

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

**February 9, 2023**

In Person/ Microsoft Teams Meeting

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<p><b>PRESENT:</b></p> <p>Vivian Branchick, RN Nancy Blake, RN Anthony Flores Rosa Maria Hernandez</p> <p><b>EXCUSED/ ABSENT:</b></p> <p>Tonia Jones, RN</p>	<p>Nancy Miller, RN Ernest Moreno Jorge Orozco</p>	<p><b>ADMIN STAFF:</b></p> <p>Irene dela Torre, RN Mildred Gonzales, RN Herminia Honda, RN Trina Trongone, RN</p>	<p><b>PUBLIC:</b></p>
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	R. Hernandez called the meeting at 0806 and welcomed everyone for the in-person meeting.	Information	None
<b>APPROVAL OF MINUTES</b>	Minutes of November 10, 2022, reviewed and approved with six members voting for approval.	Post on website	H. Honda
<b>MINUTES FOLLOW-UP</b>	<ul style="list-style-type: none"> <li>➤ Minutes of June 9, 2022 = Posted on the internet</li> <li>➤ Policy # 301: Grading for Clinical Course = finalized and posted</li> <li>➤ Policy # 300: Grading System = finalized and posted</li> <li>➤ Policy # 803: Satisfactory Academic Progress = finalized and posted</li> <li>➤ Policy # 500: Provost Selection = finalized and posted</li> </ul>	Information	None
<b>ANNOUNCEMENTS</b>	ACEN and BRN combined visit scheduled for March 15-17, 2023.	Information	None
<b>PUBLIC COMMENT</b>	None	Information	None
<b>OLD BUSINESS</b>			
<b>ACCREDI-TATION</b>	<ol style="list-style-type: none"> <li>1. <u>ACCJC Report</u> – H. Honda reported on the following: The Midterm report is due 3/15/23. Draft copy will be sent out to the Board for review and input.</li> <li>2. <u>ACEN Report</u> - H. Honda reported on the following: Site visit for the national accreditation is scheduled for March 15-17 and will be combined with the BRN visit. Documents have been uploaded in ACEN repository before the deadline of 2/1/23. Public announcement for the visit has been posted on DHS SharePoint, CONAH website, DHS weekly newsletter and CONAH Facebook page. Thank you to the Board members who provided input for the ACEN report. V. Branchick thanked J. Orozco for the IT and facility management’s support in preparation for the visit.</li> <li>3. <u>BRN Report</u> – M. Gonzales reported on the following: BRN continuing approval visit (CAV) will be combined with ACEN visit on March 15-17. Currently prepping the faculty and students. The ACEN visit will be three days while BRN is scheduled for two days. The agenda has been sent to the</li> </ol>	<ol style="list-style-type: none"> <li>1. Information</li> <li>2. Information</li> <li>3. Information</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> <li>3. None</li> </ol>

