LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
BOARD OF TRUSTEES MINUTES
February 27, 2009

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
PRESENT: **EXCUSED/ ABSENT:**	Vivian Branchick, President Minor Anderson Maria Torres Flores Irene Recendez, Vice President Thomas Berne, MD Rosa Maria Hernandez Elizabeth Nancy Miller, Secretary James Doughty, RN Jones, RN Ernest Moreno	**GUESTS:** Jeff Anderson, RN Carol Bloch, RN Carolyn Bloch, RN Maria Caballero, RN	Doris DeHart, RN S. Estrada, RN Maryam Ibrahim, RN Diana Wagner, RN
CALL TO ORDER & INTRODUCTIONS	V. Branchick called the meeting to order. Members and guests introduced themselves.	Information	
APPROVAL OF MINUTES	Minutes of November 21, 2008	Approved as written. N. Miller will post on CONAH website.	N. Miller
MINUTES FOLLOW-UP	1. <u>CONAH Annual Goals</u> – Were posted on the College intranet and forwarded to the Webmaster for posting on the website. 2. <u>2009 Meeting Schedule</u> – Electronic copy sent to all members and contact persons. 3. <u>DHS Hiring</u> – V. Branchick distributed and reviewed the following DHS reports: - New Hires/Terminations FYs 05-06 to 08-09 – DHS annual hiring increased from approximately 650 in FY 05-06 to approx 1000 for 06-07 & 07-08. Terminations decreased by around 50 RNs annually for the same time periods, resulting in a net gain of over 500 nursing staff/year. - Registry Utilization FYs 05-06 to 08-09 – Registry expenses declined from over $106.7 million to $15 million. - RN Hiring Sources FY 07-08 & 1st two quarters of 08-09 – Majority of new hires were recruited though job fairs (25%) and through other LAC employees. - RN Recruitment from Nursing Schools FY 07-08 & 1st two quarters of 08-09 – CONAH graduates make up 15-20% of DHS new hire RNs. Other local Community Colleges increased from under one quarter (22%) to almost half (49%) of the RN new hires. Other sources include international nurses, California State Universities, and out of state schools. 4. All other follow-up actions are included on the agenda for this meeting.	Information	
ANNOUNCEMENTS	1. None		
OLD BUSINESS			
ACCJC/WASC VISIT FOLLOW-UP	1. <u>Research and Planning</u> – - All School of Nursing (SON) surveys/student evaluations of classes/programs have been converted to Class Climate software including the course, SON program, graduate RN, and employer evaluations. IT support remains a concern for example: surveys can only be sent to DHS employees, which means that graduates and employers who work in noncounty facilities are not surveyed. - Data aggregation and tracking by student cohort is in progress and will improve with implementation of the Comprehensive Academic Management System (CAMS). Findings from current data sources have significantly improved the faculty and staff dialog related to student outcomes and potential for program improvements.	1. M. Ibrahim will bring an example of a Class Climate report to an upcoming meeting. M. Ibrahim will bring status report of	1. M. Ibrahim M. Ibrahim

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	- CONAH Strategic Plan: 2005-2010 – Update of status report is in progress. College Administration is in the process of developing the 2010-2015 goals, objectives and strategies. These will be in alignment with the DHS goals and the Healthcare Network's Balanced Score Card initiatives.
	2. Program Review and Student Learning Outcomes – Processes have been added to faculty and staff orientation requirements.
	   - The SON is completing the third cycle of evaluation and Education & Consulting Services (EDCOS) is completing the second.
	   - Program Evaluation Reports have been completed for all divisions except EDCOS, which is pending data aggregation. Implementation of the Learning Management System (LMS) for tracking employee education will significantly improve access to needed data.
	3. Allied Health
	   - The substantive change proposal and supportive documentation were submitted January 14th for approval at the February 20th meeting of the Committee on Substantive Change. The participants in the 2/20 conference call had no questions related to the Allied Health proposal.
	   - The College is resuming the search for an Allied Health Director. The previously identified candidate did not successfully complete the background screening. DHS Human Resources (HR) is in the process of reopening the position exam, pending their development of a description of functions.
	4. Library Instruction/Access and Skills Lab Access – D. Wagner, Educational Resource Center (ERC) Director reported that ACCJC made two recommendations related to the ERC.
	ACCJC Recommendation #5: Address the technology needs to support student learning and improve institutional effectiveness by subscribing to electronic databases to improve the access to learning materials (such as reference books & journals) for students. D. Wagner reported the following actions in response to recommendation #5:
	a. Participated in DHS librarian group purchase of CINAHL (early 2008) which gives students on and off-campus access to bibliographic records for approximately 2,900 nursing and allied health journals, and full-text access to approximately 700 of those 2,900 journals.
	b. In process of converting most of the journal subscriptions to electronic format to be managed and accessed through one electronic database. This database will be available to students from both on- and off-campus.
	c. Conversion to electronic card catalog is in the planning stages and was included on the IT Project Initiation Request (PIR) and Statement of Work (SOW).
	d. Exploring availability of e-reference books that could be accessed from on- and off-campus.
	e. Future plans include links from the CONAH Website to the electronic databases.
	ACCJC Recommendation #4: Improve access and training for students to assure library and learning support services are used effectively and efficiently by: 1) Providing technology and instruction for users of the library to develop students' information competency skills and 2) Matching the hours of operation of the library and the skills lab so that it does not conflict with
		current strategic plan and draft 2010-2015 strategic plan to an upcoming meeting.
		2. Information
		
