

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
BOARD OF TRUSTEES MINUTES**

**August 23, 2013**

College of Nursing & Allied Health. Tower Hall, Room 105

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<b>PRESENT:</b>	Vivian Branchick, President Isabel Milan, Vice President Nancy Miller, Secretary	Thomas Berne, MD Eve Cruz, RN Rosa Maria Hernandez	Tonia Jones, RN Margaret Lee Ernest Moreno
<b>EXCUSED/ ABSENT:</b>	Irene Recendez, RN Minor Anderson		
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	V. Branchick called the meeting to order and introduced: <ul style="list-style-type: none"> <li>• Herminia Honda, RN who is filling in as College Research Director for M. Ibrahim.</li> </ul>	Information	None
<b>APPROVAL OF MINUTES</b>	Minutes of May 24, 2013. 1. Approved with correction of typos.	Revise and post on website.	N. Miller
<b>MINUTES FOLLOW-UP</b>	<ol style="list-style-type: none"> <li>1. <u>Minutes of February 22 2013</u> – Posted on website.</li> <li>2. <u>Institutional Appraisal of External Evaluation Visit</u> – Revised per recommendations from May meeting and mailed to Accrediting Commission 5/28/13.</li> <li>3. <u>DHS Hiring Process</u> – Retention data reviewed and corrected.</li> <li>4. <u>Board Policy #300: Self Evaluation</u> – Corrections made. Approved policy forwarded to Board members, faculty, and staff and posted on the College intranet 5/28/13.</li> <li>5. <u>Self Appraisal form</u> – Recommended revisions from 5/24/13 meeting completed. Revised form included in meeting. Next Board self appraisal is scheduled for 2015.</li> <li>6. <u>Board Policy #500: Provost Selection</u> – Revisions made. Approved policy forwarded to Board members, faculty, and staff and posted on the College intranet 5/28/13.</li> <li>7. All other follow-up actions are included on the agenda for this meeting.</li> </ol>	<ol style="list-style-type: none"> <li>1. Information</li> <li>2. Information</li> <li>3. Information</li> <li>4. Information</li> <li>5. Approved</li> <li>6. Information</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> <li>3. None</li> <li>4. None</li> <li>5. None</li> <li>6. None</li> </ol>
<b>ANNOUNCEMENTS</b>	<ol style="list-style-type: none"> <li>1. <u>Board Member Election</u> – Eve Cruz, RN was nominated, unanimously elected, and accepted the Alumni representative position to replace J. Doughty. Her CV was reviewed and included in the meeting materials packet. Membership contact information updated and distributed.</li> <li>2. <u>Board Member Ceremony</u> – E. Moreno was officially sworn in to the Los Angeles Community College Board of Trustee by Gloria Molina on 7/10/13.</li> </ol>	<ol style="list-style-type: none"> <li>1. Orient E. Cruz to the Board and the College and provide Board member handbook.</li> <li>2. Congratulations</li> </ol>	<ol style="list-style-type: none"> <li>1. N. Miller</li> <li>2. None</li> </ol>
<b>PUBLIC COMMENT</b>	1. No public comment.	1. Information	1. None
<b>OLD BUSINESS</b>			
<b>ACCJC/WASC ACCREDITATION</b>	<ol style="list-style-type: none"> <li>1. <b>2013 Self Evaluation and Site Visit Follow Up – The College received the Accrediting Commission Action letter reaffirming accreditation with:</b> <ol style="list-style-type: none"> <li>a <b>Three recommendations:</b> <ol style="list-style-type: none"> <li>1) <b>Planning &amp; Decision Making: document the planning, governance, and decision-making processes to improve clarity about the College's structure, function and linkages</b></li> <li>2) <b>Planning &amp; Communication: conduct regular analyses and evaluation of the planning,</b></li> </ol> </li> </ol> </li> </ol>	1. Report on status at November meeting.	1. N. Miller

