

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

August 26, 2011

East Los Angeles College – Office of the President

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<p><b>PRESENT:</b></p> <p><b>EXCUSED/ ABSENT:</b></p>	<p>Vivian Branchick, President Irene Recendez, Vice President</p> <p>Nancy Miller, Secretary Minor Anderson Rosa Maria Hernandez</p> <p>Ernest Moreno</p> <p>Thomas Berne, MD James Doughty, RN</p> <p>Maria Torres Flores Tonia Jones, RN</p> <p>Margaret Lee</p>	<p><b>GUESTS:</b></p> <p>Maria Caballero, RN Doris DeHart, RN Maryam Ibrahim, RN Barbara Collier, RN</p>	
<p><b>CALL TO ORDER &amp; INTRODUCTIONS</b></p>	<p>V. Branchick called the meeting to order and thanked E. Moreno for again hosting the meeting at East Los Angeles College (ELAC).</p>		
<p><b>APPROVAL OF MINUTES</b></p>	<p>Minutes of May 27, 2011. Members recommended adding meeting location to minutes.</p>	<p>Approved with addition of location. Post on website.</p>	<p>N. Miller</p>
<p><b>MINUTES FOLLOW-UP</b></p>	<ol style="list-style-type: none"> <li>1. <u>Minutes of 2/25/11</u> – Posted on website.</li> <li>2. <u>Information Technology (IT) Support and College Information Systems</u> – M. Caballero forwarded signed CEO Exception form to M. Lee</li> <li>3. <u>Policy #710: Course Exemptions/Challenges</u> – Corrections made. Approved policy posted and forwarded to members, faculty and staff on 5/31/11.</li> <li>4. All other follow-up actions are included on the agenda for this meeting.</li> </ol>	<ol style="list-style-type: none"> <li>1. Information</li> <li>2. Information</li> <li>3. Information</li> <li>4. Information</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> <li>3. None</li> <li>4. None</li> </ol>
<p><b>ANNOUNCEMENTS</b></p>	<ol style="list-style-type: none"> <li>1. Alumni Association Newsletter – Doris DeHart reported that J. Doughty, Alumni Association representative, will contribute information about this Board's activities to the Alumni Newsletter. Members discussed issues related to alumni involvement and support.</li> <li>2. Retirement – V. Branchick congratulated M. Anderson and E. Moreno on their retirements. She asked if they would be willing to stay on the Board until qualified candidates are identified and selected. Board members supported this request. M. Anderson and E. Moreno accepted.</li> </ol>	<ol style="list-style-type: none"> <li>1. Information</li> <li>2. Approved and appreciated</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> </ol>
<p><b>PUBLIC COMMENT</b></p>	<ol style="list-style-type: none"> <li>1. None</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> </ol>
<p><b>OLD BUSINESS</b></p>			
<p><b>ACCJC/WASC ACCREDITATION</b></p>	<ol style="list-style-type: none"> <li>1. <u>2013 Self Evaluation and Site Visit</u> –The next ACCJC College Self Evaluation and accreditation site visit are scheduled for Spring 2013.               <ol style="list-style-type: none"> <li>a Accreditation Visit Preparation Timeline – Updated time line distributed and reviewed. Major accomplishments since last report include:                   <ol style="list-style-type: none"> <li>1) Steering &amp; Standards Committee reference binders assembled and distributed</li> <li>2) Steering &amp; Standards Committee initial meeting held. Timelines &amp; responsibilities reviewed with Standards Committee Chairs.</li> <li>3) Standards Committees held initial meetings, reviewed expectations, assigned teams, and initiated interviews</li> <li>4) Committee chairs reported progress to date and presented completed timelines and standards templates at combined Steering &amp; Standards Committee meeting</li> <li>5) Steering Committee completed draft Eligibility Requirements</li> </ol> </li> <li>b Next steps include</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Review status report at each meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. M. Caballero, M. Ibrahim, N. Miller</li> </ol>

