

Los Angeles County College of Nursing and Allied Health

PLANNING COMMITTEE MINUTES

March 13, 2014

PRESENT	Members Present: Nancy Miller, Chairperson, Recorder Jeffrey Anderson Tammy Blass Maria Caballero Barbara Collier Doris DeHart Mimie Honda	Visna Kieng Joan Kohl Ruth McFee Leonece Myers Maria Sanchez Jutara Srivali-Teal Lorraine Vigil	Guests: Vivian Branchick Grace Escudero Sarah Granger Tricia Imanaka Gong Kim Magsayo Leslie Martinez Beverly McLawyer Roslyn Nott Judi Sherman	Excused/Absent: Peggy Nazarey
Topic	Discussion/Conclusions/Recommendations		Actions	Follow-Up
CALL TO ORDER	1:00 p.m.			
APPROVAL OF MINUTES	1. Minutes of February 13, 2014		1. Correct and post on Team Services	1. N. Miller
MINUTES FOLLOW-UP	<ol style="list-style-type: none"> College Organizational Chart – distributed and posted on Team Services Interim Provost – notification that B. Collier will serve as interim Provost was forwarded to the Board of Trustees, faculty, staff, and students, and the Medical Center Senior and Nursing Executive Committees College Committee Membership – revised copy distributed to members and will be posted on the updated Team Services. 2013 Evaluation of the 2010-2015 Strategic Plan – all information received. Report approved by the Board of Trustees, distributed to faculty and staff, and posted on Team Services Parking – hang tag information received and distributed to faculty and staff. Students will continue to park in Lot 10. 		<ol style="list-style-type: none"> Information Information Information Information Information 	<ol style="list-style-type: none"> None None None None None
ANNOUNCEMENTS	1. ACCJC Follow Up Report – four hard copies, two CDs, and a flash drive containing the MS Word version and appendices were mailed to the accrediting Commission last week. In addition, the report is available for the Commission to download from dropbox through the end of the month. The Commission will review the report and vote on approval at its June meeting. The Action Letter should be received by mid-July.		1. Information	1. None
POLICY/PROCEDURE/ PROCESS APPROVAL	<p>Governance and Decision-Making Evaluation – N. Miller welcomed everyone and reviewed the purpose of the meeting: “to participate in collaborative evaluation of the College governance structure and decision making processes”.</p> <p>N. Miller distributed the following as references:</p> <ul style="list-style-type: none"> Roster of participants and the committees they represent College Organizational Chart College and School of Nursing (SON) Committee organizational charts 			

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	<ul style="list-style-type: none"> • College Governing and Standing Committee Bylaws • SON Committee Bylaws • Education and Consulting Services (EDCOS), Administrative and Student Services, and Associated Student Body (ASB) Bylaws <p>1. Background: ACCJC:WASC accreditation follow up recommendations related to the governance structure and decision-making process:</p> <p>a. Recommendation #1: <i>“To increase effectiveness, the team recommends that the College document its planning, governance, and decision-making processes to provide improved clarity about its structure, function, and linkages; and produce written policies to delineate the roles of faculty, staff, administrators, and students participating in the decision-making process (Standards I.B.3, I.B.4, I.B.6, IV.A.2, IV.A.3).”</i></p> <ol style="list-style-type: none"> 1) The Committee Organizational Charts outline the committee structure and the major communication routes for planning, governance, and decision-making. The Administrative Committee reviewed the existing structure and processes and recommended restructuring to simplify and clarify the decision-making process and communication flow. These were approved by Planning Committee and the Board of Trustees. 2) The Administrative Committee was identified as the steering committee for integrating committee communications to and from Planning Committee. The Operations Committee was eliminated and its functions were incorporated into those of the Administrative Committee. The College standing and divisional governing committee reporting line to Administrative Committee was clarified. The SON semester, course, and Curriculum Committee reporting relationships were also simplified. The SON ASB was formally added to the committee organizational chart. 3) The College governing committees are the Board of Trustees and the Planning and Administrative Committees. The SON Faculty Organization and EDCOS Shared Governance Committees govern the instructional divisions. The Administrative and Student Services Committee governs the College Support Services. All divisional faculty and staff are voting members of their respective governing committees. 4) The College standing committees are the Institutional Effectiveness (IE), Credentials, and Faculty Development Committees. The EDCOS standing committee is the Critical Care/Specialty Services Council, which functions as the divisional curriculum committee. The SON Faculty Organization has two standing committees: Admissions/Promotions and Curriculum. These provide recommendations directly to Faculty Organization for discussion and approval vote. 5) The SON committee structure also includes the Nursing Theory and Clinical Practice course committees and the four semester committees. The course committees report directly to the Curriculum Committee and make recommendations to the Faculty 	<p>1. Information</p>	<p>1. None</p>