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	<p>governance, and decision-making processes</p> <p>3) Technology: develop and implement a technology plan that includes regular and ongoing assessment of equipment, software, and training needs and an equipment replacement plan.</p> <p>The College anticipated receiving 2 other recommendations related to Allied Health and the Catalog and Handbook. Upon inquiry, J. Pond and S. Clifford, Accrediting Commission Vice Presidents, explained that those two were recommendations to improve institutional effectiveness whereas the other three are recommendations to comply with standards.</p> <p>b Five Commendations</p> <p>1) Board of Trustees for persistent engagement in reviewing and approving the College's mission, goals, and processes that affect the College's learning programs, financial stability, accreditation, self evaluation development, and institutional improvement. And for the Board's vigorous commitment to the mission by ensuring graduates have a quality education that enables them to become vital contributors to Los Angeles County health care institutions</p> <p>2) Dedicated, committed, and responsive faculty and staff. Students consistently reported positive interactions with faculty and faculty and staff willingness to assist students in ways that surpass their expectations</p> <p>3) Research capacity and using data to strongly support planning and evaluation processes, particularly in regards to student learning outcomes</p> <p>4) Extraordinary clinical sites that create a nursing education program that prepares graduates to immediately function as professional nurses and take on leadership roles in a very short period of time</p> <p>5) Instilling a sense of institutional pride and tradition for employees, students, and the public, as exemplified by retaining and displaying class graduation photographs dating back to the early 1920s</p> <p>A Follow Up Report is due March 15, 2014. The Administrative Committee is working on recommendations 1 &amp; 2 and Operations Committee is working on the Technology recommendation. Many thanks to the Board for their messages of congratulations to the faculty and staff. Dr. Mitchell Katz, DHS CEO who was informed of the College's accreditation status, forwarded a memo to the Los Angeles County Board of Supervisors notifying them of the College's success.</p> <p>2. Board of Registered Nursing (BRN) Self Study and Site Visit Follow Up:</p> <p>a As reported at the May Board meeting, the BRN Nurse Education Consultants (NECs) conducted a Site Visit April 8<sup>th</sup>-10<sup>th</sup>, 2013. The NEC visitors found no areas of noncompliance and made only two recommendations:</p> <p>1) Continue to implement targeted action plans established in response to program attrition rates. Make adjustments to the systematic plan for program evaluation as needed to ensure that it measures total program effectiveness.</p>	<p>2. Information</p>	<p>2. None</p>

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	<p>2) Assure that students have access to tutoring services after grant funded support services are discontinued.</p> <p>b The NEC presented the report to the BRN Education and Licensing Committee at its 8/7/2013 meeting in Northern California, which B. Collier, Dean School of Nursing (SON) and M. Caballero attended. The Report will be placed on the full Board's agenda, currently scheduled for 9/11/2013, also in Northern California. Next approval Self Study and Site Visit is scheduled for 2018.</p> <p>c Follow-Up Retention Action Plans – B. Collier distributed and discussed the Progress Report on the NEC Recommendations, which was developed based on faculty recommendations made at the SON Annual Program Review Workshop.</p> <p>3. <u>Research/Program Review/Planning</u> – H. Honda reported for M. Ibrahim.</p> <p>a Attrition Action Plan discussed with SON Dean's report</p> <p>b Surveys of the graduates of the Class of 2011-I is in progress. 48 surveys were sent via e-mail and face book; 7 responses (15%) have been received to date. In response to a member inquiry, H. Honda reported that the California graduate response rate to a BRN employment survey was approximately 22%. She will continue to follow up and report.</p> <p>c Employer satisfaction surveys will be sent pending receipt of graduate surveys.</p> <p>4. <u>Information Technology (IT) Support and College Information Systems</u></p> <p>a <u>Student Information Data Base</u> – M. Caballero reported that she and the College Information Officer are participating in weekly conference calls with the vendor. They are testing systems prior to upload. The hardware (server) and software/site license issues are in the process of being resolved.</p> <p>b <u>Information Systems/Website</u> – H. Honda reported for M. Ibrahim and distributed and reviewed the Information Systems Time Line and Action Plan. Members requested that the projected "Finish" date be included even though it is dependent on non College resources. M. Lee recommended persistence in requesting assistance from DHS and Medical Center Information Systems.                      H. Honda further reported that the College Information Officer is leading the redesign of the College intranet.</p>	<p>3. Information</p> <p>4. a. Information</p> <p>b. Complete CAMS component of timeline. Bring updated timeline to next meeting.</p>	<p>3. None</p> <p>4. M. Caballero                      a None</p> <p>b M. Caballero &amp; H. Honda</p>
<b>DIVISIONAL REPORTS</b>	<p>1. <u>Allied Health</u> – Carry over</p> <p>2. <u>School of Nursing</u> – B. Collier reported that she will be meeting with California State University Los Angeles representatives to explore the possibilities related to the state mandate for "seamless transition from ADN to BSN". The goal is for the ADN program graduate to be able to complete the BSN within 3 years, including the 2 years spent in the ADN program.</p>	<p>1. Include report on upcoming meeting agenda</p> <p>2. Information</p>	<p>1. N. Miller</p> <p>2. None</p>
<b>NCLEX-RN PASS RATE</b>	Reported in May and November	Report again in November 2013.	N. Miller

