

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
BOARD OF TRUSTEES MINUTES
August 27, 2010

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
PRESENT:	Irene Recendez, Vice President Nancy Miller, Secretary Minor Anderson	Thomas Berne, MD James Doughty, RN Rosa Maria Hernandez	Tonia Jones Ernest Moreno
EXCUSED/ ABSENT:	Vivian Branchick, President Margaret Lee	Maria Torres Flores	
CALL TO ORDER & INTRODUCTIONS	I Recendez called the meeting to order. Welcome to T. Jones, Nursing Director H. Claude Hudson Comprehensive Health Center. This Board unanimously approved her membership as the Health Care Facility Representative. Dr. Jones is a much accomplished School of Nursing (SON) graduate, whose CV is included in the meeting material as reference. Dr. Jones has been oriented to the Board and its bylaws and policies, she has met the CONAH leadership and many of the faculty, toured the College, and signed the Membership Agreement and Code of Ethics.	Members introduced themselves and welcomed Dr. Jones.	None
APPROVAL OF MINUTES	Minutes of May 28, 2010.	Approved. N. Miller will post on website.	N. Miller
MINUTES FOLLOW-UP	1. Minutes – Were corrected and posted. 2. <u>Approved Policies and Forms</u> – BOT approved final versions of the following policies and forms were mailed to members and posted: - Membership Agreement and Code of Ethics - Board Self Appraisal - #160: Refund of Student Charges - #201: Academic Honesty and Professional Conduct - #507: Nondiscrimination 3. All other follow-up actions are included on the agenda for this meeting.	1. Information 2. Information 3. Information	1. None 2. None 3. None
ANNOUNCEMENTS	1. <u>Membership Information</u> – Members were requested to update their website and contact information, which was circulated for review and correction. 2. <u>Emeritus Member</u> – Dr. Van Der Meulen wrote that due to continuing medical problems he will be unable to attend Board meetings and therefore wishes to submit his resignation from the Board with regrets. He encourages the Board to keep up our good work.	1. M. Ibrahim will update the website. 2. Members expressed sorrow that he is no longer able to participate.	1. M. Ibrahim 2. None
OLD BUSINESS			
ACCJC/WASC ACCREDITATION	1. <u>Midterm Report</u> – Members reviewed Accrediting Commission for Community and Junior Colleges (ACCJC) action letter, dated 6/30/10. Letter was forwarded to board members and College faculty, staff, and students on 7/14/10. The Accrediting Commission accepted the 3/15/10 (routine) Midterm Report, which detailed the College's achievements in addressing the 2007 evaluation team recommendations. In a follow-up conversation, Jack Pond and Susan Clifford, ACCJC vice presidents, congratulated the College on the very well written report and stated that the Commission recognized the many	1. College Administration will draft the Special Report in collaboration with faculty and forward it to the Board for review, approval, and signature.	1. N. Miller

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	<p>Members recommended 1) adding the total number of respondents/class, 2) adding the rating scale, and 3) converting the single number score for the "yes/no" responses to percent/response rate for "yes" and "no".</p> <p>Members discussed various student support methodologies including the Ombudsperson, mental health services, faculty mentoring, and big brother/sister programs.</p> <p>4. <u>Allied Health</u> – D. DeHart reported that no progress has been made in hiring a Director.</p> <p>5. <u>Information Technology (IT) Support and College Information Systems</u></p> <ul style="list-style-type: none"> - CAMS – M. Caballero reported that the Office of Educational Services will begin using the data base for this Fall semester. - Class Climate – M. Ibrahim reported that 50 additional user licenses were approved for purchase. - CONAH Internet and Intranet – M. Ibrahim reported that the Department of Health Services continues to assist with updating the internet Website; the intranet/Team Services was significantly reformatted; and Wi-Fi installation was completed throughout the College. 	<p>4. Information</p> <p>5. Information.</p>	<p>4. None</p> <p>5. None</p>
DISTANCE LEARNING	<p>1. D. DeHart reported on behalf of J. Anderson. The distance learning equipment was installed and faculty were trained. The system was piloted between the College and Olive View Medical Center (OVMC) for summer session 2nd semester courses: Pharmacology (N121) – 6 students and Nursing Role (N122) – 7 students.</p> <p>Problems were identified with audio, video, connectivity, technical support, and room access. Summary report and table, which were forwarded to Diane Factor (Workforce Development Program Director and grant initiator) reviewed. The equipment will not be used for the Fall semester unless these problems can be resolved. Recommendations are to 1) Purchase and install an approved, integrated unit, 2) Purchase and install video backup, and 3) Dedicate on site staff and technical support</p> <p>Members discussed the resources required to implement this project in relationship to the benefits to student learning. The grant proposal was submitted to support students at the OVMC extended campus. Members agreed that the equipment and methodology may be beneficial and in line with the College mission but question the cost:benefit findings. The Board requested an assessment report including:</p> <ul style="list-style-type: none"> - Costs – Faculty, IT/support staff salaries, equipment purchase/installation/education, maintenance agreements - Grant Background – Purpose, amount awarded, award period & extensions, outcome criteria/performance indicators - Reporting requirements & impact of negative report 	<p>1. D. DeHart will compile the report and present it at November meeting.</p>	<p>1. D. DeHart</p>
NCLEX-RN PASS RATE	<p>Reviewed at May and November meetings.</p>	<p>Will report again in November</p>	<p>N. Miller</p>
RECRUITMENT	<p>1. <u>Fall 2010 School of Nursing Demographics</u> – M. Caballero distributed the SON demographic data</p>	<p>1. M. Caballero will bring</p>	<p>1. M. Caballero</p>

