

Los Angeles County College of Nursing and Allied Health

College Governance Committee

January 25, 2018

Members Present: Vivian Branchick, Chair Jeffrey Anderson Tammy Blass Maria Caballero	Sarah Granger Herminia Honda Visna Kieng Joan Kohl David Lane	Roslyn Nott Lori Saillant Jonathan Sedberry Lydia Thompson	Excused Absence: Maritess Fernandez-Najera	Guests: Edeline Lim
Topic	Discussion/Conclusions/Recommendations		Actions	Follow-Up
CALL TO ORDER	V. Branchick called the meeting to order at 1305 in Tower Hall room 105.		Information	None
APPROVAL OF MINUTES	Minutes of November 30, 2017 were approved with minor corrections.		Revise minutes and post	H. Honda
MINUTES FOLLOW-UP	All approved policies have been finalized, posted, and sent out to faculty and staff.		Information	None
ANNOUNCEMENTS	V. Branchick announced that Trina Trongone hand delivered the BRN self-study to nursing education consultant C. Veles. She also announced that there will be lot of movements in regards to offices and thankful to EDCOS faculty who are willing to move to Sim Lab. She also announced that we need to fill out all vacancy for Nursing Instructor so that items will not take out from CONAH.		Information	None
POLICY/DOCUMENT APPROVAL	<ol style="list-style-type: none"> 1. Policy #803: Satisfactory Academic Progress- Reviewed by Office of Financial Aid and College Governance, and approved with minor correction and will bring to BOT for approval. 2. Policy #800: Return of Title IV Funds- Reviewed by Office of Financial Aid and College Governance, and approved with correction “removing bullet #2 and in Changes in Enrollment Status” “Planning” to “Governance”. Also to capitalize “Nondiscrimination”. Other corrections are “educational” to “education” and remove the word “policy” and change it to “statement”. 3. Policy # 160: Cash Control - Distributed, reviewed and approved with changes on committee consulted. 4. Policy # 560: Drug Free Environment -Distributed, reviewed and approved with changes. 		<ol style="list-style-type: none"> 1. Update policy with changes and will bring to BOT for approval. 2. Finalize policy and post 3. Finalize policy and post. 4. Finalize policy and post 	<ol style="list-style-type: none"> 1. H. Honda 2. H. Honda 3. H. Honda 4. H. Honda

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	<p>5. Policy # 400: FAFSA Verification and Form - Distributed, reviewed and approved with changes. Deleted areas were recommendation by B. Baker after she reviewed the policy.</p> <p>6. <u>Mission, Vision and Values Statement</u> - Distributed, reviewed and approved.</p> <p>7. <u>Philosophy of Education, General Education, Philosophy of Learning</u> - Distributed, reviewed and approved.</p>	<p>5. Finalize policy and post</p> <p>6. Update policy with changes and will bring to BOT for approval.</p> <p>7. Finalize document and post</p>	<p>5.H. Honda</p> <p>6. H. Honda</p> <p>7. H. Honda</p>
<p>ACCREDITATION STATUS REPORT/UPDATE</p>	<p>1. <u>ACCJC</u> M. Caballero reported that different committees have submitted their first drafts on CONShare.</p> <p>2. <u>BRN</u> J. Kohl reported that BRN visit is scheduled for March 28 and 29, clinical and lecture days. She will be meeting with faculty and students regarding BRN visit preparation and to discuss possible questions that will be asked by the consultant.</p>	<p>1. Information</p> <p>2. Information</p>	<p>1. None</p> <p>2. None</p>
<p>COLLEGE STANDING COMMITTEE REPORTS</p>	<p>A. School of Nursing Planning Committee: R. Nott reported that the Committee has reviewed and approved the following policies:</p> <ul style="list-style-type: none"> ➤ Policy # 570: Employee Check Out Process ➤ Policy # 610: Faculty / Staff Office Space ➤ SON Student Learning Outcomes <p>Curriculum and Admissions & Promotions are working on the following policies:</p> <ul style="list-style-type: none"> ➤ Policy # 761: Audio – Video Recording ➤ Policy # 320: Test Plan ➤ Policy # 800 Admissions: Admissions & Promotions is making sure timelines are deadline is concurrent with what is posted on the Catalog, Student Handbook and the College website. 	<p>A. Information</p>	<p>1. None</p>

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	<p>R. Nott also mention that as of 1/22/2018 Semester 1 has 56 students with 5 repeaters, Semester 2 has 51students with 8 repeaters, Semester 3 has 56 students with 4 repeaters and Semester 4 has 58 students with 8 repeaters.</p> <p>J. Kohl reported that the newly hired faculty have signed up for a class offered by HWI to be held in Burbank. Content expert have met on 1/22/18. Still pending meeting from ADA committee and Sim Lab will be chaired by P. Major</p> <p>B. Institutional Effectiveness Committee: H. Honda reported that the committee met on 1/11/2018. S. Granger presented employee turnover and employee exit interview. All courses met threshold. Employee survey will be bringing for review and approval, based on discussion recommend some changes to the questionnaire.</p> <p>C. Credentials Committee: L. Thompson mention that on the last committee meeting in November they added additional question so they adjust the scoring to cater the added question. She also mentioned about the 10 minutes presentation and considering some deductions if they present more or less than the allowable presentation time.</p> <p>D. Faculty Development Committee: M. Fernandez-Najera excused at today’s meeting attending seminar.</p> <p>E. Associated Student Body J. Sedberry reported:</p> <ul style="list-style-type: none"> • With the printing issue with student ASB considering to get commercial printer where they can get a big printer and charge for a fee or get a software for printing that need to installed in the system. • ASB considering to put a mural or put some trademark to the space next to the SIMLab and mention a few such as a county strong and wings. • CSNA meeting has lots of students attending and received more feedback that there’s a lot more that are interested. • Next ASB meeting is scheduled for 2/9/18 at 1230 in Tower Hall, Room 109 	<p>B. Information</p> <p>C. Information</p> <p>D. None</p> <p>E. Information</p>	<p>2. None</p> <p>3. None</p> <p>4. None</p> <p>5. None</p>
<p>DIVISIONAL REPORTS</p>	<p>1. Student Support Services a. Office of Education Services: M. Caballero reported that Thursday is the deadline for Fall Semester application and they received around 100 applications right now they are reviewing it once they</p>	<p>1 a-c. Information</p>	<p>1. None</p>

