

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

February 24, 2012

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
PRESENT:	Vivian Branchick, President Irene Recendez, Vice President Nancy Miller, Secretary	James Doughty, RN Rosa Maria Hernandez Tonia Jones, RN	Margaret Lee Ernest Moreno
EXCUSED/ ABSENT:	Minor Anderson Thomas Berne, MD	Maria Torres Flores	
CALL TO ORDER & INTRODUCTIONS	V. Branchick called the meeting to order.		
APPROVAL OF MINUTES	Minutes of November 18, 2011. 1. – Approved as written	Post on website.	N. Miller
MINUTES FOLLOW-UP	<ol style="list-style-type: none"> 1. <u>Minutes of November 18, 2011</u> – Posted on website. 2. <u>Retirement</u> – Dr. Berne provided contact information for M. Anderson. However e-mails were returned as undeliverable. 3. <u>Board Membership Terms</u> – Updated and included in meeting materials. 4. <u>Internet Website Link</u> – Forwarded to Board of Trustees and Alumni Association on 11/21/11. 5. <u>Policy #541: Sexual Harassment Reporting</u> – Board approved changes made. Approved policy forwarded to members, faculty, and staff 11/23/11 and posted. 6. <u>School of Nursing (SON) Policy #300: Grading System</u> – Board approved changes made. Approved policy forwarded to members, faculty, and staff 11/23/11 and posted. Course Syllabi Grading Scale – Wording will be changed to match wording in policy, handbook, and catalog effective Summer & Fall 2012. Transcript Definition – Transcript wording change from “NC – No credit” to “NC – No credit-course failure” will be finalized in Access data base. 7. <u>Education & Consulting Services (EDCOS) Policy #300: Grading System</u> – Typos corrected. Approved policy forwarded to members, faculty, and staff 11/23/11 and posted. 8. <u>EDCOS Registration & Fee Guidelines</u> – Board approved guidelines included in 2012 catalog. 9. <u>2012 Board Meeting Schedule</u> – Forwarded to members 10. All other follow-up actions are included on the agenda for this meeting. 	<ol style="list-style-type: none"> 1. Information 2. Information 3. Information 4. Information 5. Information 6. Call Information Systems (IS) on 2/27/12 7. Information 8. Information 9. Information 10. Information 	<ol style="list-style-type: none"> 1. None 2. None 3. None 4. None 5. None 6. M. Caballero 7. None 8. None 9. None 10. None
ANNOUNCEMENTS	<ol style="list-style-type: none"> 1. I. Recendez will be recognized by the Board of Supervisors and the Los Angeles County Commission for Women at the 27th Annual “Women of the Year” Awards Ceremony, which will be held March 12th. She is being honored for her work in health care from the community at large. 2. Board member replacement – The Board members are asked to begin thinking about candidates to replace M. Anderson, who is the Academic Representative from a Local University. 	<ol style="list-style-type: none"> 1. Congratulations 2. Bring recommendations to next meeting 	<ol style="list-style-type: none"> 1. None 2. Members
PUBLIC COMMENT	<ol style="list-style-type: none"> 1. No members of the public present 	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.
OLD BUSINESS			

