERIOD:** Academic year 2016-2017

**REQUEST FROM PROGRAM REVIEW REPORTS**

SLO    APER    COMMITTEE    SURVEYS

STRATEGIC PLAN SECTION	CATEGORY/SPECIFIC REQUEST	ORIGINATING SOURCE(S)	STATUS
<b>SP.1.B PROVIDE SUPPORTIVE LEARNING ENVIRONMENT FOR STUDENTS AND FACULTY</b>	<b>MATERIALS</b>		
	Purchase of upgraded NCLEX software	ERC APER (2012-2013), PES 2012-I, PES 2013-II, PES 2014-II, <b>PES 2016-II</b>	<b>In Progress:</b> Currently working with Lippincott representative to provide Semester 4 students free NCLEX pass.
	<b>SUPPLIES / SUPPORT</b>		
	Technical Support for Sims Lab	SLO N123 L Fall 2012	<b>Continue to monitor.</b> Workstation has been set-up in the SimsLab.
	More lab supplies and newer supplies that reflect equipment used in the hospital	PES 2013-I, PES 2013-II, PES 2014-I, NA Orientation Fall 2013, PES 2014-II, 2014 Fall N233L SLO, <b>PES 2017-I</b>	<b>Continue to monitor.</b> Encourage students to use supplies from their own Skills Kit Bag.
<b>SP. II ENHANCE PHYSICAL INFRASTRUCTURE</b>	Thermostat not functioning properly and poor air quality <b>Classrooms too hot during the summer and too cold during the winter.</b>	Spring 2015 N112 Course Survey, PES 2014-II, Spring 2015 BACC Course Survey Spring 2015, BACC July 2015 Course Survey, Spring 2015 N233 SLO, 2014-2015 SON APER, PES 2015-II, <b>PES 2016-II Patho Summer 2017</b>	<b>In Progress.</b> Staff Assistant is working closely with facilities management to resolve the issue.
	Provide large classrooms <b>Classroom overcrowding*</b>	3 <sup>rd</sup> & 4 <sup>th</sup> Sem. 2012-2013 APERS, 2013-2014 3 <sup>rd</sup> Sem ACER, PES 2014-I. <b>PES 2015-II</b>	<b>Ongoing.</b> Classes schedule will need to be reevaluated.

APER: Annual Program Evaluation Report  
 CAMS: Comprehensive Academic Management System  
 CIO: College Information Officer  
 EDCOS: Education & Consulting Services  
 ERC: Educational Resource Center  
 F: Fall semester  
 FA: Financial Aid Department  
 NCLEX: National Council Licensing Exam  
 PR: hh

OES: Office of Educational Services  
 PES: Program Evaluation Survey  
 Sem: Semester  
 SON: School of Nursing  
 SP: Strategic Plan  
 Spr: Spring semester  
 SSS: Student Support Services



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	Improve college grounds	Employee Survey 2013, Spring 2015 N113, PES 2015-II, <b>PES 2017-I</b>	<b>Ongoing.</b> Lobby is being renovated and will be starting the courtyard renovation project.
<b>SP.I.B.2A PROVIDE ONGOING FACULTY DEVELOPMENT</b>	<b>HUMAN RESOURCES</b>		
	Provide funds for faculty conferences and faculty development	Employee Survey 2013	<b>In Progress.</b> Faculty notified to submit forms for funds request for training per policy.
	Limited staffing, manpower shortage, limited faculty	ERC, FA, OES APERs, 2013-2014 3 <sup>rd</sup> Sem ACER, 2013-2014 OES APER	<b>In Progress.</b> SON instructor vacancies has been filled. Interviews are continuing for open positions.
	<b>STUDENT SUPPORT</b>		
<b>SP.1. B.1 ENSURE HIGH RISK STUDENTS ARE ASSESSED AND PROVIDED SUPPORT</b>	Full time qualified Counselor	3 <sup>rd</sup> & 4 <sup>th</sup> ACER, SLOs: N123 Fall 2012, N233 Fall 2012, N233 Spring 2013, N233L Spring 2013, N123 Fall 2013, Fall 2014 N123, SLO, <b>N123 Fall 2015</b>	<b>Ongoing.</b> After the organizational restructure, M. Caballero has been designated as the School counselor/advisor.
	Provide more tutors	Employee Survey 2011, Student Exit Interview,	<b>In Progress.</b> Faculty tutoring program is implemented for all semesters and incorporated in the master semester schedule. After the restructure, a full time tutor/mentor has been created to assist at risk students.
	<b>EQUIPMENT</b>		
	Replace old DVD's*	PES 2013-II	<b>Done</b>
	LCD's mounted in the classroom / Large TV's have been mounted in large classrooms	3 <sup>rd</sup> Sem ACER, Employee Survey 2013, 2015 Spring N243 SLO, Fall 2015 N243 SLO, 2016 Spring N243 SLO,	<b>Done</b>

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		Fall 2016 N243 SLO	
<b>ACCESSIBILITY</b>			
	Post lecture handouts on the website.	SLOs: N112 Fall 2012 & Spring 2013, N122 Fall 2012, 1st & 2nd Sem ACER, Spring 2015 N243 SLO, Fall 2015 N243 SLO, 2016 Spring N243 SLO, <b>Fall 2016 Patho SLO</b>	<b>Done: SON</b> <b>EDCOS:</b> Need to discuss
	Streamline office & registration (CAMS)	2008-09 Graduate Survey, PES 2011-2, 2014 Fall N243 SLO, Spring 2015 N243 SLO	<b>Done</b>
	Online access to exam results (CAMS)	PES 2011-II, 2013-I, PES 2014-I, 2014 Fall N243 SLO, Spring 2015 N243 SLO, <b>PES 2016-II</b>	<b>Done</b>
	Online Blackboard (CAMS)	SLO N242 Fall 2011, Employee Survey 2013, N242 Fall 2013, 2014 Fall N243 SLO, Spring 2015 N243 SLO, Fall 2015 N243 SLO, <b>PES 2016-II</b>	<b>Done</b>

Submitted by: Herminia L. Honda  
 Dean, Institutional Effectiveness, Research and Planning

Date Presented to committee: IE: 5/3/18

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