

**Los Angeles County College of Nursing and Allied Health**

**SON FACULTY MEETING MINUTES**

**April 9, 2018**

<b>Members Present:</b> Jeffrey Anderson Naira Arquell Nicholas Bachman Vivian Branchick Maria Caballero Frances Chisolm Cervantes Beena Davis Grace Escudero Jose Felix	Maritess Fernandez-Najera Mildred Gonzales Sarah Granger Mirna Guardado Martha Guerrero Ruby Griggs Gabbedon Herminia Honda Zenobia Ivory Joan Kohl, Chair Pamela Major	Leslie Martinez Beverly McLawyer Guadalupe Meza Leonece Myers Michelle Nelson Roslyn Nott Lilibeth Patricio Nestor Renteria Trina Trongone Michelle Webster	<b>Excused Absence:</b> Tricia Imanaka Lydia Thompson	<b>Guests:</b>
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Topic	Discussion/Conclusions/Recommendations	Actions	Follow-Up
<b>CALL TO ORDER</b>	1300		
<b>ANNOUNCEMENTS</b>	1. Introduction – J. Kohl welcomed everyone. She introduced B. McLawyer as the new instructor who will be assigned to Semester 1.	1. Information	1. None
<b>ACCREDITATION COMPLIANCE UPDATE</b>	1. <u>BRN</u> ➤ BRN Continuing Approval Report – J. Kohl reported that after the visit there are no areas of non-compliance but the Nursing Education Consultant (NEC) has the following recommendations: <ul style="list-style-type: none"> <li>• Review of Grievance policy</li> <li>• Timely identification and documentation of students struggling in clinical area</li> <li>• Discuss the numerous withdrawals in the 4<sup>th</sup> semester</li> <li>• Concerns of students regarding unfair treatment of faculty and past complaints on specific faculty. V. Branchick commented that we need to make sure that we need to provide students all the support that they need to be successful as this is our role as educators.</li> <li>• Reminding faculty that students still need to be taught</li> <li>• Review of the curriculum to ensure that students are learning from simple to complex. J. Kohl responded to R. Gabbedon’s inquiry that the School will continue working on incorporating QSEN in the course objectives.</li> <li>• Review of clinical evaluation tool to show concurrency between theory and clinical.</li> </ul>	1. Information	1. None

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	<ul style="list-style-type: none"> <li>➤ BRN Regulation related to non-clinical hours – Semester 4 – J. Kohl reported that per recommendation from NEC, pre-operative clinical experience will be moved to Semester 1. She again emphasized to faculty that only 25 % of clinical experience is allowable as non-patient care per BRN regulation. OR and ICU experience in 4<sup>th</sup> semester will be re-evaluated to ensure that we adhere to the BRN regulation on clinical hours. A clarification was made that the Day Surgery experience by semester 3 students fall into the Ambulatory care experience category.</li> </ul>		
<p><b>POLICY/DOCUMENT REVIEW AND APPROVAL</b></p>	<p>1. High Risk Student Policy: # 815 - F. Cervantes reported that Admissions and Promotions are working on reviewing the High Risk Student policy so that students could be tracked and provided appropriate help. Student tracking will be implemented on CAMS. S. Granger presented to the faculty how to track students' attendance on CAMS and how to identify at risk student via the Faculty portal.</p>	<p>1. Information</p>	<p>1. None</p>
<p><b>OTHER</b></p>	<p>1. Textbook Approval – L. Patricio reported that the Curriculum committee has approved the utilization of new textbook for Fundamental, Medical-Surgical, and Pharmacology for fall 2018 from Lippincott. Faculty voted to uphold Curriculum's recommendation.</p> <p>2. Semester Faculty Changes – J. Kohl reported that as a response to the NEC's recommendation, there will be changes on the faculty assignments for fall 2018. One goal of the changes is to eliminate faculty lecturing in multiple semesters. She emphasized that feedback from the faculty will be considered as she had discussed the changes at the Coordinator's meeting. The final decision will be made soon to ensure enough time is given to the faculty to prepare. V. Branchick reiterated to the faculty that changes are needed per the NEC's recommendation and she asked the faculty to support and respect the Dean, SON's decision as we go through the changes.</p> <p>3. Organizational Change– V. Branchick presented a PowerPoint on the proposed organization change. She also emphasized that she had already discussed the changes to M. Caballero and J. Anderson whose reporting structure changed. There are two positions that will be opened, Director, OES and Director, Tutoring and Mentoring. These positions were added to provide adequate students support and to ensure College operations are more efficient. Much discussion ensued about the positions, and V. Branchick indicated that an email will be sent specifying the specific responsibilities of the role and a deadline.</p>	<p>1. Information</p> <p>2. Information</p> <p>3. Information</p>	<p>1. None</p> <p>2. None</p> <p>3. None</p>

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	4. Roundtable: <ul style="list-style-type: none"> <li>➤ VOIP Deployment – H. Honda reminded the faculty to make sure they're using the new telephone system as the old phone will be disconnected around the week of April 23<sup>rd</sup>. She also encouraged the faculty to change their phone number on outlook and to take some time to review the resources sent about the new telephone system.</li> <li>➤ Fireworks incident on 3/29/18 – G. Escudero reported that an email should be sent regarding the incident that occurred on 3/29/18 in which a few faculty thought they heard a gunfire and messages were sent about an active shooter. No one has reported the incident to the Sheriff's department but security personnel Mr. Tan reported that the sound were fireworks to celebrate the Dodger's opening day. H. Honda encouraged the faculty to call 323-409-3333 if there are any safety concerns on campus. M. Hollinger, safety officer will also be asked to send a reminder so no false information are disseminated which could compromise everyone's safety.</li> </ul>	4. Information  Email M. Hollinger regarding the incident	4. None  H. Honda
<b>ADJOURNMENT</b>	1430		

Approved by: J. Kohl (signature on file)

Prepared by: H. Honda (signature on file)