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<b>RECRUITMENT STATUS</b>	<p>1. <u>School of Nursing Fall 2013 Demographics</u> – M. Caballero reported</p> <p>a Applicant Pool</p> <ol style="list-style-type: none"> <li>1) Applications – 356 were received. Only applicants with complete files and who met realistic eligibility criteria were processed and invited to take the pre-entrance screening (TEAS-V) examination</li> <li>2) Files were reviewed for 152 qualified applicants who successfully completed all pre-entrance requirements.</li> <li>3) Point System was implemented. Maximum possible points: 93. 78 points was the initial cutoff score for LAC+USC Medical Center clinical groups, subsequent cutoff was 77.</li> </ol> <p>b New Enrollment</p> <ol style="list-style-type: none"> <li>1) Acceptance letters were initially sent to 69 eligible applicants for 50 slots. 37 students enrolled. 2 applicants requested deferments. M. Caballero said that acceptance letters are mailed earlier than the other local community colleges and applicants accept enrollment elsewhere based on proximity to home and cost. She plans to add a long wait list next semester in an attempt to increase enrollment.               <ol style="list-style-type: none"> <li>(a) Capacity yield: 74% (37/50). Target is 90% of capacity</li> <li>(b) Enrollment yield: 54% (37/69)</li> </ol> </li> <li>2) Age range: 21 to 49 years. Total student body 21-59, average of 32 years.</li> <li>3) Highest education:               <ol style="list-style-type: none"> <li>(a) GED/HS: 21 57%</li> <li>(b) AA: 7 19%</li> <li>(c) BA/BS: 9 24%</li> <li>(d) MA: 0 0%</li> </ol> </li> <li>4) Majority had GPA in 3 science courses: Anatomy, Physiology, and Microbiology of 3.28 or higher. Minimum admission requirement: 2.5</li> </ol> <p>a Summary Fall 2013 Demographic data:</p> <table border="1" data-bbox="338 1052 1318 1500"> <thead> <tr> <th>Demographics</th> <th>SON Student Body (185)</th> <th>SON New Students (37)</th> <th>LA County Population</th> <th>State RN Programs</th> <th>National RN Programs</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>78%</td> <td>73%</td> <td>50%</td> <td>83%</td> <td>87%</td> </tr> <tr> <td>Male</td> <td>22%</td> <td>27%</td> <td>50%</td> <td>17%</td> <td>13%</td> </tr> <tr> <td colspan="6">Ethnicity</td> </tr> <tr> <td>Minorities</td> <td>75%</td> <td>%</td> <td>72%</td> <td>54%</td> <td>18%</td> </tr> <tr> <td>Caucasian</td> <td>25%</td> <td>35%</td> <td>28%</td> <td></td> <td></td> </tr> <tr> <td>Black</td> <td>4%</td> <td>0%</td> <td>9%</td> <td></td> <td></td> </tr> <tr> <td>Hispanic</td> <td>38%</td> <td>46%</td> <td>48%</td> <td></td> <td></td> </tr> <tr> <td>Native American</td> <td>1%</td> <td>0%</td> <td>&lt;1%</td> <td></td> <td></td> </tr> <tr> <td>Asian</td> <td>19%</td> <td>4%</td> <td rowspan="2">14%</td> <td></td> <td></td> </tr> <tr> <td>Filipino</td> <td>11%</td> <td>3%</td> <td></td> <td></td> </tr> <tr> <td>Other/2 or more races</td> <td>2%</td> <td>0%</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Demographics	SON Student Body (185)	SON New Students (37)	LA County Population	State RN Programs	National RN Programs	Female	78%	73%	50%	83%	87%	Male	22%	27%	50%	17%	13%	Ethnicity						Minorities	75%	%	72%	54%	18%	Caucasian	25%	35%	28%			Black	4%	0%	9%			Hispanic	38%	46%	48%			Native American	1%	0%	<1%			Asian	19%	4%	14%			Filipino	11%	3%			Other/2 or more races	2%	0%				<p>1. Bring faculty demographics to November meeting</p>	<p>1. M. Caballero</p>
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	<p>Members commented that the demographics are reflective of the LA community and inquired regarding faculty demographics.</p> <p>2. <u>DHS Hiring Process</u> – Reported in May and November.</p>	2. Report again in November 2013.	2. N. Miller
<b>NEW BUSINESS</b>			
<b>2012-2013 COLLEGE GOAL REPORT</b>	Report on the status of College Goals for Academic Year (AY) 2012-2013 was forwarded to members 7/24/13 for discussion at this meeting. The Goal Report was forwarded to faculty and staff for review prior to discussion and approval by College Planning Committee.	Approved. Forward to members, faculty, and staff, and post on the Internet and intranet.	N. Miller
