

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

**November 16, 2018**

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<p><b>PRESENT:</b></p> <p>Vivian Branchick, RN Eve Cruz, RN Rosa Maria Hernandez Kathy Hinoki, RN Tonia Jones, RN</p> <p><b>EXCUSED/ ABSENT:</b></p>	<p>Nancy Miller, RN Isabel Milan, RN Ernest Moreno</p>	<p><b>ADMIN STAFF:</b> Tammy Blass, RN Frances Cervantes, RN Sarah Granger, RN Herminia Honda, RN Joan Kohl, RN</p>	<p><b>PUBLIC:</b></p>
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	V. Branchick called the meeting at 0820. She acknowledged the Board members and staff for their continued support of CONAH and wished them a wonderful Holiday season. J. Orozco, LAC + USC Medical Center CEO is the new non-elected member, but unfortunately unable to attend the meeting.	Information	None
<b>APPROVAL OF MINUTES</b>	Minutes of August 31, 2018 reviewed and approved with changes: <ul style="list-style-type: none"> <li>➤ Verbiage change on page 2</li> <li>➤ Correction of typo on page 3.</li> </ul>	Post on website	H. Honda
<b>MINUTES FOLLOW-UP</b>	<ol style="list-style-type: none"> <li>1. <u>Minutes of May 18, 2018</u> – Posted on the internet.</li> <li>2. <u>Policy # 300: Grading System</u> – Policy finalized and posted.</li> <li>3. <u>Policy # 820: Academic Failure and Dismissal</u> – Policy finalized and posted.</li> <li>4. <u>Policy # 830: Student Grievance</u> – Policy finalized and posted.</li> <li>5. <u>Board Code of Ethics and Membership Agreement</u> – Finalized and posted.</li> <li>6. <u>Board Bylaws</u> – Finalized and posted.</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. Information</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>	CONAH graduation is scheduled for 12/13/18 at 1400. It will be held at the Bovard Auditorium at USC Campus. Sixty-one students are expected to graduate. Board members are invited to attend. R. Hernandez and K. Hinoki are planning to attend.	Information	None
<b>PUBLIC COMMENT</b>	No public comment	Information	None
<b>OLD BUSINESS</b>			
<b>ACCREDITATION</b>	<ol style="list-style-type: none"> <li>1. <u>Accreditation Report</u> – H. Honda reported on the following: <ul style="list-style-type: none"> <li>➤ Steering Committee is finalizing the report to be sent to ACCJC by 1/7/19</li> <li>➤ ISER draft sent to the Board via email on 11/1/18</li> <li>➤ Received feedback from N. Miller and K. Hinoki and currently incorporating the evidence within the report</li> <li>➤ There are seven team members assigned for the visit scheduled for 3/11/19 to 3/14/19</li> </ul> V. Branchick acknowledged H. Honda for putting the report together, and T. Blass and N. Miller for editing. I. Milan inquired when Board members are required for the visit. The Board will be notified once the visit schedule is received from ACCJC. </li> <li>2. <u>BRN Report</u> – J. Kohl reported on the following:</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>