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	<p>Organization through the Curriculum Committee. The semester committees make recommendations to Nursing Theory Committee for theory course issues and to Clinical Practice Committee for clinical course concerns.</p> <p>6) SON students participate in governance through the ASB and elect ASB and class officers. The ASB collaborates with College and SON committees regarding student issues affecting their educational experience. Faculty representatives serve as liaisons to the ASB.</p> <p>7) As a component of updating the organizational structure, the governing and standing committees and the ASB reviewed and updated all committee bylaws. The committees revised and refined their purpose and functions to clearly and concisely specify their unique roles and responsibilities and their reporting relationships.</p> <p>b. Recommendation #2: <i>“To increase effectiveness, the team recommends that the College conduct regular analyses and evaluation of its planning, governance, and decision-making processes in order to assess the efficacy of these systems and ensure their effectiveness. Results of these analyses and findings should be documented, broadly communicated across the institution, and used as a basis for improvement, as appropriate. (Standards I.B.6, I.B.7, IV.A.5)”</i></p> <p>1) College Administrative Committee drafted and Planning Committee approved a questionnaire regarding the College governance and decision-making structure and processes.</p> <p>2) College and divisional committee chairs were asked to lead discussion of the topics with their committee members and bring a brief written summary of the responses to today’s meeting.</p> <p>3) Planning Committee recommended that each committee present its findings followed by discussion.</p> <p>Each committee chair/representative distributed and presented their committee’s response to each item. The committee recommendations are summarized as follows:</p> <p>2. College Planning and Administrative Committee recommends: Give the design time. Assess again and plan improvements next year. Determine the frequency of ongoing evaluation.</p> <p>3. College Institutional Effectiveness Committee – recommends: Evaluate the meeting schedules as they relate to the needed work and College timeline. Planning Committee and IE members present agree that due to the amount of material covered in each meeting, the committee must continue to meet monthly. The reporting schedules are adjusted to optimize time frames for analysis, planning, and intervention prior to presenting the report to IE.</p>	<p>2. Information</p> <p>3. Information</p>	<p>2. None</p> <p>3. None</p>

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	<p>4. College Credentials Committee recommends that they continue to be provided feedback for changes to work produced. For example changes to Committee Bylaws. They also suggest removing question number 7, which is redundant and unnecessary. All of the questions already ask for satisfaction. Participants discussed communication, membership, and support staff roles. Members recommended that a support staff contact person be identified.</p> <p>5. College Faculty Development Committee a. SON Subcommittee – J. Srivali-Teal distributed the College Mission, Vision, and Values along with the completed evaluation form to remind the participants of the College focus. The subcommittee recommends: 1) The committee provide a service to support faculty who self identify a need for professional development, course/program development, teaching methodology to improve learning centered education 2) Programs should stem from themes that are identified by performance indicators, SLOs and program evaluations 3) Resources should be made available for Faculty Development Programs by the Office of the Provost 4) Implement a Faculty Mentoring Program that promotes professional growth. b. EDCOS Subcommittee had no recommendations Participants discussed the advantages and disadvantages of maintaining the two subcommittees and the importance of considering support staff needs as well as those of faculty. J. Teal recommended that the Committee be methodical in selecting topics: based on documented need; that will expand knowledge, skills and abilities; and will support program improvement. Possible needs assessment sources such as program and course evaluations, and faculty satisfaction surveys were also discussed.</p> <p>6. Administrative and Student Services Committee recommends that the College create an Administrative and Student Support committee that includes at least the ERC Director, Financial Aid Administrator, and the Dean of Administrative and Support Services. The Support Services division would have then two committees: One would be an umbrella committee including the support services divisional directors. The other would include the Office of Educational Services staff and would focus on day-to-day operational issues.</p> <p>7. EDCOS Shared Governance and Critical Care/Specialty Services Committee recommends: a. EDCOS and the Educational Resource Center (ERC) have equal decision-making status on concerns that affect both divisions within the College b. Issues involving EDCOS should not be discussed nor finalized without adequate EDCOS representation and agreement c. Availability of educational resources to all College students (EDCOS and SON)</p>	<p>4. Discuss further in Planning Committee meeting</p> <p>5. Discuss again in Planning Committee meeting</p> <p>6. Bring plans to Planning Committee for discussion and approval vote</p> <p>7. Discuss in Administrative Committee</p>	<p>4. B. Collier</p> <p>5. B. Collier</p> <p>6. M. Caballero</p> <p>7. T. Blass</p>

