

Los Angeles County College of Nursing and Allied Health

SON FACULTY MEETING MINUTES

January 9, 2018

Members Present: Naira Arquell Nicholas Bachman Vivian Branchick, Chair Frances Chisolm Cervantes Beena Davis Grace Escudero	Maritess Fernandez-Najera Mildred Gonzales Sarah Granger Ruby Griggs Gabbedon Herminia Honda Tricia Imanaka Zenobia Ivory Joan Kohl	Pamela Major Leslie Martinez Guadalupe Meza Leonece Myers Roslyn Nott Lilibeth Patricio Lydia Thompson Trina Trongone Michelle Webster	Excused Absence:	Guests:
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Topic	Discussion/Conclusions/Recommendations	Actions	Follow-Up
CALL TO ORDER	0900		
PURPOSE OF THE MEETING	Quarterly Team Meeting – V. Branchick welcomed everyone and emphasized the importance of quarterly meeting. She emphasized that each faculty is a member of a committee or a semester, thus she is encouraging everyone to participate fully in their assigned committees. Issues and concerns will be discussed during this quarterly meeting.	Information	None
ANNOUNCEMENTS	<ol style="list-style-type: none"> 1. Hiring Status <ul style="list-style-type: none"> ➤ Dean, SON – Will continue the search and candidates interviewed by the panel will be sent to Dr. C. Ghaly for the final interview ➤ Clinical Instructors – Two newly hired faculty will be starting on 1/17/18; one is assigned to Semester 1 and one to Semester 3. Two more are being processed. The goal is to have 6 faculty per semester and to free up the semester coordinators without clinical responsibility 2. Equipment –The College continue to place orders for equipment <ul style="list-style-type: none"> ➤ Supplies – R. Ochoa continue to order supplies as needed 	<ol style="list-style-type: none"> 1. Information 2. Information 	<ol style="list-style-type: none"> 1. None 2. None
ACCREDITATION COMPLIANCE UPDATE	<ol style="list-style-type: none"> 1. <u>ACCJC</u> 2019 Institutional Self-Evaluation Report (ISER) = First draft for Standard I to IV reports are due on 1/18/18. A folder has been created on CONShare to post completed reports. 2. <u>BRN</u> J. Kohl reported that BRN visit is scheduled for 3/27 and 3/28. The 2018 BRN report is being finalized. The following changes will be made to the 	<ol style="list-style-type: none"> 1. Information 2. Information 	<ol style="list-style-type: none"> 1. None 2. None

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	Assistant Director positions: ➤ Remove H. Honda and J. Anderson ➤ M. Gonzales and M. Webster will be added to the Assistant Director list together with L. Myers. Assignment will be rotated in a yearly basis. The following will be the rotation sequence: <ul style="list-style-type: none"> ○ M. Gonzales ○ M. Webster ○ L. Myers 		
POLICY/DOCUMENT REVIEW AND APPROVAL	Attendance for Theory and Clinical – Still being reviewed by curriculum committee.	1. Information	1. None
OTHER	<ol style="list-style-type: none"> 1. BSN Conversion – V. Branchick reported that C. Ghaly had approved the BSN conversion plan. A consultant will be hired to assist with the project. 2. Curriculum Review – Much discussion ensued regarding the curriculum and the lack of consistency in student's performance regarding learned skills such as hand hygiene and aseptic technique. V. Branchick recommended for Curriculum Committee to review the curriculum after the BRN visit. 3. Students' comments about specific instructors and semesters – V. Branchick reported that she will be discussing issues with ASB regarding students' comments about specific semester and faculty which is creating an adversarial relationship between students and faculty. 4. Skills Kit Bag – M. Gonzales reported that she would like a complete and ready skills bag to be distributed to students instead of having the faculty set up the bag. Much discussion ensued regarding Skills bag and J. Kohl will collaborate with P. Major regarding the purchase of ready skills bag. T. Trongone will provide J. Kohl with information regarding Skills kit vendors. 5. Mandatory Meeting Attendance – V. Branchick emphasized that she would like all faculty to be present at this quarterly meeting so that everyone is able to receive the same information when issues are being discussed. 	<ol style="list-style-type: none"> 1. Information 2. Information 3. Information 4. J. Kohl will collaborate with P. Major 5. Information 	<ol style="list-style-type: none"> 1. None 2. None 3. None 4.J. Kohl 5. None
ADJOURNMENT	1125		

Approved by: V. Branchick (signature on file)

Prepared by: H. Honda (signature on file)