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	<p>Nursing Education Consultant and waiting for her confirmation of the schedule.</p> <p>4. <u>Program Review</u> - H. Honda reported on the following:                      Working on submitted Fall 2022 SLOs and other reports. Making sure evidence and other documents are ready for the ACEN and BRN site visits.</p> <p>5. <u>Technology/College Information Systems</u> – H. Honda reported on the following:                      CAMS –still working on FA module, piloting of students receiving FA should be implemented this semester.</p> <p>V. Kieng, College IT personnel have been updating information on the website for currency and accuracy and to prepare for the ACEN and BRN CAV.</p>	<p>4. Information</p> <p>5. Information</p>	<p>4. None</p> <p>5. None</p>
<p><b>DIVISIONAL REPORTS</b></p>	<p>1. School of Nursing (SON) – M. Gonzales reported on the SON 2021-2022 annual report:  <u>Evaluation of the previous annual goals</u></p> <ul style="list-style-type: none"> <li>➤ All courses are above threshold except for N121 for Spring 2022. Faculty continue to assist students with study guides &amp; participative teaching methodologies.</li> <li>➤ The School effectively transitioned from hybrid distance learning to in-person classroom teaching.</li> <li>➤ The faculty utilized enhanced teaching strategies such as using flipped classroom to promote student's accountability in learning.</li> <li>➤ The Lippincott NCLEX PassPoint has been utilized to prepare students for the NCLEX Next Generation (NGN) test item format.</li> <li>➤ The SON continued to comply with the safety guidelines of the LAC Department of Public Health and Institute of Higher Education.</li> </ul> <p><u>Tutoring and Mentoring</u></p> <ul style="list-style-type: none"> <li>➤ There is an increased pass rates from Fall 2020 to Spring 2021 after receiving tutoring.</li> <li>➤ Data shows that at least 92% of the students have passed their respective courses after receiving tutoring.</li> <li>➤ Students have provided positive comments on course surveys on availability of tutoring.</li> </ul> <p><u>Advisement and Counseling</u></p> <ul style="list-style-type: none"> <li>➤ There is an increased pass rates from Fall 2020 to Spring 2021 after receiving counseling.</li> <li>➤ Students have provided positive comments on course surveys on availability of counseling.</li> </ul> <p><u>Evaluation of Student Learning Outcomes</u></p> <ul style="list-style-type: none"> <li>➤ All graduating students have attained the learning outcomes at the end of the program.</li> <li>➤ Class of 2021-II and Class of 2022-I rated the evaluation of meeting the program objectives as 4.65 and 4.55, well above the 3.5 threshold.</li> <li>➤ Positive comments on the written evaluation consistently indicates that students are very satisfied with the “hands-on” clinical experience.</li> <li>➤ Findings of the survey are discussed during Faculty Quarterly Meeting and also during the annual Summer Program Review Workshop.</li> </ul>	<p>1. Information</p>	<p>1. None</p>

