

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

August 21, 2015

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
PRESENT:	Vivian Branchick RN, President Minor Anderson Thomas Berne, MD Barbara Collier, RN	Tonia Jones, RN Margaret Lee Nancy Miller, RN	GUESTS: Jeffrey Anderson, RN Maria Caballero, RN Doris DeHart, RN Herminia Honda, RN Peggy Nazarey, RN
EXCUSED/ ABSENT:	Eve Cruz, RN Rosa Maria Hernandez	Isabel Milan RN, Vice President Ernest Moreno	PUBLIC:
CALL TO ORDER & INTRODUCTIONS	V. Branchick called the meeting to order at 0805	Information	None
APPROVAL OF MINUTES	Minutes of June 26, 2015 1. Reviewed and approved.	Post on website	H. Honda
MINUTES FOLLOW- UP	1. <u>Minutes of November 21, 2014</u> – Corrected and posted on the internet. 2. <u>ACCJC Recommendations</u> – Included in the agenda. 3. <u>Follow-up with County Contracts and Grants</u> – Included in the agenda, ERC Report. 4. <u>Data on Latino applicants</u> – M. Caballero to bring update next BOT meeting. 5. <u>Maud Scholarship Trust</u> – D. DeHart need to seek County Counsel for their assistance. 6. <u>Policy # 301: Grading for Clinical Course</u> – Posted. 7. <u>Policy # 541: Sexual Harassment</u> – Included in the agenda. 8. <u>Policy # 300: Grading System</u> – Posted.	1. Information 2. Information 3. Information 4. Information 5. Information 6. Information 7. Information 8. Information	1. None 2. None 3. None 4. None 5. None 6. None 7. None 8. None
ANNOUNCEMENTS	None		
PUBLIC COMMENT	1. No public comment	1. Information	1. None
OLD BUSINESS			
ACCREDITATION	1. <u>Accreditation</u> – M. Caballero reported that the Accrediting Commission for Community and Junior Colleges (ACCJC) Midterm Report is due March, 2016. Administration team has reviewed timeline. Letter from the Commission with Recommendations distributed and reviewed. Update on the following recommendations will be included in the report: a Planning and Decision-Making Process (Recommendation # 1) b Planning and Communication (Recommendation # 2) c Technology (Recommendation # 5) Update on the following from External Evaluation Team Report will also be included in the report: a Allied Health Division (Recommendation # 3)	1. Bring action plan to the November meeting	1. B. Collier

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	<p>b <u>Catalog (Recommendation # 4)</u> There was much discussion on what to include on the report on Allied Health. Available resources, budget, needs of the department and the benefit for Department of Health Services were discussed. V. Branchick reminded the Board that P. Nazarey is scheduled to report on the status of Allied Health as included in the agenda.</p> <p>2. <u>BRN Report / Attrition/Retention and Tutoring</u> – B. Collier reported that SON faculty continues to follow the Attrition/Retention and Tutoring Action Plans. Course evaluation questionnaire were revised to include evaluation of the effectiveness of tutoring and will be implemented fall 2015. Fall semester started August 17, 2015.</p> <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> – M. Caballero reported: There are six students enrolled for summer 2014 with four students continuing. One student dropped because of financial issues and one has been accepted at another BSN program. There are 10 students enrolled for summer 2015 from semesters 2, 3, and 4. She also added that there are 10 LVN-RN students starting in fall 2015.</p> <p>4. <u>Research/Program Review/Planning</u> – H. Honda reported: Online BOT Self- Appraisal Survey sent out 8/10/15. Last survey completed in 2012 and needs to be conducted every three years. Hard copies were distributed for members who chose to complete a paper survey.</p> <p>Surveys in Progress: Graduate survey for 2013-I (Sent 6/10/15) and at 38% response rate as of 8/17/15. Better response rate than previous classes. Will continue to send reminder until the end of August.</p> <p>5. <u>Technology/College Information Systems</u> – M. Caballero reported : a <u>Comprehensive Academic Management System (CAMS)</u> - Data on all incoming students are being entered on CAMS and plan to implement faculty and student portal in fall 2015 b <u>Information Systems/Website</u> – H. Honda reported: The College webmasters have been uploading the documents and making changes to the site content as needed to comply with regulatory agencies. The uploading of documents is much more efficient because of the college webmasters, L. Vigil and V. Kieng.</p>	<p>2. Information</p> <p>3. Information</p> <p>4. Information</p> <p>5. Information</p>	<p>2. None</p> <p>3. None</p> <p>4. None</p> <p>5. None</p>
DIVISIONAL REPORTS	<p>1. <u>Educational Resource Center (ERC)</u>– J. Anderson led the review of 2013-2014 ERC Annual Review and reported on the following: a The following are accomplishments for Academic Year 2013-2014:</p> <ul style="list-style-type: none"> • Added a Nursing Reference Center Database which is accessible from home and the hospital and utilized by the hospital nursing staff • Developed a dedicated simulation laboratory which is utilized by all semesters • Replaced laptop and AV equipment • Joined the Statewide Electronic Library Consortium • Increased the library hours of operation from 0730 -1600 and open during lunch hours 	<p>1. Information</p>	<p>1. None</p>