		3. Information
		
		4. V. Branchick commended D. Wagner and the ERC for the tremendous progress. She requested a summary of survey findings for a future meeting.
			2. None
			
			3. None
			
			4. D. Wagner

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	the students' class schedules. D. Wagner reported the following actions in response to recommendation #4: Provide technology & instruction: a. Provided one-hour computer class on use of Cumulative Index for Nursing & Allied Health Literature (CINAHL) and basic search techniques. Classes offered nine times/semester at various times/days of the week. Once journals have been transitioned to an electronic format, the CINAHL class will be expanded to include instruction on how to access and use the new database. Instruction also given in library whenever a student needs assistance in finding information. Future plans are to develop on line tutorials, available through the website. b. Orientation to the Library expanded to include a tour, instruction on how to access available electronic resources, and an information tutorial on how to locate books and journals in the library. Student evaluations of the tutorial show that they find it "helpful" or "very helpful", instructive, and believe it will contribute to their comfort in using the library and to their ability to locate/use library resources. c. In process of converting print subscriptions to electronic, accessible via database. d. In preliminary stages of converting from a paper based to electronic card catalog system. Expanded library hours a. A Spring 2007 library survey indicated only 64% of nursing student responders felt the hours of operation met their needs most of the time. A second Library Assistant was hired in July and library hours expanded effective September 2007. In addition, library hours were expanded to include Saturdays prior to comprehensive final examinations. b. Spring 2008 Program Evaluation Survey reflected a significant improvement: 91% of responders "agreed" or "strongly agreed" that the expanded library hours met their need most of the time. The ranking on this question has remained at 4.0 to 4.2 on a 5-point scale (3.5 threshold for action). Expanded skills lab hours: a. Fall 2005 survey: 77% responded, "agree" or "strongly agree" that the hours of operation met their needs most of the time. Starting in Spring 2007, hours were expanded to include two Thursday evenings and two Fridays prior to each semesters skills competency testing. In addition to continuing these expanded hours, effective March 2008, the skills lab is open every other Friday on a regular basis. b. Subsequent surveys rank satisfaction with the hours of operation at 3.7 to 4.1 on a 5-point scale (3.5 threshold for action). 5. Information Technology Support and College Information Systems – V. Branchick coordinated a meeting with College administration and the DHS interim Chief Information Officer (CIO) to strategize ongoing IT support to address accreditation recommendations. The College and the DHS IT designee drafted a Project Initiation Request (PIR), which is included in this meeting materials. V. Branchick approved the PIR and submitted it to the CIO for follow-up action. A meeting will be scheduled for mid-March. The PIR includes IT Support for: - CAMS go live & upgrade - LMS implementation	5. M. Caballero will report ongoing progress at next meeting	5. M. Caballero

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	- College faculty and staff database conversion - Class Climate and other survey/evaluation/software implementation - Website and Intranet site enhancement, organization, update and student access - Automated Library card catalog system – acquisition & implementation - Library electronic database/resource implementation and maintenance - Systems backup, educational records archiving and disaster recovery The PIR also includes the IT objectives, benefits, risks, and organizational impact		
EXTENDED CAMPUS: OLIVE VIEW – UCLA MEDICAL CENTER	1. <u>California Board of Registered Nursing (BRN) Site Visit</u> – J. Anderson reported that the BRN approved the extended campus at the 11/21/08 full board meeting. M. Bedroni, Nurse Education Consultant conducted a site visit 1/27/09. She approved the campus for current enrollment. However, prior to further enrollment, the BRN requires sufficient resources to support added enrollment: - Expand skills lab space – add 6 practice areas - Upgrade skills lab equipment – to match equipment used at clinical site (OVMC) - Upgrade computer lab hardware and software - Designate and post computer lab hours to ensure student access when not in class or clinical - Paint skills lab, computer lab, and classrooms - Replace carpeting - Implement routine cleaning and maintenance schedule - Allocate positions and hire administrative support staff BRN visit summary letter, follow-up action plan, and list of equipment were reviewed and discussed. M. Bedroni will conduct follow up visit in April 2009. 2. <u>Substantive Change Proposal</u> – Proposal and supportive documentation submitted 1/14/09 for approval at the February 20th meeting of the ACCJC Committee on Substantive Change. Conference call participants included Lurlean Gaines, Chair; Susan Clifford, ACCJC liaison; other Substantive Change Committee members and College administration. Questions and responses were: Q – Ongoing financial support for satellite campus after grant expiration A – DHS is committed to ongoing support Q – Evidence/proof of commitment A – J. Schunhoff letter (7/10/08) to BRN ensuring allocation of financial resources after grant runs out (letter included in substantive change proposal appendix) Q – Curriculum approval process A – Curriculum will replicate that of the main campus, which adheres to BRN requirements and is developed & approved by SON Curriculum & Faculty Organization Committees. Q – BRN approval A – Approved by BRN Education & Licensing Committee, Full BRN, and preliminary & follow up	1. Will report on outcome of BRN site visit at May meeting 2. Will report on substantive change approval status at May meeting	1. J. Anderson 2. J. Anderson