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	<p>1) Standards Chairs and members will attend an ACCJC sponsored assessment Workshop at College of the Canyons</p> <p>2) 9/30/11 Steering-Standards Committee progress report meeting</p> <p>3) 11/18/11 Standards Committees present Self Evaluation 1<sup>st</sup> drafts to Steering Committee</p> <p>Members reviewed timeline and emphasized importance of adhering to target dates and focusing on previous recommendations such as IT issues. E. Moreno recommended Dr. Ryan Corner from ELAC as an expert in Planning and Program Review.</p> <p>2. <u>Research/Program Review/Planning</u> – M. Ibrahim distributed and reported on School of Nursing (SON) Graduate Survey findings. Hard copies were sent in the past with very low response rate. The purchase and installation of Class Climate survey software and resolution of the firewall issues has significantly improved the process and response rate. Surveys were sent to the four cohorts that graduated in 2008 and 2009. Eight reminders were sent to nonresponders, approximately every two weeks.</p> <p>a Surveys were sent to 249 graduates, 55 (22%) responded.</p> <p>b 50 of the respondents (91%) are working as RNs</p> <p>1) 100% of those who completed in 2008 are working, 91% of 2009-I, and 78% of 2009-II have jobs.</p> <p>2) Fifty (91%) of the respondents work in LA County and 25% work for LAC+USC.</p> <p>c M. Ibrahim also reviewed the summary responses related to:</p> <p>1) Employment locations</p> <p>2) Nursing specialty areas where graduates are currently employed</p> <p>3) Leadership roles – 19 (35%) of respondents are functioning in leadership roles</p> <p>4) Positive and negative comments related to the SON program effectiveness</p> <p>I. Recendez reported that P. Delgado is exploring methods for giving priority hiring to CONAH SON graduates, especially those with tuition agreement contracts. H. Yee, Department of Health Services (DHS) Chief Medical Officer, supports this effort and asked A. Marinovich, DHS Human Resources (HR) Director to investigate. V. Branchick stated that a new graduate intern program would also assist these potential employees to retain skills. Members discussed the economy, decreasing hospital patient census, magnet hospitals, and the impact on RN new graduate hiring.</p> <p>3. <u>Information Technology (IT) Support and College Information Systems</u> – M. Caballero reported that the upgrade to the CAMS Enterprise was approved and the check should have been mailed to the vendor. She will contact the company representative to coordinate implementation and training.</p> <p>4. <u>Allied Health</u> – D. DeHart reported that progress has been made. The DHS HR supervisor is moving the selection criteria forward. HR is developing interview 1) questions that focus on education and 2) a candidate interest letter that will attempt to limit responses to applicants with educational backgrounds.</p>	<p>2. Information</p> <p>3. Report status at next meeting</p> <p>4. Information.</p>	<p>2. None</p> <p>3. M. Caballero</p> <p>4. None</p>

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DIVISIONAL REPORTS	<p>1. <u>School of Nursing Report</u> – B. Collier, SON Dean distributed and reviewed the On Time Completion Report for the eight original student cohorts that were scheduled to complete the program in December 2007 through May 2011. She reviewed on time completion, attrition, and retention rates for each cohort as well as follow up activities that appear to have successfully decreased attrition.</p> <p>Members discussed report findings and format and recommend:</p> <ul style="list-style-type: none"> <li>a Include number (N) associated with each rate (percent)</li> <li>b Add definition of terms</li> <li>c Add related targets/thresholds for action</li> <li>d Clarify denominators/percentages reported</li> <li>e Include in the retention rate only those student who are enrolled beyond 2 years</li> <li>f Individual cohort total should equal 100%</li> <li>g Include comparison to state and national averages</li> </ul>	1. Revise report	1. B. Collier & M. Ibrahim
NCLEX-RN PASS RATE	NCLEX Pass Rate is reported at the May and November meetings	Will report again in November	N. Miller
RECRUITMENT STATUS	<p>1. <u>School of Nursing Fall 2011 Student Demographics</u> – M. Caballero distributed the demographic data as of the second week of the Fall semester.</p> <ul style="list-style-type: none"> <li>a Demographic and background data for the cohort of new students scheduled to graduate in May of 2013:                             <ul style="list-style-type: none"> <li>1) Capacity yield: 60%. 73 acceptance letters sent, 44 accepted &amp; enrolled, 3 deferred to Spring 2012, goal was 50 new students. Achieved 88% of target goal. Threshold of 90% not met.</li> <li>2) Point system used. Total possible points: 93. Cut off was 82 points for 1<sup>st</sup> 65 applicant acceptance letters. Final point range was 73 to 90.</li> <li>3) Education: MFA – 1, BA/BS – 20, AA – 4, HS/GED – 19</li> <li>4) GPA: Majority had 3.5-4.0 in prerequisite science courses. Minimum requirement is 2.5</li> <li>5) Age range: 19-60 years</li> </ul> </li> <li>b Applicant Pool data                             <ul style="list-style-type: none"> <li>1) 426 applications received</li> <li>2) 132 returned – did not meet minimum admission requirements e.g.: science course grades or point system score too low</li> <li>3) 294 applicant files created, processed, and invited to complete TEAS V pre-entrance screening exam</li> <li>4) 181 TEAS V tests administered</li> <li>5) 202 files reviewed, 197 qualified applicants</li> <li>6) 73 acceptance letters sent for 50 slots</li> <li>7) 124 eligible applicants not accepted</li> </ul> </li> </ul>	1. Information	1. M. Caballero

