

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

August 19, 2016

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
PRESENT:	<p>Vivian Branchick RN, President Thomas Berne, MD Barbara Collier RN Eve Cruz, RN</p> <p>Rosa Maria Hernandez Tonia Jones, RN Margaret Lee Nancy Miller, RN Ernest Moreno</p>	GUESTS: Jeffrey Anderson, RN Maria Caballero, RN Doris DeHart, RN Herminia Honda, RN	PUBLIC:
EXCUSED/ ABSENT:	Isabel Milan, RN		
CALL TO ORDER & INTRODUCTIONS	V. Branchick called the meeting to order at 0815	Information	None
APPROVAL OF MINUTES	Minutes of May 19, 2016 reviewed and approved.	Post on website	H. Honda
MINUTES FOLLOW- UP	<ol style="list-style-type: none"> Minutes of February 19, 2016 – Posted on the internet. <u>BOT Website Information</u> – On the agenda under Information Systems/ Website report. 	<ol style="list-style-type: none"> Information Information 	<ol style="list-style-type: none"> None None
ANNOUNCEMENTS	1. <u>Save the Date for B. Collier's Retirement on 12/11/16</u> – An invitation to save the date for 12/11/16 was distributed to board members. V. Branchick acknowledged and thanked B. Collier for her dual role as the Dean of the School of Nursing and Interim Provost for the last 2 ½ years.	1. Information	1. None
PUBLIC COMMENT	1. No public comment	1. Information	1. None
OLD BUSINESS			
ACCREDITATION	<ol style="list-style-type: none"> <u>Accreditation (2016 Midterm Report) – Received letter from Accrediting Commission for College and Junior Colleges (ACCJC) on July 8, 2016 indicating acceptance of the Midterm Report. The College's next comprehensive review is Spring 2019. The letter was also emailed to the Board members. M. Caballero reminded the members that the hard copy of the ACCJC letter in included in their packet. She also distributed a letter received from ACCJC asking the College for a support letter as the Commission is requesting recognition from the United States Department of Education. Much discussion ensued about the letter of support and R. Hernandez emphasized that the letter should focus on accreditation. M. Lee also added that names should not be included in the letter. Board agreed to write the letter of support for ACCJC. V. Branchick encouraged members to write individual letters if they wish.</u> <u>BRN Report / Attrition/Retention and Tutoring</u>– B. Collier reported that SON faculty continues to follow the Attrition/Retention and Tutoring Action Plans. Next BRN visit is scheduled for 2018. <u>Associates Degree in Nursing (ADN) to Bachelors of Science in Nursing (BSN) Collaborative Project with California State University, Los Angeles (CSULA)</u> – M. Caballero reported that six CONAH graduates received their Bachelor of Science in 	<ol style="list-style-type: none"> Send letter to ACCJC Information Information 	<ol style="list-style-type: none"> Board members None None