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	<ul style="list-style-type: none"> • All survey items exceeded thresholds. <p>b. The following are accomplishment for Academic Year 2014-2015 to date:</p> <ul style="list-style-type: none"> • Added Alexander Street Press Nursing Assessment Videos that could be accessed from home • Upgraded the Nursing Reference Center to Nursing Reference Plus with additional 115 nursing skills videos and nursing management topics • Continue to upgrade the simulation lab • Investigating the conversion of paper card catalog to an electronic database • Converted EDCOS training DVD's to web format for easy accessibility from the County YouTube • In process of hiring a Librarian I item for ERC. <p>There was much discussion on the conversion of paper catalog to an electronic database. M. Lee recommended working with LAC+USC Medical Center Librarian on the conversion as it will be more likely to be implemented.</p> <p>2. <u>School of Nursing Annual Report – B. Collier</u> led the review of the 2013-2014 School of Nursing Annual Report. She reported on the following:</p> <ul style="list-style-type: none"> • During the academic year, a Social Work graduate student through Kaiser Outreach Program provided one-on-one and group counseling to students • Most SON courses met threshold except for one course which is at 3.44. The particular semester is working on strategies to improve the course rating such as changing the class format • Faculty continues to provide tutoring to students and students who received less than 70% grade on their exams are mandated to attend tutoring. All faculty are involved in providing tutoring throughout all semesters • Attrition Rate is at 13.5% which is well below the BRN threshold of 25%. At one time, it was at 29%. Reasons for attritions are mainly academic and personal. 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 ○ Student success workshops that included Stress Management Classes, Laboratory Values Interpretation, and Nursing care Plan. These workshops were presented by faculty ○ Annual Program Review Workshop ○ Adherence to testing policies • There were 4 Petitions and 1 Grievance for 2013-2014 which comprised of Test Policy waiver, Attendance waiver and re-grading of a written assignment. B. Collier also reported that there is an Ombudsman from The LAC+USC Medical Center who assist the students with Petition and Grievance process • There was a staffing problem during the Academic Year due to shortage of clinical instructors. At the present there are three vacant faculty positions. B. Collier is working with Human Resources to expedite the opening of these positions • Online Real-time Centralized Health Information Database (ORCHID) has been launched at LAC+USC Medical Center and Harbor UCLA and there are issues being resolved on student charting. The School's superuser is helping in resolving issues. Faculty has to authenticate all students charting. D. DeHart reported that there are issues with ORCHID training due to problems with 	<p>2. Information</p>	<p>2. None</p>

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	<p>inadequate number of computers for training, no standardized lessons for faculty and training schedule not conducive to faculty and student</p> <ul style="list-style-type: none"> B. Collier reported on the delinquent payment to ACCJC visit and membership. M. Lee recommended to be more proactive with payments and should process the pay before the visit with an estimate cost. <p>3. <u>Allied Health Report</u> – P. Nazarey reported on the following:</p> <ul style="list-style-type: none"> The division of Allied Health exists to support the goals of DHS. The DHS Goals are to increase the number of Certified Medical Assistants (CMAs), certify the current 2,500 nursing assistants in DHS and to train community health workers to act as an extension of the medical home in the patient’s own home. These goals may shift for the division of Allied Health after the merger of DHS, Public Health and Mental Health. The focus is to provide care in the ambulatory care areas and medical homes. There are 300 CMAs workforce members at this time and the target is 350 Need to work on getting funding and budget for instructor and secretary. These positions are required to support the DHS goals Feasibility of the department due to the merging of Department of Health Services with Department of Mental Health and Department of Public Health. <p>There was much discussion by the members on what needs to be done such as :</p> <ul style="list-style-type: none"> What to call the department Completion of needs assessment and cost analysis and the benefit of the proposed program The importance of focusing on one goal for Allied Health What is the selling point of keeping the department e.g. benefits for the County. 	<p>3. College Admin need to discuss specific plans for Allied Health and bring recommendations back to BOT</p>	<p>3. Admin Group</p>
NEW BUSINESS			
POLICY # 541: SEXUAL HARASSMENT REPORTING	<p>A. Policy # 541: Sexual Harassment Reporting: Reviewed by BOT members on 6/26/15 and sent back to Planning Committee. Reviewed and approved by Planning Committee on 7/9/15. Approved with changes.</p>	<p>A. Make corrections, send to faculty and staff and post on the intranet</p>	<p>A. H. Honda</p>
OFF AGENDA ITEMS	<p>None</p>		
NEXT MEETING	<p>November 20, 2015 8:00 to 10:00 a.m. College of Nursing & Allied Health Tower Hall Room 105</p>	<p>B. Collier will forward agenda and minutes to members prior to meeting.</p>	<p>B. Collier</p>

Approved by: (Signature on file)
 Vivian Branchick
 BOT.Agendas/Mins

Prepared by: (Signature on file)
 Herminia Honda