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ACCJC/WASC ACCREDITATION	<p>1. <u>2013 Self Evaluation and Site Visit</u> – The next ACCJC College Self Evaluation and accreditation site visit are scheduled for Spring 2013.</p> <p>a Accreditation Visit Preparation Timeline – Updated time line distributed and reviewed. Major accomplishments since last report include:</p> <ol style="list-style-type: none"> 1) B. Collier, Dean SON, developed and implemented action plan for BRN Prelicensure Nursing Program Self Study Report and Site Visit. 2) Steering Committee completed the following documents: <ol style="list-style-type: none"> (a) Introduction & Historical Perspective – Major Accomplishments (b) Organization of the Self Evaluation Process (c) Organizational Information (d) Compliance with Commission Policies (e) Response to Recommendations. 3) Steering & Standards Committee completed review of first drafts of the Self Evaluation. 4) Steering Committee scheduled meetings with individual Standards Committee Chairs and members to review 2nd drafts of Self Evaluation. Completed 2nd draft reviews of Standard II: Student Learning Outcomes and Standard I: Mission. Meetings are scheduled to review Standard IV: Governance on 2/27, Standard III: Resources on 3/1, and Standard I: Institutional Effectiveness – Planning on 3/8. <p>Members discussed 2007 Visit Team unresolved technology recommendations and proposed avenues for overcoming obstacles. Members agreed that the upgraded Student Information Data Base must be obtained and installed.</p> <p>2. <u>Research/Program Review/Planning</u> – N. Miller reported that:</p> <p>a SON Graduate and Employer surveys and College Employee Satisfaction surveys are in progress. Current response rate is approximately 25%. M. Ibrahim is implementing measures to improve the response rate. Members pointed out that the BRN surveyed almost 8,000 newly licensed RNs and obtained a response rate of 19%.</p> <p>b The internet website redesign is complete. Many thanks to DHS IS and M. Ly for their support and work in resolving this accreditation recommendation.</p> <p>3. <u>Information Technology (IT) Support and College Information Systems</u></p> <p>a Student Information Data Base – M. Caballero reported that the CEO Exception form was approved by the Medical Center IS and P. Delgado, CEO. The current location/approval status is not known. M. Lee volunteered to locate the form and fast forward it through the system.</p> <p>b <u>Information System Analyst</u> – M. Caballero reported that DHS HR states that the candidate list is almost ready. M. Lee will assist M. Caballero with the interview questions immediately after this meeting and will initiate the PAR. M. Lee clarified that the new hire will report to the Research Director, M. Ibrahim.</p> <p>4. <u>Allied Health</u> – D. DeHart reported that DHS HR has not completed the screening exam and that the exam remains closed. The position is budgeted at the Assistant Hospital Administrator IV level</p>	<p>1. Review status report at each meeting</p> <p>2. Information</p> <p>3.</p> <ol style="list-style-type: none"> a. Send On Line Requisition (OLR) number to M. Lee, who will facilitate the approval process b. Send draft interview questions to M. Lee <p>4. Information.</p>	<p>1. M. Caballero, M. Ibrahim, N. Miller</p> <p>2. None</p> <p>3. M. Caballero a M. Caballero & M. Lee b M. Caballero</p> <p>4. None</p>

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	and candidates rarely have experience in education or with hospital/educational accreditation. Members discussed alternate pathways for filling the position, such as laterally transferring an existing employee to an interim position. Members also discussed the accreditation impact of not resolving this recommendation in consideration of the County's current economic situation.		
DIVISIONAL REPORTS	<p>1. <u>Financial Aid Report</u> – D. DeHart, College Assistant Director and Financial Aid Administrator distributed and reviewed the 2010-2011 Report of Financial Aid Student Learning Outcomes. Report included:</p> <ul style="list-style-type: none"> a Cash Management Totals – Financial Aid managed a total of \$1.2 million in grants, scholarships, and loans b Tuition Agreement Contracts (TAC) – Were signed by 308 of 320 (96%) of students. 29 students were provided with payment plans to assist in meeting their tuition obligations each semester. Members inquired about loan repayment in consideration of the prolonged time it is taking graduates to find jobs. D. DeHart explained that the grace period was extended to one year post graduation and that hardship deferments are done on a case-by-case basis. The County has a contract with a collection agency and nonpayment impacts the graduate's credit rating. c Program Evaluation Survey Outcomes – 100% of the class of 2010-II and 95% of class of 2011-I perceived that they were informed of financial aid eligibility criteria. 100% of 2010-II and 94% of 2011-I felt that they were notified of available financial aid programs. Individual student comments were positive. d Cohort Default Rate (CDR) – The most recent CDR provided by the Department of Education is 1.3% for FY 2009. The CDR was 0% for 2006 and 2007 and increased to 6.5% (5 students) in 2008, which was the first year of the DHS "soft" hiring freeze. A CDR of 25% or greater results in sanctions and may lead to provisional Financial Aid certification. The College has focused on loan counseling and mandatory financial literacy sessions. <p>2. <u>Administrative and Student Services Report</u> – M. Caballero, Dean Administrative and Student Services distributed and reviewed the Office of Educational Services Program Evaluation Report for Academic Year 2010-2011. Report included:</p> <ul style="list-style-type: none"> e Evaluation of Annual Goals <ul style="list-style-type: none"> 1) TEAS V – Successfully implemented and 422 applicants were tested. Evaluation of TEAS cut score (64.7%) will be done after 50 students who entered the program under the TEAS pre-entrance screening examination complete the first semester. 2) Application Processing – Successfully restructured to increase effectiveness of limited staff. 3) Recruitment Activities – Enrollment target met for Fall 2010 but not for Spring 2011. 4) Retention Activities – Workshops on test taking strategies and learning styles were incorporated into student orientation. Tutoring continues but scheduling is inconsistent. 5) Transcripts/Enrollment Verifications <ul style="list-style-type: none"> (a) 565 requests were processed and 961 transcripts sent 	<p>1. Congratulations to Financial Aid for its successful efforts towards minimizing the CDR</p> <p>2. Information</p>	<p>1. None</p> <p>2. None</p>

