

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

May 27, 2011

East Los Angeles College – Office of the President

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP	
<b>PRESENT:</b>	Irene Recendez, Vice President Nancy Miller, Secretary Thomas Berne, MD	James Doughty, RN Minor Anderson Rosa Maria Hernandez	Tonia Jones Margaret Lee Ernest Moreno	<b>GUESTS:</b> Maria Caballero, RN Doris DeHart, RN Maryam Ibrahim, RH Diana Wagner, RN
<b>EXCUSED/ ABSENT:</b>	Vivian Branchick, President Maria Torres Flores			
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	I. Recendez called the meeting to order and thanked E. Moreno for hosting the meeting at East Los Angeles College.			
<b>APPROVAL OF MINUTES</b>	Minutes of February 25, 2011.		Approved. Post on website.	N. Miller
<b>MINUTES FOLLOW-UP</b>	<ol style="list-style-type: none"> <li>1. <u>Minutes of 11/19/10</u> – Were corrected and posted.</li> <li>2. 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> </ol>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> </ol>
<b>ANNOUNCEMENTS</b>	1. None		1.	1.
<b>PUBLIC COMMENT</b>	1. None		1.	1.
<b>OLD BUSINESS</b>				
<b>ACCJC/WASC ACCREDITATION</b>	<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. Next accreditation report and follow up visit scheduled for 2013. Major accomplishments to date include:                   <ol style="list-style-type: none"> <li>1) M. Ibrahim accepted Deputy ALO responsibilities</li> <li>2) Steering &amp; Standards Committee membership identified</li> <li>3) Standards Committee chairs and Steering Committee members attended an ACCJC Self-Evaluation preparation workshop</li> <li>4) Committee reference binder contents identified</li> <li>5) Agenda for initial meeting with Standards Committee Chairs drafted</li> </ol> </li> <li>b Steering &amp; Standards Committee membership and initial meeting agenda distributed and reviewed.</li> </ol>               Members reviewed timeline and emphasized importance on adhering to target dates.             </li> <li>2. <u>Research/Program Review/Planning</u> – M. Ibrahim reported on:               <ol style="list-style-type: none"> <li>a Program Review Workshop – held on 1/31/11 and attended by 76% of faculty. Content presented and discussed included:                   <ol style="list-style-type: none"> <li>1) Program review process</li> <li>2) College program review documents</li> <li>3) Introduction to the 2010-2015 Strategic Planning and 2010-2011 College Goals</li> <li>4) Relationship of college to its customers</li> </ol> </li> </ol> </li> </ol>		<ol style="list-style-type: none"> <li>1. Review status report at each meeting</li> <li>2. Report on Graduate Survey findings at upcoming meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. M. Caballero, M. Ibrahim, N. Miller</li> <li>2. M. Ibrahim</li> </ol>

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	<p>5) Group exercise on how the College can better serve its customers. Themes cited:</p> <ul style="list-style-type: none"> <li>(a) Increase visibility in the community served</li> <li>(b) Address student needs</li> <li>(c) Resources</li> </ul> <p>b SON Graduate Surveys – Sent electronically to graduates of the Classes 2008-I and II and 2009-I and II. Surveys originally sent via Class Climate Software on April 16, 2011 with weekly follow up reminders. Response rate is about 15% per class with more responses following each reminder.</p> <p>Members discussed the current movement towards hiring primarily BSN vs. ADN graduates. Majority nursing staff with BSN/higher is a criteria for achieving magnate status. Cedar Sinai is hiring only BSN graduates and is reviewing applicant transcripts prior to hire. M. Caballero stated that the College is providing graduates with information about their education and clinical experience to assist them in responding to prehire screening questions.</p> <p>Members also explored the need for advanced education related to the level of skill and complexity of care/job duties required.</p> <p>3. <u>Information Technology (IT) Support and College Information Systems</u> – M. Caballero reported that DHS and Network IT have been very responsive to College requests for support. She is obtaining signatures on the “CEO Exception” form for the CAMS upgrade today. M. Lee requested to review the form prior to final submission.</p> <p>4. <u>Allied Health</u> – D. DeHart reported that progress has been made. The DHS Human Resources (HR), Examination and Recruitment unit have assigned an analyst to the screening process and the position is posted.</p> <p>Members clarified that the Allied Health continuing education division is currently nonfunctional, the original intent and history of the division, and proposed function.</p>	<p>3. Forward signed CEO Exception form to M. Lee</p> <p>4. Information.</p>	<p>3. M. Caballero</p> <p>4. None</p>
DIVISIONAL REPORTS	<p>1. <u>Educational Resource Center (ERC)</u> – D. Wagner reviewed:</p> <ul style="list-style-type: none"> <li>- 2007 ACCJC accreditation visit recommendations related to 1) technology to support student learning and improve institutional effectiveness and 2) library access and training.</li> <li>- Findings that support effectiveness of corrective actions: 1) improved student ratings related to ERC resources on Program Evaluation Survey, 2) ACCJC acceptance of 2008 Progress Report, 3) February 2009, Board assessment and evaluation that recommendations were resolved.</li> <li>- Ongoing program improvements: 1) expanded library and computer lab hours, 2) comprehensive ERC orientation for all new students, 3) CINAHL classes, 4) Additional skills lab practice time prior to competency testing, 5) Skills Lab Coordinator provides supplementary clinical supervision as “roving tutor”.</li> <li>- Recent enhancements to support student learning and program outcomes: 1) electronic site (EBSCO A to Z) to house electronic journal subscriptions; 2) Ovid Nursing plus and search</li> </ul>	<p>1. Information</p>	<p>1. None</p>