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	<p>finish they planning to meet all who qualified. First semester county email is already done IT work so fast about it. Graduation is set for May 24th at 2:00 pm. Planning to combined awarding and pinning ceremony on May 23rd but still working on the location.</p> <p>b. Education Resource Center: J. Anderson reported that they getting in most of the things that been ordered. Medical Librarian I pending start date as checked with HR. They also expecting 10 IV arms, 8 IV trainers and new manikins that will be deliver Friday, R. Ochoa is checking information on the tracking number. TV issue way back in December, as to have no ticket number and no approval already been taking care of resubmit all the paperwork R. Ochoa following up through. Also mention is the birthing manikin that already with the ISD. He added that the Carlson and Library furniture upgrade already got through and just waiting for the PO number.</p> <p>c. Financial Aid: no report still in transition</p> <p>2. Education and Consulting Services: T. Blass reported that DHS standardized ER and ICU are both into 3rd standardized class, for ER Olive View is attending and for ICU all facilities are attending theory but doing their clinical in their own facilities. Harbor doing separate but equivalent program. The only real issue they seeing right now was a change of preceptor clinical coaches for ICU though they trying to help and guiding them but still need full support as to guidelines. Also reported that on February 4 she is going to present to CNO meeting the two program ER and ICU matrixes and attrition. She also mentioned that competencies still continuing finalizing the 2018 competencies still not having the study guide yet. They met with Karen Wunch of competency last January 8 and as per Karen the 1st draft of study guide must be in by February 15 and final draft deadline is March 15. Proctor training will be on the week of May 4, practice will be on the week of May 14 to 18 and testing will be on the week of May 21 –25, week of May 29 – June 1 and they will add another Monday June 4 to cover the Monday May 28 which is holiday Memorial Day. Competencies for 2018 will be paperless and still going through the learning net. Heads up about NA training as care companion as refers as sitters, training conducting at Rancho every NA to meet 8 hours training during orientation and annually, RN only needs 2 hours every year. Also mention is curriculum that should include 18 Psych diagnostic, bipolar symptoms this ONA project all geared toward more on rehab.</p>	<p>2. Information</p>	<p>2. None</p> <p>3. None</p>

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	<p>3. Allied Health Continuing Education Division: L. Saillant reported that she had talked with the person in Public Health reviewing CAN module but since the person just returned from vacation and will take another vacation, still finishing works she currently doing, so still don't know when to start. Right AH is working on IV Certification, Phlebotomy course for LVN a program in place before WASC visit in 2019. The goal is at least to have one class before the visit.</p>	<p>3. Information</p>	
<p>OPERATIONAL REPORTS</p>	<ul style="list-style-type: none"> • Human Resources: V. Branchick reported that will continue filling up all open items, 1 more STC position for front office that will be filling. • Information Technology Report: V. Kieng reported that he recommends to backing up all files to the CONShare. • CAMS Database Update: D. Lane reported: he will be on leave for 2 months starting on 2/1/2018. All semesters are registered to CAMS, but there are some issues as to applications and logging in, but as they are checking it they found out that most are user error. Another issue as in regards to ethnicity box on the apps it needs to be mandatory, as for sciences courses for LVN to RN drop down arrow, it should be set up or formatted already sent changes to the vendor regarding the application portal. Most part all students are registered, in regards to troubleshooting any office staff can do it. As they run test on printing transcript its only show page with grade no signature and grade explanation page, but since the program cannot be manipulated the best solution is to do a template to give to the vendor so that it will show on the crystal report. • Financial Report: Next report will be on February 2018. <ul style="list-style-type: none"> ○ Item Control ○ Budget <p>Reporting will be quarterly (February, May, August & November).</p> <p>4. Facility Management: V. Branchick reported the only remaining problem is the heating and will follow up.</p>	<ul style="list-style-type: none"> • As stated • Information • Information • Information <p>4. Information</p>	<ul style="list-style-type: none"> • None • None • None <p>4. None</p>

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BOARD OF TRUSTEES REPORT			None
OFF AGENDA ITEM	<ul style="list-style-type: none"> • V. Branchick mention that the BOT meeting will be next month. • For timecard correction form as D. Lane taking some time off can give to Lin and she will submit it. 	Information	None
NEXT MEETING	Date: February 26, 2018 Time: 1300 Place: Tower Hall, Room 105 Recorder: M. Najera		
ADJOURNMENT	1500		

Approved by: V. Branchick (signature on file)

Prepared by: E. Lim/H. Honda (signature on file)