

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

February 19, 2016

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<p>PRESENT:</p> <p>Vivian Branchick RN, President Minor Anderson Thomas Berne, MD Barbara Collier RN</p> <p>EXCUSED/ ABSENT:</p> <p>Eve Cruz, RN Margaret Lee</p>	<p>Rosa Maria Hernandez Tonia Jones, RN Isabel Milan, RN Nancy Miller, RN Ernest Moreno</p>	<p>GUESTS:</p> <p>Maria Caballero, RN Doris DeHart, RN Herminia Honda, RN</p>	<p>PUBLIC:</p>
<p>CALL TO ORDER & INTRODUCTIONS</p>	<p>V. Branchick called the meeting to order at 0815</p>	<p>Information</p>	<p>None</p>
<p>APPROVAL OF MINUTES</p>	<p>Minutes of November 20, 2015 reviewed and approved.</p>	<p>Post on website</p>	<p>H. Honda</p>
<p>MINUTES FOLLOW-UP</p>	<p>1. <u>Minutes of August 21, 2015</u> – Reviewed approved and posted on the internet. 2. <u>Policy # 300: Grading Policy</u> – Posted on the intranet.</p>	<p>1. Information 2. Information</p>	<p>1. None 2. None</p>
<p>ANNOUNCEMENTS</p>	<p>1. <u>M. Anderson Resignation</u> -M. Anderson is resigning from the Board. V. Branchick presented him with a Certificate of Appreciation for his eight years of service to the Board. There was discussion on the number of terms that the Board members are allowed. M. Caballero stated that the Board Bylaws will be reviewed regarding Board membership. 2. <u>RN I Position</u> - Department of Health Services (DHS) RN I position opened on 10/21/15 and email sent to former graduates. From the LAC + USC New Hire List for February 1st and 16th, 40% (21/53) of newly hired RNs are CONAH grads (Mostly from Classes of 2014 and 2015). Hiring is still continuing.</p>	<p>1. Discuss Board Bylaws at the May meeting 2. Information</p>	<p>1. B. Collier 2. None</p>
<p>PUBLIC COMMENT</p>	<p>1. No public comment</p>	<p>1. Information</p>	<p>1. None</p>
<p>OLD BUSINESS</p>			
<p>ACCREDITATION</p>	<p>1. Accreditation (2016 Midterm Report) – A draft of the Midterm Report was distributed and reviewed. Draft of the report was sent to Board members on 2/8/16 and recommendations received from N. Miller. Final draft approved by the Board. Report included: a Planning and Decision-Making Process (Recommendation # 1) b Planning and Communication (Recommendation # 2) c Technology (Recommendation # 5) Improvement plans: a Allied Health Division (Recommendation # 3) b Catalog (Recommendation # 4)</p>	<p>1. Revise and finalize report and mail to ACCJC by March 1, 2016</p>	<p>1. B. Collier, M. Caballero, H. Honda</p>

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	<p>Discussion ensued on the Allied Health section and R. Hernandez recommended adding examples of issues and barriers that were identified.</p> <p>2013 Self-Identified Improvement Plans:</p> <ul style="list-style-type: none"> a Standard I. A. Mission b. Standard I. B. Institutional Effectiveness c Standard II. A. Instructional Programs d Standard II. B. Student Support Services e Standard III.A. Human Resources f Standard III.B. Physical Resources g Standard III.C. Technology Resources h Standard IV. B. Board and Administrative Organization <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. Strategies such as Student Success Strategy Workshops have been effective. Course attritions for the past three academic years are: 2012-2013 = 19%, 2013-2014 = 13% and 2014-2015 = 11%. BRN attrition threshold is >25% and CONAH threshold for action is >15%. Next BRN visit is scheduled for 2018.</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 two cohorts at this time; First cohort with 6 students and second cohort with 10 students. First cohort will be finishing spring 2016. New applicants will be accepted for the summer 2016 session.</p> <p>4. <u>Research/Program Review/Planning</u> – H. Honda reported: The following surveys are in progress: Graduate survey for 2014-I sent 1/7/16 with 33% (14/43) response rate as of 2/17/16 Employer Surveys for 2013-II sent on 2/4/16 with 38%(6/16) response rate as of 2/17/16 The response rate for both the graduate and employer surveys are higher than the previous surveys. E. Moreno inquired whether there is data on the projected nursing needs/shortage.</p> <p>5. <u>Technology/College Information Systems</u> – M. Caballero reported :</p> <ul style="list-style-type: none"> a <u>Comprehensive Academic Management System (CAMS)</u> - Data on all incoming students are being entered on CAMS. Projected timeline for piloting access to faculty portal is projected for fall 2016. There was much discussion on the CAMs and inquiry regarding the Faculty and Student Portals which will allow faculty to input grades, and students to access their grades. In addition, faculty and students will be able to communicate with each other through the portals. 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. Having local webmasters have made it easier to post handouts for students. <p>Students' course and program survey comments have been positive regarding the accessibility of lecture handouts.</p>	<p>2. Information</p> <p>3. Information</p> <p>4. Bring data on nursing needs / shortage at the May meeting</p> <p>5. Information</p>	<p>2. None</p> <p>3. None</p> <p>4. H. Honda</p> <p>5. None</p>

