

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH**  
**BOARD OF TRUSTEES MINUTES**  
February 11, 2021  
Microsoft Teams Meeting

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<b>PRESENT:</b>  <b>EXCUSED/ ABSENT:</b>	Vivian Branchick, RN                      Tonia Jones, RN Karla Gonzalez, MD                      Ernest Moreno Rosa Maria Hernandez                      Jorge Orozco Kathy Hinoki, RN  Annie Marquez, RN Nancy Miller, RN	<b>ADMIN STAFF:</b> Irene De La Torre, RN Sarah Granger, RN Mildred Gonzales, RN Herminia Honda, RN	<b>PUBLIC:</b>
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	R. Hernandez called the meeting at 1302.	Information	None
<b>APPROVAL OF MINUTES</b>	Minutes of November 12, 2020 reviewed and approved as written. Five members present voted for approval.	Post on website	H. Honda
<b>MINUTES FOLLOW-UP</b>	<ul style="list-style-type: none"> <li>➤ Minutes of August 13, 2020 = Posted on the internet</li> <li>➤ ACEN accreditation status = ACEN is in good standing per the Department of Education</li> <li>➤ Policy # 510: New Member Orientation = finalized and posted.</li> </ul>	Information	None
<b>ANNOUNCEMENTS</b>	Spring 2021 cohort admission has been deferred to Fall 2021 due to possible faculty deployment to assist with COVID-19 pandemic and the restrictions imposed by some DHS clinical facilities regarding students in the clinical area. For instance, instead of allowing 10 students, they will only allow 5 for clinicals. ACCJC and BRN were notified of the deferment and email was sent by V. Branchick to the Board.	Information	None
<b>PUBLIC COMMENT</b>	None	Information	None
<b>OLD BUSINESS</b>			
<b>ACCREDITATION</b>	1. <u>Accreditation Report</u> – H. Honda reported on the following: <ul style="list-style-type: none"> <li>➤ A Substantive Change must be submitted if the College decides to continue distance learning in Fall 2021. Currently working on written report for national accreditation (ACEN) candidacy that must be submitted by June 30, 2021. A national accreditation will give the College opportunity to apply for available federal grants.</li> </ul> 2. <u>BRN Report</u> – M. Gonzales reported that H. Sands, Nursing Education Consultant (NEC) was informed of deferred admission of Semester 1 students from spring 2021 to fall 2021. 3. <u>IE/Planning</u> - H. Honda reported on the following: Graduate Survey 2018-I and 2018-II <ul style="list-style-type: none"> <li>➤ Survey for Class 2018-I was sent spring 2019 and Class of 2018-II was sent in fall 2019. Multiple reminders were sent.</li> </ul>	1. Information  2. Information  3. Information	1. None  2. None  3. None

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	<ul style="list-style-type: none"> <li>➤ Response rate for both classes was 39%, a little lower than the previous classes.</li> <li>➤ 48 % of those that responded stated that they are working within DHS.</li> <li>➤ Respondent are working in 18 different healthcare settings in LA County and one in Idaho.</li> <li>➤ The majority reported working in inpatient units.</li> <li>➤ 35% (14/40) of the respondents stated they are in leadership roles.</li> <li>➤ Most graduate comments are positive about the program.</li> </ul> <p>T. Jones inquired whether Outlook is also used to contact previous graduates. H. Honda stated that former graduates who are working within DHS are also contacted via DHS email.</p> <p>Employer Survey for Class 2018-I and 2018-II</p> <ul style="list-style-type: none"> <li>➤ An employer survey was sent out to employers of 2018-I and 2018-II graduates.</li> <li>➤ Response rate of 30% and 49% are much higher than the previous rates.</li> <li>➤ Overall rating from the employers are 4.0 and 3.92 out of 1-5 scale and threshold of 3.0.</li> <li>➤ Written comments are mostly positive. Some employers had indicated they could not accurately rate the graduates due to the short employment time.</li> </ul> <p>4. <u>Technology/College Information Systems Comprehensive Academic Management System (CAMS)</u> – S. Granger reported that currently working with Unit 4/CAMS in the implementation of the Financial Aid portal.</p> <p><u>Information System/Website</u> – H. Honda reported that DHS has migrated its website and the College is reviewing its content to ensure ACCJC requirements and Department of Education posting requirements are adhered to. Waiting for permission to be able to update contents on the website. H. Honda, V. Kieng and N. Lim have attended training on how to update the website.</p>	4. Information	4.None
<b>DIVISIONAL REPORTS</b>	<p>1. School of Nursing (SON) – M. Gonzales reported on the SON 2019-2020 annual report:</p> <p><u>Evaluation of Annual Goals</u></p> <ul style="list-style-type: none"> <li>➤ Course survey were above the 3.5 threshold except N121 which was 3.26 in Fall 2019 and 3.7 in Spring 2020.</li> <li>➤ Due to COVID-19 pandemic, ADN to BSN collaborative program was put on hold. The College joined the Regional Nursing Curriculum Consortium (RNCC).</li> <li>➤ Concept Based Curriculum (CBC) was introduced to the faculty and some faculty are members of the RNCC workgroup.</li> <li>➤ Stretch goals were established to adhere to ACCJC recommendation.</li> <li>➤ Implemented all recommendations from the June 2019 Program Review Workshop.</li> <li>➤ Faculty transitioned to distance learning and utilized different strategies to engage students and provide a supportive environment during the COVID-19 pandemic.</li> </ul> <p><u>Faculty and Staff Interventions to Improve Student Learning</u></p> <ul style="list-style-type: none"> <li>➤ Faculty utilized both synchronous and asynchronous distance learning during spring 2020 to adhere to COVID-19 protocols.</li> </ul>	1. Information	1. None