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	<p>engine added to EBSCO A to Z site; 3) Monthly ERC information letter including books added to the collection, monthly schedules of Library, Skills, and Computer Lab hours, upcoming special events; 4) high fidelity manikin for the Skills Lab, which resulted from successful proposal to transition distance learning grant funds; 5) College-wide WiFi access; 6) over 200 books from grant-funded OVMC satellite campus library; and 7) 17 DVDs on various clinical skills</p> <ul style="list-style-type: none"> <li>- Future plans: 1) Assess cost/benefit of eBook collections vs. electronic card catalog system and 2) Integrate skills lab high-fidelity simulation manikin into the curriculum.</li> </ul> <p>Members clarified the Program Evaluation Survey rating scale, determination of the threshold for action, and significance of variations in ratings such as "agree" vs. "strongly agree". Members also discussed the roving tutor role, focus, and recommended assessment/teaching style. The Board encouraged Ms Wagner to investigate eBooks further.</p>		
<b>NCLEX-RN PASS RATE</b>	<p>N. Miller distributed and reviewed the NCLEX Pass Rate by Class for the 18 classes that graduated from Spring 2002 through December 2011. The average first time pass rate is 91% and the repeat attempt pass rate is 99%. The first time pass rate has remained above 95% and above state and national averages since 2006.</p>	<p>Will report again in November</p>	<p>N. Miller</p>
<b>RECRUITMENT STATUS</b>	<ol style="list-style-type: none"> <li>1. <u>School of Nursing (SON) Fall 2011 Student Projections</u> – M. Caballero reported that 50 students will be accepted into the two-year program, and 24 advanced placement LVNs will be accepted into the third semester following successful completion of the Nursing Transition course (N125). Another 16 advanced placement LVNs will enter the program through the Workforce Development Program. She also informed the Board that there is much competition for SON slots; she received very few declinations in response to the LVN acceptance letters.</li> <li>2. <u>DHS Hiring Process</u> – N. Miller distributed and reviewed the LA County Employment Rate for SON students and graduates from the 16 classes that graduated from 2003-I through 2010-II. 938 students completed the program and 413 of those were hired by DHS. Once hired, approximately 75% of the SON graduates are retained by DHS for at least 2 years. DHS hiring of Student Nurse Workers has also decreased. DHS hiring location reflects SON clinical sites. The majority of graduates who were hired by DHS work at the Medical Center (81%) and OVMC and H-UCLA hired about 7% each. Rancho hiring increased which is probably related to its restoration as a clinical site. Members discussed the slow state-wide hiring rate. Some RN new graduates are taking up to one year to find a job. Healthcare reform may create new job opportunities in Ambulatory Care.</li> </ol>	<ol style="list-style-type: none"> <li>1. Information</li> <li>2. Will report again in November</li> </ol>	<ol style="list-style-type: none"> <li>1. M. Caballero</li> <li>2. N. Miller</li> </ol>
<b>NEW BUSINESS</b>			
<b>SON POLICY #710:</b>	SON #710: Nursing Course Exemptions/Challenges – is due for its scheduled triennial review and	Approved. Make corrections;	N. Miller

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<b>NURSING COURSE EXEMPTIONS/ CHALLENGES</b>	ongoing approval vote. The policy was updated & approved by the SON Faculty Organization and the College Administrative and Planning Committees and e-mailed to Board members on April 26 <sup>th</sup> for review. Recommendations received from T. Jones and M. Caballero: <ul style="list-style-type: none"> <li>▪ Definition – LVN Option II, last bullet: Add “for licensure” in California</li> <li>▪ References – Remove “double check” [college catalog]</li> <li>▪ Revision dates – Add BOT approval date</li> <li>▪ Punctuation – Add periods and colons where indicated</li> </ul>	distribute to members, faculty and staff; and post.	
<b>OFF AGENDA ITEMS</b>	E. Moreno announced that he will retire at the end of August and described the long relationship between the College of Nursing and ELAC. He offered to host the August meeting at ELAC again.	Information	None
<b>NEXT MEETING</b>	August 26, 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)  
 Irene Recendez

Prepared by: (Signature on file)  
 Nancy Miller