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	<p>Nursing (BSN) in May. There are nine students that started in Summer 2016. There was much discussion on program cost. M. Caballero reported that its current cost is \$ 19,000 which is lower than the original \$ 30,000. She also added that a lot more students are able to qualify for the collaboration program.</p> <p>4. <u>Research/Program Review/Planning</u> – H. Honda reported the following surveys that are in progress.</p> <ul style="list-style-type: none"> ▪ Graduate survey for 2014-II (Sent on 7/1/16) and at 43% (22/51) response rate as of 8/17/16 ▪ Sent out the Employee Survey for Class 2014-I on 7/28/16 and at 38% (5/13) response rate as of 8/17/16. Will bring paper survey to respective managers at LAC + USC Medical Center if they have not responded to the online reminders. This is being piloted to increase survey response. B. Collier shared that most nursing programs are getting low response rates to their surveys as reported at their Dean meetings. Thus, they are also utilizing different strategies to increase response rates. H. Honda added that data are collected to complete accreditation and regulatory reports. <p>5. <u>Technology/College Information Systems</u> – M. Caballero reported :</p> <p>a. <u>Comprehensive Academic Management System (CAMS)</u> - Data on all incoming students are being entered on CAMS. There is plan to implement the faculty portal this fall semester. V. Branchick emphasized that implementation of the CAMS is non-negotiable as it has been postponed many times. CAMS must be utilized by the students and faculty.</p> <p>b. <u>Information Systems/Website</u> – H. Honda reported: Upgrade of the ParSystem was completed in June. The hardware and software are at least 7 years old and problems encountered include limited space and number of users. At the end of each semester, software problems resulted to limited database size. Therefore, IT server team had to increase memory space for the server to be accessible. The ParSystem has two components; ParTest is a databank with thousands of questions and capable of generating tests. It works in sync with ParScore program in generating reports on students performance and test analysis.</p> <p>The College webmasters have been uploading the documents and making changes to the site content as needed to comply with regulatory agencies. BOT membership information and Bylaws have been updated on the website. August handouts for Fall 2016 have been posted. Students' course and program survey comments have been positive regarding the accessibility of lecture handouts. There was much discussion regarding the difficulty accessing the College website as it is located under the DHS website domain. T. Berne inquired whether it is possible for the College to have its own domain not linked to DHS.</p>	<p>4. Information</p> <p>5. Implement faculty and student portals</p> <p>Contact M. Ly regarding the College website.</p>	<p>4. None</p> <p>5. M. Caballero</p> <p>H. Honda / V.Kieng</p>
<p>DIVISIONAL REPORTS</p>	<p>1. <u>Educational Resource Center (ERC)</u> – J. Anderson led the review of the 2014-2015 ERC Annual Report. He reported on the following: <u>Report for Academic Year (AY) 2014-2015</u></p> <ul style="list-style-type: none"> • Investigating converting the library's paper card catalog to an electronic database • Converted EDCOS training DVD's to web format available on County YouTube • In the process of hiring a Librarian 1 <p>J. Anderson emphasized that the staffing shortage has resulted to overtime for other ERC staff to ensure uninterrupted services to students and staff. Much discussion ensued regarding the hiring process and M. Lee suggested that the sublist should be pulled to check who is on the list and thus, interview could take place. She added that M. Esparza</p>	<p>1. Information</p>	<p>1. None</p>

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	<p>should be contacted regarding the item. V. Branchick emphasized that items that are not being used are being evaluated, therefore, it is important to fill vacant items.</p> <ul style="list-style-type: none"> • Upgraded CPR and Skills Lab equipment • All surveys regarding ERC services exceeded threshold. <p><u>Update for AY 2015-2016</u></p> <ul style="list-style-type: none"> • Developing proposal for electronic card catalog system • Moving toward implementation of upgraded media system in priority classrooms • Implemented Shadow Health Digital Clinical Experience <p><u>ERC Usage Trends</u></p> <ul style="list-style-type: none"> • Increase demand for computers in clinical and assignments which could be attributed to ORCHID (electronic charting). Much discussion ensued whether additional computers and space may be needed in the future • Students prefer electronic materials. <p><u>ERC Usage for AY 2014-2015</u></p> <ul style="list-style-type: none"> • There was an overall increase in database searches which is accessible at home and mobile devices. • There was a decrease in the use of books and journals. <p><u>ERC Expenditures for AY 2014-2015</u></p> <ul style="list-style-type: none"> • Maintenance of electronic databases • Books and Journals • Maintenance Agreements • Skills Lab Equipment • AV Equipment. <p>J. Anderson reported that he is currently working on the data for AY 2015-2016.</p> <p>2. School of Nursing (SON) – B. Collier led the review of the 2014-2015 SON Annual Report. She reported on the following:</p> <p>Student Performance Evaluation for AY 2014-2015</p> <ul style="list-style-type: none"> • Attrition Rate for AY 2014-2015 is at 11% which is well below the BRN threshold of 25%. Program attrition data for ADN Programs as reported in the BRN 2014-2015 Annual School Report is at 16.3%. Reasons for attritions are mainly academic and personal. However, in Spring 2016 Clinical was added as a category to conform to community standards. School of Nursing data showed clinical as the top ranked reason for attrition for Spring 2016. B. Collier reported that this trend will be closely monitored so that appropriate strategies are implemented to assist students. The following strategies have been utilized to decrease attrition rates and have been effective: <ul style="list-style-type: none"> ○ Early identification of high risk students ○ Tutoring by faculty ○ Student success workshops ○ Adherence to testing policies. 	<p>2. Information</p>	<p>2. None</p>

