LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
STEERING COMMITTEE MINUTES
July 9, 2018

PRESENT	Members Present: Vivian Branchick, Chairperson Tammy Blass Maria Caballero, ALO Frances Cervantes Sarah Granger Herminia Honda, Recorder Joan Kohl	Guests:	Excused/Absent:
Topic	Discussion/Conclusions/Recommendations	Actions	Follow-Up
CALL TO ORDER	0910 a.m.		
APPROVAL OF MINUTES	Minutes of June 12, 2018 approved with minor changes.	Post on the intranet and internet	H. Honda
MINUTES FOLLOW-UP	None	None	None
ANNOUNCEMENTS	None	None	None
STEERING COMMITTEE ASSIGNMENTS	H. Honda reported that drafts for the sections assigned to committee members were incorporated in the report. An evidence folder for the Eligibility Requirements was created.	Information	None
DRAFT # 3 UPDATE / EVIDENCE	1.H. Honda reported the following update on the ISER 3rd draft: ➢ Need to ensure AH is incorporated in the report as applicable ➢ V. Kieng will be working with H. Honda in loading the evidence so it could be hyperlinked into the report ➢ QFE section has been added to the ISER ➢ Pending updated organizational charts to be incorporated in the report ➢ H. Honda reported the following website update: o Updated the data in the Student Consumer Information o Added a section under accreditation on the complaint process and policy. 2. Committee reviewed the contents of the 3rd draft and discussed inquiries under comment sections. Revisions were made during the review. Committee agreed that the annual report submitted to ACCJC will be utilized as evidence on sections pertaining to financial status.	1. Information 2. Information	1. None 2. None
EDITING /FORMATTING	T. Blass will start reviewing the report to ensure it adheres with the ACCJC formatting guidelines. The committee agreed with the following: ➢ College will be called "CONAH" ➢ BOT will be the "Board.	Information	None
TIMELINE	Timeline was discussed and is posted on CONShare under Accreditation / 2019 ISER. Third draft will be presented to the Board meeting in August and final draft will be presented at the November Board meeting. Final draft will be submitted to ACCJC on January 7, 2019.	Information	None

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OFF AGENDA	None	None	None
ADJOURNMENT	1130		
NEXT MEETING	Date: August 7, 2018 Time: 0900-1100 Place: Administration Bldg., Room # 111 Minutes: H. Honda		

Approved by: Vivian Branchick (signature on file)

Prepared by: H. Honda (signature on file)