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	site visits for current enrollment Q – Student support services A – Will provide on site services, equivalent to that provided at main campus Next Steps: S. Clifford will provide informal notification of approval status within one week. Committee will send formal notification in two to three weeks. 3. <u>Student Status</u> – Twelve students are currently enrolled and in good standing. They are attending theory classes at the main campus and are in a psychiatric clinical rotation at OVMC. M. Bedroni commented in her summary letter that the "students are all happy with the opportunity to complete the program at this satellite site". 4. <u>Faculty and Staff Hiring</u> – The site director, all 5 faculty, the librarian and 1 clerical support staff have been hired. Hiring of a Library Assistant and additional clerical member is pending. Dr Berne requested ongoing reports related to proposed and ongoing grant status. V. Branchick is exploring state resources and obtaining a grant writer.	3. Information 4. M. Ibrahim & N. Miller will develop grant status report	3. None 4. M. Ibrahim & N. Miller
MEXICAN CONSULATE COLLABORATIVE PROJECT	1. M. Caballero and I. Recendez stated that progress is being made – they can "see the light at the end of the tunnel". The program will most likely be continuing education for graduate nurses and a cultural exchange. The work group is verifying regulations and the visa process.	Information	
NCLEX-RN PASS RATE	The SON graduate first time pass rate for the National Council License Exam – Registered Nurse (NCLEX-RN) is reported at the May and November meetings. However, as of this week, the entire 2008-I graduating class has successfully passed the licensing exam and over half of the class of 2008-II has attempted and passed.	N. Miller will bring updated report to the May meeting.	N. Miller
RECRUITMENT STATUS	1. <u>Spring 2009 SON Demographics</u> – M. Caballero distributed the demographic report for the new two year students, the entire student body, and comparison to LA County, California and national averages:	1. Information	1. None

Demographics	CONAH New Students (54)	Student Body	LA County	State	National
Female	83%	78%			
Male	17%	22%		17%	
Ethnicity					
Minorities	85%	67%	69%	54%	18%
Caucasian	15%	26%	29%		
Black	6%	8%	9.5%		
Hispanic	46%	35%	47%		
N. American	0%	0%	1%		
Asian	13%	10%	13.5%		
Filipino	20%	17%			
Undeclared		4%			

168 files were reviewed for the Spring 2009 semester, 165 of these were qualified applicants, 92 accepted, and only 53 enrolled, which is a 58% yield. Many of the "no shows" may have applied to more than one school.

2. <u>Fall 2009 Projections</u> – Application deadline is March 1st. Anticipate enrolling 60 for the Fall semester.

2. Information

2. None

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	3. <u>DHS Hiring Process</u> – The DHS hiring rate for SON graduates is reported at the May and November meetings.	3. N. Miller will bring updated report to the May meeting.	3. N. Miller
NEW BUSINESS			
BUDGET REQUEST: FISCAL YEAR 2009-2010	Budget Request summary and narrative justification reviewed and discussed. The College is requesting funding for: - Pediatric clinic remodel to add classroom and office space to meet expanding enrollment needs - Four administrative support positions to address accreditation issues; these have been included in several past Fiscal Year Budget Requests - Nonbudgeted, ordinance leadership and faculty positions.	Information	
BRN INTERIM SITE VISIT	M Bedroni, BRN Senior Nurse Education Consultant, conducted a routine, prescheduled, site visit yesterday (2/26/09). Based on interviews with students and faculty, her primary concerns were: - Resources to support the OVMC satellite campus - Classroom and office space to support expanded enrollment - Continuity and balancing of content between semesters		
OFF AGENDA ITEMS	V. Branchick congratulated C. Bloch and Cyn. Bloch for being named Outstanding Women of the Year by La Opinion. They added that they will be keynote speakers at the Hispanic Nursing Association meeting.	Information	
NEXT MEETING	May 22, 2009 8:00 to 10:00 p.m. College of Nursing and 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