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	<p>c Summary Fall 2011 Demographic data:</p> <table border="1" data-bbox="363 272 1314 737"> <thead> <tr> <th>Demographics</th> <th>SON Student Body (231)</th> <th>SON New Students (44)</th> <th>LA County Population</th> <th>State RN Programs</th> <th>National RN Programs</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>77%</td> <td>73%</td> <td>50%</td> <td>83%</td> <td>87%</td> </tr> <tr> <td>Male</td> <td>23%</td> <td>27%</td> <td>50%</td> <td>17%</td> <td>13%</td> </tr> <tr> <td colspan="6">Ethnicity</td> </tr> <tr> <td>Minorities</td> <td>72%</td> <td>62%</td> <td>72%</td> <td>54%</td> <td>18%</td> </tr> <tr> <td>Caucasian</td> <td>28%</td> <td>38%</td> <td>28%</td> <td></td> <td></td> </tr> <tr> <td>Black</td> <td>7%</td> <td>2%</td> <td>9%</td> <td></td> <td></td> </tr> <tr> <td>Hispanic</td> <td>35%</td> <td>27%</td> <td>48%</td> <td></td> <td></td> </tr> <tr> <td>Native American</td> <td>0%</td> <td>0%</td> <td>&lt;1%</td> <td></td> <td></td> </tr> <tr> <td>Asian</td> <td>15%</td> <td>23%</td> <td rowspan="2">14%</td> <td></td> <td></td> </tr> <tr> <td>Filipino</td> <td>13%</td> <td>5%</td> <td></td> <td></td> </tr> <tr> <td>Other/2 or more races</td> <td>2%</td> <td>5%</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>2. <u>DHS Hiring Process</u> – is reported at the May and November meetings</p>	Demographics	SON Student Body (231)	SON New Students (44)	LA County Population	State RN Programs	National RN Programs	Female	77%	73%	50%	83%	87%	Male	23%	27%	50%	17%	13%	Ethnicity						Minorities	72%	62%	72%	54%	18%	Caucasian	28%	38%	28%			Black	7%	2%	9%			Hispanic	35%	27%	48%			Native American	0%	0%	<1%			Asian	15%	23%	14%			Filipino	13%	5%			Other/2 or more races	2%	5%				<p>2. Will report again in November</p>	<p>2. N. Miller</p>
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<b>COLLEGE GOAL REPORT</b>	Status report for Fiscal Year 2010-2011 Goals distributed and reviewed. All goals met with the exception of #5 related to Allied Health.	Information	None																																																																							
<b>COLLEGE, EDCOS, &amp; SON GOALS</b>	College, School of Nursing, and Education & Consulting Service (EDCOS) Goals – for Fiscal Year 2011-2012 were developed by College Administration, approved by College Planning Committee, and distributed to Board members for discussion and approval vote at this meeting. College goals reviewed and discussed. E. Moreno inquired regarding the governance and organizational structure.	Goals approved as written. Forward to faculty and staff and post. Bring organizational charts to next meeting.	N. Miller																																																																							
<b>SON POLICY #300: GRADING SYSTEM</b>	<p><u>SON #300: Grading System</u> – policy is due for its scheduled triennial review and ongoing approval vote. The recommended updates to the policy were approved by the SON Admissions &amp; Promotions, Faculty Organization, and the College Administrative Committees and were e-mailed to Board members on August 4<sup>th</sup> for review and approval vote at this meeting.</p> <p>Members discussed 1) importance of ensuring that measures of quality of student performance are based on standardized, objective, measurable criteria and 2) meaning of “credit”/“no credit” and potential for miscommunication of grade status and implications for GPA. M. Caballero explained that final course grades are entered on transcripts and must be standardized. Suggested other language included “pass/fail”, “pass/no pass”, and “satisfactory/unsatisfactory” (previous language).</p> <p>Recommendations:</p> <ul style="list-style-type: none"> <li>▪ Policy – add statement related to quality measures such as bench marks/rubrics</li> <li>▪ Procedure – investigate alternative language for “credit/no credit”</li> </ul>	<ol style="list-style-type: none"> <li>1. Investigate grading language</li> <li>2. Make recommended changes and forward for discussion and approval vote at next meeting.</li> </ol>	<ol style="list-style-type: none"> <li>1. M. Caballero</li> <li>2. N. Miller</li> </ol>																																																																							

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OFF AGENDA ITEMS	Congratulations and best wished to M. Anderson and E. Moreno.	As stated	None
NEXT MEETING	November 18, 2011 8:00 to 10:00 a.m. College of Nursing & Allied Health Tower Hall Room 105	N. Miller will forward agenda and minutes to members prior to meeting.	N. Miller

Approved by: (Signature on file) \_\_\_\_\_  
 Vivian Branchick

Prepared by: (Signature on file) \_\_\_\_\_  
 Nancy Miller