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	<ul style="list-style-type: none"> <li>➤ Students with COVID-like symptoms were given alternative assignments during clinical rotations.</li> <li>➤ Students were provided access to Skills Lab utilizing online reservation, and able to access tutoring, mentoring, and counseling services during the pandemic.</li> </ul> <p><u>Program Performance Evaluation</u></p> <ul style="list-style-type: none"> <li>➤ Faculty and students quickly transitioned to hybrid learning with limited training but with IT support.</li> <li>➤ Computer labs were made available to students if needed.</li> <li>➤ Students were given an option to take incomplete due to fear and anxiety of returning to clinical and possible exposure to COVID.</li> <li>➤ The School adhered to the Department of Public Health (DPH) and Institutes of Higher Education (IHE) safety guidelines and protocols.</li> <li>➤ Students perceived the overall curriculum as effective and they reported a positive comment of their hands-on experience in clinical.</li> <li>➤ Negative comment by Classes of Fall 2019-II and 2020-I pertained to some instructor's hypercritical teaching approach and the varying expectations in each semester, and Lippincott textbooks not correlating with lectures and exams.</li> </ul> <p><u>Accomplishments of the Program</u></p> <ul style="list-style-type: none"> <li>➤ The School of Nursing was able to transition to hybrid distance learning in a short period of time.</li> <li>➤ All semester students were able to progress, and semester 4 students graduated in spring 2020.</li> <li>➤ Class of 2020-I had a remarkable NCLEX pass rate of 98% despite having to deal with the COVID-19 pandemic.</li> <li>➤ The College adhered to the DPH and IHE guidelines and faculty, staff and students were kept safe.</li> <li>➤ Collaboration with nurse recruitment in hiring graduates and student nurse workers resulted to increase DHS hiring rate for spring and summer 2020.</li> </ul> <p><u>Quality Improvement Plans</u></p> <ul style="list-style-type: none"> <li>➤ Continue "substantive interaction" between faculty and students during distance learning.</li> <li>➤ Ensure there is correlation between course objectives, lectures, textbooks and test items.</li> <li>➤ Continue to integrate digital resources such as adaptive learning assignments, case studies, and vSims in all courses.</li> <li>➤ Continue to identify at-risk students and provide early interventions and other support services.</li> <li>➤ Continue to strengthen and enhance Peer Mentorship Program to support students.</li> </ul> <p><u>Goals for AY 2020-2021</u></p> <ul style="list-style-type: none"> <li>➤ Maintain all course survey threshold above 3.5.</li> <li>➤ Continue to enhance teaching strategies to engage and support students on distance learning with the use of technology and other media platforms.</li> <li>➤ Continue to provide a supportive learning environment and resources to students in compliance with the safety guidelines of the Department of Public Health and Institutes of Higher Education.</li> </ul>		

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	<p><u>Strategic Plan Accomplishments</u></p> <ul style="list-style-type: none"> <li>➤ Provided interventions to at risk and high-risk students.</li> <li>➤ Promoted “substantive interaction” between faculty and students during distance learning.</li> <li>➤ Faculty attended multiple conferences and webinars during the academic year which included transitioning to distance learning, virtual simulations, stress management and teaching strategies for new faculty.</li> <li>➤ The College joined the RNCC which is working on standardizing curriculum for ADN to BSN pathway.</li> </ul> <p>R. Hernandez acknowledged M. Gonzales for providing a very comprehensive report.</p>		
<b>ADMINISTRATIVE REPORT</b>	<p>V. Branchick reported on the following:</p> <ul style="list-style-type: none"> <li>➤ Faculty and staff that were deployed to Medical Surgical, ICU, OB, and ER units are all back at the College</li> <li>➤ Distance learning is continuing for Spring 2021 semester</li> <li>➤ Students are continuing their clinical rotations in DHS facilities and they will not be assigned to COVID positive patients</li> <li>➤ Five students have tested positive for COVID, but exposure occurred outside of the College</li> <li>➤ Faculty and students have received their COVID vaccination</li> <li>➤ Non-CONAH nursing faculty who have their clinical at LAC-+ USC were able to get their COVID vaccines</li> <li>➤ There are a few faculty and students who are not happy with distance learning, but majority are appreciative of the support being provided by the College. They are also acknowledging the safety measures in place to ensure everyone’s safety.</li> </ul> <p>E. Moreno inquired when students were able to get their vaccines. V. Branchick explained that the eligibility guidelines were adhered to when providing vaccines to the students and non-CONAH nursing faculty.</p>	Information	None
<b>NEW BUSINESS</b>			
	<ol style="list-style-type: none"> <li>1. <u>Policy # 200: Academic Freedom</u>– Reviewed by College Governance and sent to Board members on 2/2/21. Six members voted for approval.</li> <li>2. <u>Policy # 201: Academic Honesty and Professional Conduct and forms</u> – Reviewed by College Governance and sent to Board members on 2/2/21. Six members vote for approval.</li> </ol>	<ol style="list-style-type: none"> <li>1. Finalize and post</li> <li>2. Finalize and post</li> </ol>	<ol style="list-style-type: none"> <li>1.H. Honda</li> <li>2. H. Honda</li> </ol>
<b>OFF AGENDA ITEMS</b>	Next meeting is scheduled for May 13, 2021 and hoping for an in-person meeting.		
<b>ADJOURNMENT</b>	1407		
<b>NEXT MEETING</b>	May 13, 2021 College of Nursing & Allied Health Tower Hall Room 105	V. Branchick will forward agenda and minutes to members prior to meeting.	V. Branchick