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DIVISIONAL REPORTS	<p>1. <u>Office of Educational Services (OES)</u> – M. Caballero led the review of the 2014-2015 OES Annual Report. She reported on the following: Status of the 2014-2015 Goals:</p> <p>a The goal of conducting a cut score/comparison study of TEAS V with Assessment Technology Institute (ATI) has not been met. College will conduct formal correlation study once tool is available from Assessment Technologies Institute (ATI). ATI is developing tools to enable correlation of TEAS V scores with point system, program completion and NCLEX pass rates</p> <p>b Enrollment goal was met; however, admission goal was not met due to deferments and withdrawals the week prior to enrollment.</p> <p>I. Milan inquired on the number of students admitted for first semester and M. Caballero reported that 50-55 students are admitted per semester and 20-25 LVN during the summer transition course.</p> <p>The following Program Evaluation Survey was discussed indicating that students are not aware of the availability of emergency services, directory of health services and mental health referrals. M. Caballero reported that other strategies will be utilized to disseminate the availability of these services/resources to the students.</p> <p><i>Program Evaluation Survey Results:</i></p> <table border="1" data-bbox="331 755 1501 1404"> <thead> <tr> <th>Class</th> <th>11-I</th> <th>11-II</th> <th>12-I</th> <th>12-II</th> <th>13-I</th> <th>13-II</th> <th>14-I</th> <th>14-II</th> </tr> </thead> <tbody> <tr> <td><i>I was aware:</i></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>14.5 <i>Courses needed to be completed</i></td> <td>90%</td> <td>93%</td> <td>100%</td> <td>95%</td> <td>96%</td> <td>98%</td> <td>100%</td> <td>98%</td> </tr> <tr> <td>14.7 <i>Counseling was available</i></td> <td>75%</td> <td>67%</td> <td>79%</td> <td>72%</td> <td>77%</td> <td>80%</td> <td>91%</td> <td>88 %</td> </tr> <tr> <td>14.10 <i>Emergency services provided</i></td> <td>74%</td> <td>72%</td> <td>57%</td> <td>74%</td> <td>75%</td> <td>59%</td> <td>71%</td> <td>69%</td> </tr> <tr> <td>14.13 <i>Directory of health services is in library</i></td> <td>56%</td> <td>61%</td> <td>48%</td> <td>77%</td> <td>70%</td> <td>58%</td> <td>58%</td> <td>69%</td> </tr> <tr> <td><i>I was aware:</i></td> <td>11-I</td> <td>11-II</td> <td>12-I</td> <td>12-II</td> <td>13-I</td> <td>13-II</td> <td>14-I</td> <td>14-I</td> </tr> <tr> <td>14.14 <i>Mental health referrals available</i></td> <td>52%</td> <td>49%</td> <td>36%</td> <td>59%</td> <td>86%</td> <td>45%</td> <td>58%</td> <td>73%</td> </tr> <tr> <td>14.8 <i>Requests processed in ten days</i></td> <td>95%</td> <td>93%</td> <td>96%</td> <td>98%</td> <td>98%</td> <td>90%</td> <td>95%</td> <td>98%</td> </tr> <tr> <td>14.9 <i>OES staff professional & helpful [adequate/outstanding ratings]</i></td> <td>90%</td> <td>97%</td> <td>96%</td> <td>94%</td> <td>88%</td> <td>85%</td> <td>88%</td> <td>96%</td> </tr> </tbody> </table>	Class	11-I	11-II	12-I	12-II	13-I	13-II	14-I	14-II	<i>I was aware:</i>									14.5 <i>Courses needed to be completed</i>	90%	93%	100%	95%	96%	98%	100%	98%	14.7 <i>Counseling was available</i>	75%	67%	79%	72%	77%	80%	91%	88 %	14.10 <i>Emergency services provided</i>	74%	72%	57%	74%	75%	59%	71%	69%	14.13 <i>Directory of health services is in library</i>	56%	61%	48%	77%	70%	58%	58%	69%	<i>I was aware:</i>	11-I	11-II	12-I	12-II	13-I	13-II	14-I	14-I	14.14 <i>Mental health referrals available</i>	52%	49%	36%	59%	86%	45%	58%	73%	14.8 <i>Requests processed in ten days</i>	95%	93%	96%	98%	98%	90%	95%	98%	14.9 <i>OES staff professional & helpful [adequate/outstanding ratings]</i>	90%	97%	96%	94%	88%	85%	88%	96%	1. Information	1. None
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RECRUITMENT STATUS	1. <u>SON Student Demographics</u> - M. Caballero reported on the following new students demographics data for spring 2016. She reported that there has been an increase on the number of Chinese students and credit evaluation of high school transcript from other countries.	1. Information	1. None																																																																																										