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	<p>2. NCLEX Pass Rate = The table below shows the NCLEX pass rate data for classes of 2021-II and 2022-I.</p> <table border="1" data-bbox="401 354 1346 841"> <thead> <tr> <th>NCLEX-RN</th> <th>Class 2021-II</th> <th>Class 2022-I</th> </tr> </thead> <tbody> <tr> <td>Expected level of Achievement (ELA): 85% of CONAH graduate first-time test takers will pass the NCLEX during the academic year.</td> <td>ELA met</td> <td>ELA met</td> </tr> <tr> <td>Graduates (#)</td> <td>47</td> <td>59</td> </tr> <tr> <td>Attempted (#)</td> <td>47</td> <td>58</td> </tr> <tr> <td>1st Time Pass (#)</td> <td>40</td> <td>54</td> </tr> <tr> <td>1st Time Pass (%)</td> <td>85%</td> <td>93%</td> </tr> <tr> <td>1st Time Fail (#)</td> <td>7</td> <td>3</td> </tr> <tr> <td>Repeat Attempts Pass (#)</td> <td>7</td> <td>2</td> </tr> <tr> <td>Repeat Attempts Pass (%)</td> <td>100%</td> <td>67%</td> </tr> <tr> <td># Repeat Fail</td> <td>0</td> <td>0</td> </tr> <tr> <td># Not Attempted</td> <td>0</td> <td>1</td> </tr> </tbody> </table> <p>➤ NCLEX-RN Pass Rates: CONAH, CA State, and National</p> <table border="1" data-bbox="359 935 1339 1325"> <thead> <tr> <th rowspan="2">Academic Year</th> <th colspan="2">2019-2020</th> <th colspan="2">2020-2021</th> <th colspan="2">2021-2022</th> </tr> <tr> <th>Fall</th> <th>Spring</th> <th>Fall</th> <th>Spring</th> <th>Fall</th> <th>Spring</th> </tr> </thead> <tbody> <tr> <td>CONAH</td> <td>93%</td> <td>98%</td> <td>91%</td> <td>84%</td> <td>85%</td> <td>93%</td> </tr> <tr> <td>California</td> <td>92%</td> <td>90%</td> <td>88%</td> <td>88%</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>National</td> <td>86%</td> <td>79%</td> <td>82%</td> <td>74%</td> <td>79%</td> <td>77%</td> </tr> </tbody> </table> <p>CONAH continues to be above the State and National level pass rates.</p> <p>3. DHS Hiring Rate and Overall Job Placement                      DHS hiring rate for Spring 2022 and Fall 2022 are 57% and 59%, and threshold met. Much discussion ensued:</p>	NCLEX-RN	Class 2021-II	Class 2022-I	Expected level of Achievement (ELA): 85% of CONAH graduate first-time test takers will pass the NCLEX during the academic year.	ELA met	ELA met	Graduates (#)	47	59	Attempted (#)	47	58	1st Time Pass (#)	40	54	1st Time Pass (%)	85%	93%	1st Time Fail (#)	7	3	Repeat Attempts Pass (#)	7	2	Repeat Attempts Pass (%)	100%	67%	# Repeat Fail	0	0	# Not Attempted	0	1	Academic Year	2019-2020		2020-2021		2021-2022		Fall	Spring	Fall	Spring	Fall	Spring	CONAH	93%	98%	91%	84%	85%	93%	California	92%	90%	88%	88%	N/A	N/A	National	86%	79%	82%	74%	79%	77%	2. Information	2. None
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	<ul style="list-style-type: none"> <li>➤ CONAH is collaborating with Nurse Recruitment in providing hiring information for student nurses and Registered Nurse I positions</li> <li>➤ Hiring data is slowly rising after the creation of the item specific for CONAH graduates in Spring 2022</li> <li>➤ N. Blake reported that there are 25 to 30 nurses that are on the specialty residency programs, but graduates are needed in the Medical Surgical units</li> <li>➤ N. Blake reported that they are working on the documents on the essential skills for the residency program and she will share the information with CONAH. This will include essential skills set and competency level. She added that CONAH graduates are more ready than those that graduated from other programs because of their hands-on clinical experiences. Other programs utilized simulation for their clinical experiences There are currently 110 nurses in the residency programs with about 20 CONAH graduates.</li> <li>➤ M. Gonzales shared that CONAH students have competencies to pass from semester one to four. Other schools also offer clinical preceptorship, which CONAH does not.</li> </ul> <p>The goal for the next academic year includes integrating diversity, equity and inclusion concepts into nursing courses and classroom presentations. Another goal is to receive ACEN accreditation and continuing BRN approval after the site visit.</p>		
<b>ADMINISTRATIVE REPORT</b>	<p>V. Branchick reported on the following:</p> <ul style="list-style-type: none"> <li>➤ ADN- BSN Project is ongoing and there are four potential academic partners:                             <ul style="list-style-type: none"> <li>○ California State University, Los Angeles (CSULA)</li> <li>○ Mount St. Mary's University (MSMU)</li> <li>○ Arizona State University (ASU)</li> <li>○ University of Kansas (UK)</li> </ul> </li> <li>➤ Mount St. Mary's University is willing to work with CONAH in regard to cost</li> <li>➤ The Nursing Assistant Training Program (NATP) completed its first cohort with six students. Four have passed the certification are in the hiring process with LAC +USC</li> <li>➤ The second cohort for NATP will be starting on 2/27/23</li> <li>➤ Much discussion ensued regarding the ADN-BSN Project:                             <ul style="list-style-type: none"> <li>○ J. Orozco stated that CSULA will be a good partner and he is concerned with partnership with ASU.</li> <li>○ C. Flores stated that he could help with facilitating the partnership with CSULA. V. Branchick will provide the contact info of the FUSE fellow to C. Flores</li> <li>○ R. Hernandez wanted to know whether the possible partners offer online learning</li> <li>○ N. Blake shared that there is currently Loan Forgiveness offered available to DHS hospital staff that may also be available for CONAH students in the future if they pursue for higher degrees</li> <li>○ E. Moreno wanted clarification on the pursuit of a BSN program and the reason for the change as the College's focused is on skills-based credentials</li> <li>○ V. Branchick responded that CONAH has a good reputation, has high NCLEX pass rate, and students and graduates serving the underserved members of the community. However, most hospitals are only hiring the BSN graduates. CONAH needs to be relevant to the changing healthcare system. There is also a goal for DHS hospitals to achieve magnet status which requires the nursing staff to have BSN.</li> </ul> </li> </ul>	Information	None