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	<p>8. EDCOS Critical Care/Specialty Service Council – recommends that the College create a survey pertaining to services provided by the library to better determine the needs/concerns of LAC+USC employees</p> <p>9. SON Faculty Organization Committee – B. Collier stated that the Faculty Organization was not able to meet last month due to an emergency meeting at a clinical site. The committee will review the SON committee reports and recommendations at the March Faculty Org meeting.</p> <p>10. SON ASB Committee – Has no recommendations at this time since there is not enough experience by ASB with governance and decision-making.</p> <p>11. SON Admissions/Promotions Committee recommends streamlining the process of achieving change and follow policies in a consistent manner.</p> <p>12. SON Curriculum Committee recommended combining SON committees and utilizing ad hoc committees to complete special projects.</p> <p>13. SON Nursing Theory Committee recommended creating several small committees subdivided into working groups and then meet quarterly as a large committee. Example: take members of Curriculum committee and divide them into Nursing Theory and Clinical Practice to meet monthly and then meet as a large Curriculum Committee quarterly to bring together what each subcommittee was working on.</p> <p>14. SON Clinical Practice Committee recommendations: a. Committee does not like the slow movement of new ideas due to road blocks. The system can be cumbersome as in approving policies. Faculty Org movement can be slow b. If the majority of the faculty have identified a change is necessary, it should be implemented as a pilot. During the pilot process, data can be gathered pro and con. Evidence-based decision-making would be helpful c. Hot topics for discussion should be placed on the agenda at the beginning of the meeting, as there are times that the meeting runs late and faculty are tired and no decision is made. (e.g.: Policy reviews should be priority in the agenda)</p> <p>15. SON Semester 1 Committee recommendations: a. Decrease redundancy of the items in this questionnaire. They tend to overlap b. Broaden reporting chain to facilitate more efficient and realistic reporting and decision-making. Example: Semester Committee report to Faculty Org and then if needed the item can be discussed further at the course committee level. c. Strategize to interface with other departments to ensure the needs of the institution are</p>	<p>8. Discuss in Planning Committee</p> <p>9. Review and discuss SON reports at March Faculty Organization meeting</p> <p>10. Information</p> <p>11. Discuss further at Faculty Organization meeting</p> <p>12. Discuss further at Faculty Organization meeting</p> <p>13. Discuss further at Faculty Organization meeting</p> <p>14. Discuss further at Faculty Organization meeting</p> <p>15. Discuss further at Faculty Organization and Planning meetings</p>	<p>8. H. Honda</p> <p>9. B. Collier</p> <p>10. None</p> <p>11. B. Collier</p> <p>12. B. Collier</p> <p>13. B. Collier</p> <p>14. B. Collier</p> <p>15. B. Collier</p>

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	<p>being met in a timely fashion. Example: HR</p> <p>16. SON Semester 2 Committee recommendations: a. Meeting schedule: second week – semester meetings, third week – standing committees, and fourth week – Faculty Org b. Obtain a grant writer</p> <p>17. SON Semester 3 Committee recommendations: a. Implement a Faculty Satisfaction Survey to identify themes b. Implement a Faculty Mentoring Program that promotes professional growth that would not affect performance evaluation c. Conduct a College wide convocation to review the Mission, Vision, and Values of the organization</p> <p>18. SON Semester 4 Committee recommends that the SON have only three committees: a. Curriculum – combine Nursing Theory, Clinical Practice, and Curriculum into one committee b. Admission/Promotions c. Semester committees</p>	<p>16. Discuss further at Faculty Organization and Planning meetings</p> <p>17. Discuss further at Faculty Organization meeting</p> <p>18. Discuss further at Faculty Organization meeting</p>	<p>16. B. Collier</p> <p>17. B. Collier</p> <p>18. B. Collier</p>
ACCREDITATION STATUS REPORT	<p>1. <u>Accreditation Visit Follow up</u> – discussed in announcements</p> <p>2. <u>Information Technology</u>: Carry over</p>	<p>1. Information</p> <p>2. Carry over</p>	<p>1. None</p> <p>2. None</p>
STRATEGIC PLAN	<p>1. <u>Divisional Reports</u>: a. Administrative & Student Services: b. Allied Health c. Education & Consulting Services d. Educational Resource Center e. Operations f. Research g. School of Nursing</p> <p>2. <u>Strategic Plan Review and Update</u></p>	<p>1. Carry over</p> <p>2. Carry over</p>	<p>1. None</p> <p>2. None</p>
COMMITTEE REPORTS	<p>1. College Standing Committees a. Associated Student Body b. Credentials c. Institutional Effectiveness d. Faculty Development</p>	<p>1. Carry over</p>	<p>1. None</p>

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	2. Resources/Budget a. Program Needs Summary – next due in July 3. Administrative/Operational Issues	2. Carry over 3. Carry over	2. None 3. None
BOARD OF TRUSTEES REPORTS/ COMMUNICAITON	1. Report at April meeting	1. Report at April meeting	1. B. Collier
OFF AGENDA	None	None	None
NEXT PLANNING COMMITTEE MEETING	Date: April 10, 2014 Time: 1300-1500 Place: Tower Hall, Room 105 Minutes: T. Blass	Information only	
ADJOURNMENT	3:25 pm		

Approved by: Barbara Collier (signature on file)

Prepared by: N. Miller (signature on file)