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	<p style="text-align: center;">There were a total of 8 Petitions, 2 Preliminary Hearings and 0 Grievances for AY 2014-2015</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 45%; text-align: center;">FALL 2014</th> <th style="width: 40%; text-align: center;">SPRING 2015</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">PETITIONS</td> <td> <p>Semester I: (Class 2016-I) Student petitioned to overturn clinical failure. Petition denied.</p> <p>Semester II: (Class 2015-II) Student petitioned to waive attendance policy. Petition accepted.</p> <p>Semester IV: (Class Of 2014-II) Student petitioned to complete a make-up quiz. Petition denied.</p> </td> <td> <p>Semester I: Class 2016-II) Student petitioned to continue clinical after failure. Petition was denied, followed by preliminary hearing and did not advance to Grievance.</p> <p>Student petitioned to overturn clinical failure. Petitioned denied, followed by preliminary hearing and did not advance to Grievance.</p> <p>Semester II: (Class 2016-I) Student petitioned to retake Drug and Dosage Calculation Competency exam. Petition accepted.</p> <p>Semester III: (Class 2015-II) Student petitioned to waive attendance policy. Petition accepted.</p> <p>Semester IV: (Class 2015-I) Student petitioned to increase testing time. Petition denied.</p> </td> </tr> </tbody> </table> <p>B. Collier reported that students are aware of the grievance process. The Grievance Committee membership includes student and faculty.</p> <p>3. <u>Allied Health</u> – V. Branchick reported that P. Nazarey has retired and thus Allied Health will need to be reevaluated once again.</p>		FALL 2014	SPRING 2015	PETITIONS	<p>Semester I: (Class 2016-I) Student petitioned to overturn clinical failure. Petition denied.</p> <p>Semester II: (Class 2015-II) Student petitioned to waive attendance policy. Petition accepted.</p> <p>Semester IV: (Class Of 2014-II) Student petitioned to complete a make-up quiz. Petition denied.</p>	<p>Semester I: Class 2016-II) Student petitioned to continue clinical after failure. Petition was denied, followed by preliminary hearing and did not advance to Grievance.</p> <p>Student petitioned to overturn clinical failure. Petitioned denied, followed by preliminary hearing and did not advance to Grievance.</p> <p>Semester II: (Class 2016-I) Student petitioned to retake Drug and Dosage Calculation Competency exam. Petition accepted.</p> <p>Semester III: (Class 2015-II) Student petitioned to waive attendance policy. Petition accepted.</p> <p>Semester IV: (Class 2015-I) Student petitioned to increase testing time. Petition denied.</p>	<p>3. Information</p>	<p>3. None</p>
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NEW BUSINESS	<p>A. Policy # 300: Self-Appraisal - Policy distributed, reviewed, and approved with the following recommendations:</p> <ul style="list-style-type: none"> ● Add Administrative Committee as committee consulted ● Update ACCJC Reference to reflect the revised standard. 	<p>A. Revise document. Send to faculty and staff and post</p>	<p>A. H. Honda</p>						

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	<p>B. Policy # 500: Provost Selection- Policy distributed, reviewed, and approved with the following recommendations:</p> <ul style="list-style-type: none"> ● Add Administrative Committee as committee consulted ● Update ACCJC Reference to reflect the revised standard. <p>C. <u>Policy # 300: Award of Academic Credit</u> - Policy distributed, reviewed, and approved.</p>	<p>B. Revise document. Send to faculty and staff and post.</p> <p>C. Finalize document. Send to faculty and staff and post.</p>	<p>B. H. Honda</p> <p>C.H. Honda</p>
OFF AGENDA ITEMS	Members discussed the vacant Local University Representative position and T. Berne pointed out that the Board should seek someone with political clout. D. DeHart reported that she had contacted a faculty member from California State University, Los Angeles, but she is working only on a part time basis. The Board agreed to contact someone from University of Southern California who recently restarted their nursing program for NP, DNP and PHD degrees.	Send inquiry letter to USC	M. Caballero
ADJOURNMENT	0950		
NEXT MEETING	November 18, 2016 8:00 to 10:00 a.m. College of Nursing & Allied Health Tower Hall Room 105	B. Collier will forward agenda and minutes to members prior to meeting.	B. Collier

Approved by: (Signature on file) _____
Vivian Branchick

Prepared by: (Signature on file) _____
Herminia Honda