LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
STEERING COMMITTEE MINUTES
May 1, 2018

PRESENT	Members Present: Vivian Branchick, Chairperson Tammy Blass Maria Caballero, ALO Sarah Granger Herminia Honda, Recorder Joan Kohl Lori Saillant	Guests:	Excused/Absent:
Topic	**Discussion/Conclusions/Recommendations**	**Actions**	**Follow-Up**
CALL TO ORDER	0900 a.m.		
APPROVAL OF MINUTES	1. First Steering Committee Minutes	None	None
MINUTES FOLLOW-UP	None.		1.
ANNOUNCEMENTS	1. G. Momjian, Vice President, ACCJC will be meeting with faculty and the steering committee on 6/13/18 from 0900 to 1600 to discuss ACCJC standards (morning session) and to assist with ISER preparation (afternoon session). Faculty will be encouraged to attend. 2. J. Austin from ACCJC contacted M. Caballero in regard to the 2018 ACCJC Financial report. He needed some clarification regarding the report.	1. None 2. None	1. None 2. None
STEERING COMMITTEE ASSIGNMENTS	1. The copy of Steering Committee assignments was distributed and no changes made. 2. The second draft of the Standards Committee is due May 30th. The Steering Committee will review the draft once committee chairs have submitted their recommendations. V. Branchick, H. Honda, S. Granger and J. Kohl have reviewed the first draft and recommendations were provided to the Standard chairs on 3/8/18. 3. Data that will be included on the report will include 2013-2014 AY to 2017-2018 AY.	1.None 2.None 3.None	1. None 2. None 3. None
ISER FORMATTING /EDITING	T. Blass and J. Arrias will assist with formatting and editing of the report.	None	None
TIMELINE	Timeline discussed which is also posted on CONShare under Accreditation / 2019 ISER.	None	None
OFF AGENDA	1. V. Branchick announced that L. Saillant will stay till March 2019, and will be responsible for the Allied Health sections of the report. 2. V. Branchick reported that a new section on the ISER is the completion of a Quality Focus Essay (QFE), a 5,000-word discussion of areas to improve after evaluation of the report. Discussions on what areas to address include: ➢ Resource Allocation o Communication with students regarding the changes o Tutoring and Mentoring	1. None 2. None	1. None 2. None

	➢ Streamlining Committee Communication o Governance Restructure o OES Restructure ➢ Student Learning Outcomes / Evaluation o Faculty Accountability o Use of positive approach when interacting with students o Understanding of communication gap o Technology use		
ADJOURNMENT	1010		
NEXT MEETING	Date: June 12, 2018 July 9, 2018 Time: 0900-1100 Place: Administration Bldg., Room# 45 Minutes: H. Honda		

Approved by: Vivian Branchick (signature on file)

Prepared by: H. Honda (signature on file)