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<p>STATUS</p>	<p>for the Fall 2010 student body of 274 and for the 47 new two-year students. The student body age range is 21-61 with an average age of 31 years.</p> <p>SON Fall 2010 Student Body Demographics</p> <table border="1" data-bbox="363 347 1314 787"> <thead> <tr> <th>Demographics</th> <th>SON Student Body (274)</th> <th>SON New Students (47)</th> <th>LA County population</th> <th>State RN programs</th> <th>National RN programs</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>73%</td> <td>72%</td> <td>50%</td> <td>83%</td> <td>87%</td> </tr> <tr> <td>Male</td> <td>27%</td> <td>28%</td> <td>50%</td> <td>17%</td> <td>13%</td> </tr> <tr> <td colspan="6">Ethnicity</td> </tr> <tr> <td>Minorities</td> <td>79%</td> <td>77%</td> <td>69%</td> <td>54%</td> <td>18%</td> </tr> <tr> <td>Caucasian</td> <td>21%</td> <td>23%</td> <td>28%</td> <td></td> <td></td> </tr> <tr> <td>Black</td> <td>9%</td> <td>0%</td> <td>9%</td> <td></td> <td></td> </tr> <tr> <td>Hispanic</td> <td>39%</td> <td>45%</td> <td>48%</td> <td></td> <td></td> </tr> <tr> <td>N. American</td> <td>0%</td> <td>0%</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Asian</td> <td>15%</td> <td>15%</td> <td rowspan="2">14%</td> <td></td> <td></td> </tr> <tr> <td>Filipino</td> <td>16%</td> <td>17%</td> <td></td> <td></td> </tr> <tr> <td>Undeclared/Other</td> <td>0%</td> <td>0%</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>M. Caballero reported that 210 complete applicant files were reviewed, 140 met entry criteria, 67 were accepted for Fall 2010, and 47 enrolled (70% student yield). All applicants met the minimum science GPA of 2.5 and the majority had 3.25 and above in science courses.</p> <p>2. <u>DHS Hiring Process</u> – Reviewed at May and November meetings.</p>	Demographics	SON Student Body (274)	SON New Students (47)	LA County population	State RN programs	National RN programs	Female	73%	72%	50%	83%	87%	Male	27%	28%	50%	17%	13%	Ethnicity						Minorities	79%	77%	69%	54%	18%	Caucasian	21%	23%	28%			Black	9%	0%	9%			Hispanic	39%	45%	48%			N. American	0%	0%				Asian	15%	15%	14%			Filipino	16%	17%			Undeclared/Other	0%	0%				<p>demographic tracking report to next meeting</p> <p>2. Will report again in November</p>	<p>2. N. Miller</p>
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<p>POLICY #430: STUDENT RECORDS - CONFIDENTIALITY</p>	<p>The draft updated policy was forwarded to members on 7/9/10 for discussion and approval vote at this meeting. The policy was reviewed and revised as part of the scheduled triennial review. The College Administrative and Planning Committees approved the updates. Members recommended policy specifies business vs. calendar days.</p>	<p>Approved with change. N. Miller will forward final version and post on website.</p>	<p>N. Miller</p>																																																																							
<p>2010-2011 ANNUAL GOALS</p>	<p>The draft goals were forwarded to members on 7/14/10 for discussion and approval vote at this meeting. The goals were drafted, reviewed, and approved by College Administrative Committee and V. Branchick. N. Miller reviewed rationale for each goal and related elements.</p>	<p>Approved. N. Miller will forward final version and post on website.</p>	<p>N. Miller</p>																																																																							
<p>OFF AGENDA ITEMS</p>	<p>None</p>																																																																									

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NEXT MEETING	November 19, 2010 8:00 to 10:00 a.m. USC Health Science Campus Edmondson Faculty Center	N. Miller will forward agenda and minutes to members prior to meeting.	N. Miller

Approved by: (Signature on file)
 Irene Recendez

Prepared by: (Signature on file)
 Nancy Miller