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	<p>(b) 143 enrollment verification letters were sent</p> <p>f Student Performance Evaluation</p> <ol style="list-style-type: none"> 1) Applicants – 65% attend information sessions 2) Students – “Success” workshops were implemented to assist families and students to understand student workload and commitments <p>g Program Evaluation</p> <ol style="list-style-type: none"> 1) Responded to BRN inquiry regarding on time continuing education certificate distribution. Process assessed, improvements planned and implemented, and re-evaluation indicates that process is now in compliance. 2) Program Evaluation Survey findings for three classes graduating from 2010-I to 2011-I: <table border="1"> <thead> <tr> <th>Student Aware of:</th><th>2010-I</th><th>2010-II</th><th>2011-I</th></tr> </thead> <tbody> <tr> <td>Course to be completed</td><td>100%</td><td>89%</td><td>90%</td></tr> <tr> <td>Available counseling</td><td>70%</td><td>64%</td><td>75%</td></tr> <tr> <td>Emergency services</td><td>70%</td><td>67%</td><td>74%</td></tr> <tr> <td>Health Services Directory</td><td>74%</td><td>53%</td><td>56%</td></tr> <tr> <td>Mental health referrals</td><td>50%</td><td>38%</td><td>52%</td></tr> <tr> <td>Requests were processed in 10 days</td><td>90%</td><td>93%</td><td>95%</td></tr> <tr> <td>Staff professional & helpful (rating good-outstanding)</td><td>48%</td><td>59%</td><td></td></tr> </tbody> </table> <p>h Recommendations and Goals</p> <ol style="list-style-type: none"> 1) Evaluate TEAS V cut score and refine testing process 2) Increase enrollment yield by scheduling pre registration in November rather than December 3) Implement CAMS by 5/1/2012 4) Update and distribute Student Health Plans and Referrals <p>i Accomplishments to the Strategic Plan</p>	Student Aware of:	2010-I	2010-II	2011-I	Course to be completed	100%	89%	90%	Available counseling	70%	64%	75%	Emergency services	70%	67%	74%	Health Services Directory	74%	53%	56%	Mental health referrals	50%	38%	52%	Requests were processed in 10 days	90%	93%	95%	Staff professional & helpful (rating good-outstanding)	48%	59%			
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RECRUITMENT STATUS	<p>1. <u>School of Nursing Spring 2012 Student Demographics</u> – M. Caballero distributed and reviewed the Student Demographic report:</p> <p>a Applicant Pool</p> <ol style="list-style-type: none"> 1) Applications – 408 were received, 97 (24%) were did not meet minimum eligibility criteria, 311 (76%) were processed and invited to take the pre-entrance screening (TEAS-V) examination 2) TEAS-V Exam – 139 tests were administered on site and 65 applicants submitted tests from other sites 3) Files Reviewed – Files were created for 188 qualified applicants. 4) Point System – was implemented. Maximum possible points: 93. <p>b New Enrollment</p> <ol style="list-style-type: none"> 1) Acceptance letters were sent to 69 eligible applicants for 50 slots. 42 of these enrolled. 	<p>1. Discuss implementation of selection interviews with SON Dean</p>	<p>1. M. Caballero</p>																																