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	<ul style="list-style-type: none"> <li>➤ She has received a congratulatory letter from BRN for the passing rate of 90.5 % for the class of 2018-I</li> <li>➤ CA nursing schools are discussing the need for more simulation experience and less clinical time due to difficulty in finding clinical placements</li> <li>➤ Existing nursing schools are closing due to problems with clinical placements</li> <li>➤ Submitted the annual BRN survey on 11/15/18 required of all nursing schools in CA</li> <li>➤ Data obtained from the annual BRN survey will be published in spring 2019.</li> </ul> <p>3. <u>Associates Degree in Nursing (ADN) to Bachelors of Science in Nursing (BSN) Collaborative Project with California State University, Los Angeles (CSULA)</u> – F. Cervantes reported:</p> <ul style="list-style-type: none"> <li>➤ There are 5 students who will be starting summer 2019</li> <li>➤ There is a smaller number of students interested in the program. CSULA Collaborative liaison visited later in the spring 2108 semester</li> <li>➤ In fall 2018, liaisons visited earlier to give information to the current students.</li> </ul> <p>4. <u>IE / Program Review/Research / Planning</u> – H. Honda reported on the following:</p> <ul style="list-style-type: none"> <li>➤ IE committee finalized the documents for the Interview Process that will be added as an admission criterion</li> <li>➤ The Interview Process consist of three parts; a written exercise, giving and receiving directions and a group activity</li> <li>➤ Admission policy has been revised to reflect the change</li> <li>➤ Interview process will take place April, 2019 for the fall 2019 admission.</li> </ul> <p>H. Honda added that Interview Process will be implemented to improve the on time completion rate of graduates which ranges from 56% to 64%. J. Kohl also explained that faculty have reported that the majority of students who struggled in clinical have difficulty communicating with the patients, staff and faculty. Much discussion ensued that students may be doing well in theory classes but they could still fail in clinical if they are not meeting objectives. E. Moreno reiterated that students who get the highest grades in theory will pass the NCLEX but may not be the best bedside nurses.</p> <p>5. <u>Technology/College Information Systems Comprehensive Academic Management System (CAMS)</u> – S. Granger reported on the following:</p> <ul style="list-style-type: none"> <li>➤ All semesters are utilizing CAMS</li> <li>➤ Faculty is submitting grades through CAMS and transcript is being generated using CAMS</li> <li>➤ The newly hired clerk will be the designated CAMS manager. He is currently learning the CAMS application.</li> </ul> <p><u>Information System/Website</u> – H. Honda reported that the College webmasters continue to upload documents and make changes to the site content as needed to comply with regulatory agencies' requirements.</p>	<p>3. Information</p> <p>4. Information</p> <p>5. Information</p>	<p>3. None</p> <p>4. None</p> <p>5. None</p>
<p><b>DIVISIONAL REPORTS</b></p>	<p>1. <u>Education and Consulting Services (EDCOS)</u> – T. Blass distributed the 2017-2018 EDCOS Annual Program Evaluation Report (APER) and discussed the following:</p> <ul style="list-style-type: none"> <li>➤ There is currently one vacant instructor position</li> </ul>	<p>1. Information</p>	<p>1. None</p>

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	<ul style="list-style-type: none"> <li>➤ In 2017-2018, EDCOS offered 378 CE classes, in services and programs for 7585 workforce members</li> <li>➤ Majority of the participants were from LAC + USC but there were attendees from other County hospitals</li> <li>➤ EDCOS provided mandatory nursing education required by regulatory agencies including orientation, DHS competency validation, Annual Skills validation and Life Support courses; BLS, ACLS, PALS and Heartsaver</li> <li>➤ EDCOS provided specialty education for LAC + USC and DHS nursing staff that included Core Critical Care Program, Advanced Critical Care Program and Emergency Nurse Training Program. The focused was on standardization of ICU and ER programs.</li> </ul> <p>Much discussion ensued that there were challenges with standardization such as preceptor led clinical experience instead of instructor led. EDCOS faculty provided ICU coaching classes to ensure preceptors are ready for their new roles. They also met with preceptors regularly to provide support and guidance. There was a heightened focus on training more specialty nurses due to high turnover rates in the nursing specialty areas. The retention committee is looking for different strategies to retain the newly trained nurses</p> <ul style="list-style-type: none"> <li>➤ EDCOS coordinated continuing education classes for LAC + USC nursing programs such as chemotherapy certification, neurotrauma symposium, neonatal symposium and critical care symposiums and etc.</li> <li>➤ EDCOS faculty continued to be members/chairs of over 30 DHS, LAC + USC, Nursing Department and College of Nursing committees.</li> </ul> <p>T. Blass presented on LAC + USC Medical Center's journey toward magnet designation which could take about 3 to 5 years to attain. The designation is provided by the American Nurses Credentialing Center (ANCC). Requirements include having at least 80% of the staff nurses with BSN degrees and the nursing leadership with a minimum of MSN degrees. Employee and patient satisfaction must be above the traditional benchmark. The focus is staff empowerment and development. Decisions must be made by the staff and facilitated by management and the Shared Governance model must be adhered to.</p> <p>T. Blass reported that this will be her last report to the Board as EDCOS will be affiliated back with LAC + USC Medical Center. V. Branchick reported that EDCOS's focus is on educating post licensure nurses. All DHS hospital educators are affiliated with their respective hospital. CONAH's focus with SON and Allied Health programs will continue.</p> <p>2. <u>School of Nursing (SON)</u> – J. Kohl reported on the 2017-2018 Academic Year (AY) APER: She discussed the previous AY's goals:</p> <ul style="list-style-type: none"> <li>➤ Course thresholds were met except for the N242 course. Eight new faculty were hired for AY 2017-2018 and there were faculty reassignments in fall 2018. Positive feedback has been received from the students regarding faculty reassignments</li> <li>➤ Course pass rate threshold met except for N123 course. Semester two faculty will continue to monitor the progress of identified at risk students throughout the semester and evaluate the semester's action plan to ensure students' success in the course</li> <li>➤ Course survey items were met except for N242 course. Semester four faculty will review course content, methods, test questions and grading to promote student learning, success and course satisfaction.</li> <li>➤ A committee was formed to review all APA papers in all semesters and to revise the written assignments to show progression from semester to semester as required by BRN</li> </ul>	2. Information	2. None