<b>2013-2014 COLLEGE GOALS</b>	<p>College Goals for AY 2013-2014 were forwarded to members on 7/24/13 for discussion and approval vote at this meeting. The goals were drafted by the College academic divisions; reviewed and revised by the Administrative Committee; and reviewed, revised and approved by College Planning Committee.</p> <p>Members discussed Allied Health goals and the DHS priority for Certified Medical Assistant training for medical homes to support the Affordable Care Act. Issues for Allied Health continuing education continue to be the lack of resources and difficulty with obtaining additional faculty/support positions.</p>	Approved. Forward to members, faculty, and staff, and post on the Internet and intranet.	N. Miller
<b>COLLEGE POLICY #810: REFUNDS OF STUDENT CHARGES</b>	Policy #810: Refunds of Student Charges – is due for triennial review, update, and ongoing approval vote. College Administrative and Planning Committees reviewed the policy and made recommendations for revision. These recommendations were forwarded to the Board on 7/17/13 for discussion and ongoing approval vote at this meeting.	Approved with changes. Revise, forward to members, faculty, and staff, and post on the Internet and intranet.	N. Miller
<b>SON POLICY #300: GRADING SYSTEM</b>	SON Policy #300 was revised by the SON Admissions/Promotions Committee and the Faculty Organization to document compliance with BRN requirements, include College catalog content, and to specify the grade report procedure. It was reviewed, revised, and approved by College Administrative and Planning Committees. The recommended revisions were forwarded to the Board on 7/17/13 for discussion and approval vote at this meeting.	Approved with changes. Revise, forward to members, faculty, and staff, and post on the Internet and intranet.	N. Miller
<b>SON POLICY #820: ACADEMIC FAILURE, DISMISSAL, WITHDRAWAL</b>	SON Policy #820 was revised by the SON Admissions/Promotions Committee and the Faculty Organization to correspond with the College Satisfactory Academic Progress policy, approved at the May Board meeting. It was reviewed, revised, and approved by College Administrative and Planning Committees. The recommended revisions were forwarded to the Board on 7/17/13 for discussion and approval vote at this meeting.	Approved with changes. Revise, forward to members, faculty, and staff, and post on the Internet and intranet.	N. Miller
<b>COLLEGE POLICY #201: ACADEMIC HONESTY &amp; PROFESSIONAL</b>	Policy #201: Academic Honesty and Professional Conduct – was reviewed at the May Board meeting. Members approved pending completion of recommended revisions. Changes reviewed.	Approved with changes. Revise, forward to members, faculty, and staff, and post on the Internet and intranet.	N. Miller

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<b>CONDUCT</b>			
<b>OFF AGENDA ITEMS</b>	<ol style="list-style-type: none"> <li>1. <u>Alumni Report</u> – E. Cruz reported that there will be an Alumni Day scheduled during Nurse Recognition Week in 2015. She also reported that L. Dye, previous Chair of the Alumni Association and retired Medical Center Clinical Nursing Director passed away this month. The name of the SON student book scholarship will be changed to the Liddy Dye Book Scholarship in her honor.</li> <li>2. <u>Basic RN Examination</u> – I. Milan reported that HR has initiated a new pre hire “workplace assessment” of the candidate’s fit with the organization. The content is not related to nursing theory and she encourages applicants to review the study guide. D. DeHart stated that she forwarded the guidelines to the recent graduates.</li> </ol>	<ol style="list-style-type: none"> <li>1. Information</li> <li>2. Information</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> </ol>
<b>NEXT MEETING</b>	November 22, 2013 8:00 to 10:00 a.m. College of Nursing & Allied Health Tower Hall Room 105	N. Miller will forward agenda and minutes to members prior to meeting.	N. Miller

Approved by: (Signature on file)  
 Vivian Branchick

Prepared by: (Signature on file)  
 Nancy Miller