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	<p>(a) Capacity yield: 88% (42/50). Target is 90% of capacity (b) Enrollment yield: 60% (42/69)</p> <p>2) Age range: 20 to 60 years</p> <p>3) Highest education: (a) GED/HS: 45% (b) AA: 10% (c) BA/BS: 38% (d) MA: 7%</p> <p>2) Average GPA in 3 science courses: Anatomy, Physiology, Microbiology (a) 4.0: 33 (79%) (b) 3.6: 9 (21%) (c) Minimum admission requirement: 2.5</p> <p>Discussion: Recent new students have high academic qualifications but are not consistently succeeding in the nursing program. M. Caballero reported that SON is planning on implementing a pre nursing course, which will focus on the needed knowledge and skills. Members strongly recommended exploring methods for implementing interviews and to investigate the Certified Medical Assistant (CMA) screening process.</p> <p>b Summary Spring 2012 Demographic data:</p> <table><tr><th>Demographics</th><th>SON Student Body (205)</th><th>SON New Students (42)</th><th>LA County Population</th><th>State RN Programs</th><th>National RN Programs</th></tr><tr><td>Female</td><td>76%</td><td>76%</td><td>50%</td><td>83%</td><td>87%</td></tr><tr><td>Male</td><td>24%</td><td>24%</td><td>50%</td><td>17%</td><td>13%</td></tr><tr><td colspan="6">Ethnicity</td></tr><tr><td>Minorities</td><td>70%</td><td>60%</td><td>72%</td><td>54%</td><td>18%</td></tr><tr><td>Caucasian</td><td>29%</td><td>40%</td><td>28%</td><td></td><td></td></tr><tr><td>Black</td><td>3%</td><td>2%</td><td>9%</td><td></td><td></td></tr><tr><td>Hispanic</td><td>34%</td><td>21%</td><td>48%</td><td></td><td></td></tr><tr><td>Native American</td><td>0%</td><td>0%</td><td><1%</td><td></td><td></td></tr><tr><td>Asian</td><td>20%</td><td>29%</td><td rowspan="2">14%</td><td></td><td></td></tr><tr><td>Filipino</td><td>10%</td><td>2%</td><td></td><td></td></tr><tr><td>Other/2 or more races</td><td>3%</td><td>5%</td><td></td><td></td><td></td></tr></table>	Demographics	SON Student Body (205)	SON New Students (42)	LA County Population	State RN Programs	National RN Programs	Female	76%	76%	50%	83%	87%	Male	24%	24%	50%	17%	13%	Ethnicity						Minorities	70%	60%	72%	54%	18%	Caucasian	29%	40%	28%			Black	3%	2%	9%			Hispanic	34%	21%	48%			Native American	0%	0%	<1%			Asian	20%	29%	14%			Filipino	10%	2%			Other/2 or more races	3%	5%					
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SCHOOL OF NURSING POLICY #301: GRADING FOR THE CLINICAL COURSE	Policy is due for triennial review, update, and ongoing approval vote. It was reviewed by the SON Clinical Practice and Faculty Organization and College Administration and Planning Committees. Recommended updates were forwarded to Board members 02/10/12.	Approved. Forward to faculty and staff and post.	N. Miller																																																																							

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SCHOOL OF NURSING REGISTRATION AND FEE GUIDELINES	<p>EDCOS Registration and Fee Guidelines were approved with format changes at the November Board meeting. SON Costs and Fees were reviewed and revised by College Operations and Planning Committees. Operations members requested review of community transcript fees, which were presented to Planning Committee and are included in meeting material. Transcript fee is currently 1) No cost for first transcript, which is sent to the BRN, and 2) \$2.00 for all subsequent transcript requests. Planning Committee recommends increasing the fee to \$3.00 for transcripts and \$10.00 for same day requests.</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. SON Fees – Local transcript fee comparisons reviewed. Implications of increase discussed. Members approved the increase to \$3.00 for transcripts and \$10.00 for same day requests, effective August 1, 2012. 2. EDCOS Fees – Members reopened discussion of charging DHS employees for attending EDCOS classes and of opening all classes to DHS employees. Factors discussed included: <ol style="list-style-type: none"> a EDCOS responsibility for staff development to LAC+USC Medical Center b Each hospital/Network has its own staff development division c EDCOS high risk, specialty training for DHS Critical Care and Emergency nursing programs d Number of faculty and duties and responsibilities at other DHS facilities e LAC+USC nursing staff to EDCOS faculty ratio is higher than at other facilities f EDCOS classes are currently free to DHS employees with the exception of materials fees 	<ol style="list-style-type: none"> 1. Approved. Forward to faculty and staff and post. 2. Discuss further at May meeting 	<ol style="list-style-type: none"> 1. N. Miller 2. N. Miller
OFF AGENDA ITEMS	<ol style="list-style-type: none"> 1. NCLEX-RN Review Course – M. Caballero announced that the grant was approved for another year 2. Nurse Practitioner Training Program – V. Branchick announced that a training grant was approved to offer an 18 month accelerated program in partnership with Charles Drew University. The grant pays for the employee tuition; clinical will be completed in DHS hospitals and clinics. 3. CMA Program – V. Branchick reported that 50 Nurse Attendants are enrolled in the Certified Medical Assistant Program funded through the Workforce Development Program 	Information	None
NEXT MEETING	<p>May 25, 2012 8:00 to 10:00 a.m. College of Nursing & Allied Health Tower Hall Room 105</p>	N. Miller will forward agenda and minutes to members prior to meeting.	N. Miller

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

Prepared by: (Signature on file)
Nancy Miller

2/24/12