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	<ul style="list-style-type: none"> <li>➤ Student success workshops were provided to N125 students as well as students from semester two to four to ensure success in the program</li> <li>➤ Participated in the 2018 BRN continuing approval in which the school was granted a five-year approval till 2023</li> <li>➤ The SON is actively participating in the completion of the 2019 ISER which will be mailed the first week of January. Site visit is scheduled for March 11 to 14, 2019.</li> </ul> <p>J. Kohl also discussed the latest NCLEX pass rate which continues to be above the state and national average. She also presented the latest DHS hiring rate and the slow process in hiring the CONAH graduates. J. Kohl and I. Milan will continue the “Meet and Greet” sessions in which current and past graduates meet the LAC + USC managers to discuss LAC + USC Medical Center employment.</p> <p>3. <u>SON Student Projections</u> – F. Cervantes reported on the following:        Thirty-two applicants have responded for spring 2019 acceptance. Preregistration for the incoming students is scheduled for December 7<sup>th</sup>. Summer 2019 online application opened on November 1<sup>st</sup> and will close on December 1<sup>st</sup>. There are currently 17 DHS LVN employees who have been pre-selected by the DHS Office of Nursing Affairs whose applications will be reviewed for the Summer LVN-RN transition program.</p>	3. Information	3. None
<b>NEW BUSINESS</b>			
	<ol style="list-style-type: none"> <li>1. <u>BOT Self-Appraisal</u> – V. Branchick discussed the comparative data on Board Self-Appraisal for 2015 and 2018. No significant changes were noted on the Likert scale. She led the review of the written comments. A recommendation is to discuss issues or developments between meetings during the quarterly meeting to ensure Board members are informed of the current issues and not just via email. Another recommendation is to inform the Board of what changes are made on the policies for review in addition to track changes for clarity. Recommendations from the Board will be implemented.</li> <li>2. <u>Board Code of Ethics and Member Agreement</u> – Revised Board Code of Ethics and Member Agreement was distributed and signed by each member.</li> <li>3. <u>2019 Meeting Schedule</u> – 2019 Meeting schedule was distributed and reviewed.</li> </ol>	1. Information  2. Information  3. Information	1. None  2. None  3. None
<b>OFF AGENDA ITEMS</b>	A group picture of the Board was taken which will be uploaded on the College’s website.	Information	None
<b>ADJOURNMENT</b>	1005		
<b>NEXT MEETING</b>	February 15, 2019 College of Nursing & Allied Health Tower Hall Room 105	V. Branchick will forward agenda and minutes to members prior to meeting.	V. Branchick