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	<p style="text-align: center;">School of Nursing New Student Demographics Semester 1</p> <p>Basic Two year Program: Spring 2016: Graduate: December 2017 (Class 2017-II)</p> <p>New Admissions: 46</p> <ul style="list-style-type: none"> Gender: Males = 14(30%) Females = 32 (70%) Age: Average = 28 Median = 24 ; Range = 20 to 54 Ethnic Composition 80% Degrees: GED/HS: = 22 ; Cred Eval = 7; AA =9 ; BA/BS =8 ; MA = 0; Capacity yield 86 % [Number enrolled (46)/number sent accept letters (83)] Threshold 90%: Actual: 84%; <table border="1" data-bbox="331 607 1535 906"> <thead> <tr> <th></th> <th>Male</th> <th>%M</th> <th>Female</th> <th>%F</th> <th>Total</th> <th>Class %</th> <th>Cty %</th> </tr> </thead> <tbody> <tr> <td>Caucasian</td> <td>2</td> <td>4%</td> <td>7</td> <td>15%</td> <td>9</td> <td>20</td> <td>28</td> </tr> <tr> <td>Black</td> <td>4</td> <td>9%</td> <td>4</td> <td>9%</td> <td>8</td> <td>17</td> <td>9</td> </tr> <tr> <td>Hispanic</td> <td>1</td> <td>2%</td> <td>13</td> <td>28%</td> <td>14</td> <td>30</td> <td>48</td> </tr> <tr> <td>Native American</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>29</td> </tr> <tr> <td>Asian</td> <td>7</td> <td>15%</td> <td>8</td> <td>17%</td> <td>15</td> <td>33</td> <td rowspan="2">14</td> </tr> <tr> <td>Filipino</td> <td>0</td> <td>0</td> <td>0</td> <td>0%</td> <td>0</td> <td>0</td> </tr> <tr> <td>Other (2 or more races)</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td style="text-align: right;">Total</td> <td>14</td> <td>30%</td> <td>32</td> <td>70</td> <td>46</td> <td>100</td> <td>100</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Point system continues to be used: 77 points cut off for LA & OV; Students have 3.3 and above grade point average in sciences; min requirement is 2.5; Applicant pool: New applications received = 362 ; returned = 92 ; processed = 270; -Carryovers from F15 = 5 ; Only applicants with complete files & realistic chance of acceptance were tested = minimum GPA 3.0 in sciences Files reviewed: ; 176 all met minimum requirements; Remaining applicants = 93 Deferments to Fall 2016 = 5 		Male	%M	Female	%F	Total	Class %	Cty %	Caucasian	2	4%	7	15%	9	20	28	Black	4	9%	4	9%	8	17	9	Hispanic	1	2%	13	28%	14	30	48	Native American	0	0	0	0	0	0	29	Asian	7	15%	8	17%	15	33	14	Filipino	0	0	0	0%	0	0	Other (2 or more races)	0	0	0	0	0	0		Total	14	30%	32	70	46	100	100		
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<p>POLICY # 711: Program Closure</p> <p>POLICY # 430: Student Records-Confidentiality</p>	<p>A. Policy # 711: Program Closure: Admin & Planning reviewed Policy # 711, for its triennial review. Reviewed by Planning Committee on 11/12/15. Recommended revisions forwarded to BOT on 2/8/16. Received recommendations from N. Miller. Discussion ensued regarding the process of closing the program and B. Collier reported that Colleges that are closing needs to ensure that current students have others schools to go to complete their degree requirements. Policy was approved.</p> <p>B. Policy # 430: Student Records-Confidentiality: Admin & Planning reviewed Policy # 430, for its triennial review. Reviewed by Planning Committee on 12/10/15.</p>	<p>A. Make corrections, send to faculty and staff and post on the intranet.</p> <p>B. Make corrections,</p>	<p>A. H. Honda</p> <p>B. H. Honda</p>																																																																							

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	Recommended revisions forwarded to BOT on 2/8/16. Received recommendations from N. Miller. Approved with recommendations.	send to faculty and staff and post on the intranet.	
OFF AGENDA ITEMS	V. Branchick reported that Provost item was taken by the Health Services Administration but a new item was obtained. There was much discussion on item borrowing but V. Branchick reported that the top executives control all items. She also reported the creation of a new LA County Health Agency which is comprised of: Health Services, Mental health, Public Health and Corrections Health Services. The restructure came about as a response to affordable care act .Dr. M. Katz is the director of the Health agency. As a result of restructure, there is an increase need of primary care physicians, nurse practitioners and physician assistants.	Information	None
NEXT MEETING	May 20, 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

BOT.Agendas/Mins

Prepared by: (Signature on file)

Herminia Honda

3/2/16