LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
STEERING COMMITTEE MINUTES
June 12, 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. Minutes of May 1, 2018 approved with minor changes.	Post on the intranet and internet.	H. Honda
MINUTES FOLLOW-UP	None.		
ANNOUNCEMENTS	V. Branchick announced that L. Saillant will be retiring in July. She will be asking for her replacement to continue the implementation of Allied Health's projects. L. Saillant stated that she will make sure documents (e.g. Allied Health SLOs) needed for ACCJC compliance are completed prior to her departure.	None	None
UPDATE ON STANDARDS COMMITTEE	H. Honda reported that the second draft and narrative reports from the Standards committee have been uploaded on the 2019 ISER folder. She has started incorporating the changes in Standard I. Section IB was reviewed. Instead of adhering to the narrative format, faculty assigned to sections IB2, IB3 and IB4 only listed the evidence. J. Kohl will complete the narrative of these sections.	Upload Narrative of Sections IB2, IB3 and IB4 on CONShare	J. Kohl
STEERING COMMITTEE ASSIGNMENTS	Draft of the steering committee assigned sections are due June 29, 2018. Committee membership has been reviewed and the "Changes and plan section will be reviewed by the group".	Send latest steering committee assignments	H. Honda
DRAFT # 3 UPDATE	1.H. Honda reported the following update on the ISER 3rd draft: ➢ Started incorporating the reports submitted by the Standards committees ➢ Discussed with V. Kieng electronic evidence ➢ Created a folder for evidence Committee will review the 3rd draft at the next meeting. 2. V. Branchick reported that she will create a draft for the Quality Focus Essay (QFE) and discuss it with G. Momjian at the June 13th meeting for feedback. The committee discussed that the QFE will address the following areas: 1. Resource Allocation ➢ Technology ➢ Facility Enhancement 2. Improving Student Learning Outcomes ➢ Faculty Accountability	1. Complete incorporation of Standards Committee recommendations by 7/9/18 2. Draft QFE and discuss with G. Momjian	1. H. Honda 2. V. Branchick

	➢ Use of positive approach with students ➢ Understanding of communication gap 3. Decision Making ➢ OES Restructuring ➢ Student Support Services Restructure ➢ Student Involvement with Committees V. Branchick will also discuss with G. Momjian the possible change in reporting structure of the College. J. Orozco, LAC + USC Medical Center, CEO has discussed with V. Branchick his interest in taking over the College operations which is currently under DHS.		
TIMELINE	Timeline discussed which is also posted on CONShare under Accreditation / 2019 ISER.	None	None
OFF AGENDA	None	None	None
ADJOURNMENT	1103		
NEXT MEETING	Date: July 9, 2018 Time: 0900-1100 Place: Administration Bldg., Room # 130 Minutes: H. Honda		

Approved by: Vivian Branchick (signature on file)

Prepared by: H. Honda (signature on file)