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<b>NEW BUSINESS</b>			
	<ol style="list-style-type: none"> <li>1. <u>Policy # 300: Self-Appraisal</u> - Sent to Board members on 1/30/23. Six members voted for its approval.</li> <li>2. <u>BOT 2022 Self-Appraisal Report</u> – Distributed and discussed by V. Branchick. Board members written comments include:                             <ul style="list-style-type: none"> <li>➤ Staff reports are excellent. They maintain the interest and commitment of the BOT</li> <li>➤ Reports keep BOT members informed and allow informed decisions whenever needed</li> <li>➤ Ongoing reports provide members with relevant information</li> <li>➤ The Board is engaged in providing guidance for the administration of educational program, written policies are reviewed and approve.</li> <li>➤ The Provost and CONAH staff engage the Board members in the areas above</li> <li>➤ As a recently appointed member, I have not had the opportunity to participate in the activities detailed above</li> <li>➤ I appreciate the reports, the comprehensive minutes and other information provided.</li> </ul> </li> <li>3. <u>BOT 2022 Provost evaluation</u> – Distributed and discussed by V. Branchick. Board members written comments include:                             <ul style="list-style-type: none"> <li>➤ A consistently outstanding educational program</li> <li>➤ Ms. Branchick keeps the Board apprised of and involved in strategic plans for the College such as implementing a ADN to BSN program. She ensures high academic standards as evidenced by the continued high NCLEX-RN pass rate. She welcomes faculty input, acts swiftly to enact improvements as indicated and obtain resources to meet goals</li> <li>➤ The Provost has done an outstanding job leading the College of Nursing. The Strategic Plan exemplifies the work, the effort, the accomplishments and progress to date.</li> </ul> </li> <li>4. <u>BOT Membership/Bylaws</u> – V. Branchick reported that the Board needed to review the current BOT Bylaws pertaining to membership. Currently, there are three vacancies that have not been filled for months. There are 11 positions, three “non-elected” and eight “elected”. The three vacant positions are “elected positions”. H. Honda reported that local colleges have five to nine BOT members. Much discussion ensued on what the vacant positions represent. The Board discussed and approved the following:                             <ul style="list-style-type: none"> <li>➤ Remove representation from the Department of Health Services as non-elected members already represent DHS</li> <li>➤ Remove representation from medical staff from LAC+USC as there is a nursing representation on the Board</li> <li>➤ Remove representation from a community health care facility as “non-elected members” represent health care facility that serves the community</li> <li>➤ Add a representative from Associated Student Body to make membership an odd number</li> </ul>                             E. Moreno reminded the Board to be mindful when discussing issues pertaining to students as a student has been added to the Board.                         </li> <li>5. <u>Policy# 301: Grading Clinical Course</u> – H. Honda reported that Policy # 301 was approved by the Board at the November 2022 meeting but there is a recommendation by the faculty to change the grading of Psychomotor Skills. Six members voted for its approval</li> </ol>	<ol style="list-style-type: none"> <li>1. Finalize and post</li> <li>2. Information</li> <li>3. Information</li> <li>4. Revise BOT Bylaws</li> <li>5. Finalize and post</li> </ol>	<ol style="list-style-type: none"> <li>1.H. Honda</li> <li>2. None</li> <li>3. None</li> <li>4. H. Honda</li> <li>5. H. Honda</li> </ol>

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<b>OFF AGENDA ITEMS</b>	J. Orozco reported that there will be a new name for LAC + USC Medical Center. The rebranding will represent the community that the medical center serves. The launch of the new name is scheduled for April.		
<b>ADJOURNMENT</b>	0940		
<b>NEXT MEETING</b>	May 11, 2023 College of Nursing & Allied Health Tower Hall Room 105	V. Branchick will forward agenda and minutes to members prior to meeting.	V. Branchick

Approved by Rosa Maria Hernandez (Signature on file)  
 BOT.Agendas/Mins

Prepared by: Herminia L. Honda (Signature on file)

2/24/23