



El Camino College Nursing Department
ADNFO Meeting
January 16, 2014
1:00 – 4:30 pm ECC MBA 411

Members Present: O. Hyacinth (Interim Director), K. Baily, S. Bosfield, H. Frances Hayes-Cushenberry, D. Heming, R. Johnson, Y. Kawasaki, P. Kidwell-Udin, Z. Mitu, M. Moon, K. Morgan, K. Rosales, K. Stephens, A. Sweeney, S. Thomas, M. White

Excused Absences: T. Martinez and W. Morris

Unexcused Absences: T. Orton and K. Baily

Student Representation: None Present

Guests: B. Perez

Topic	Summary of Discussion	Action
I. Approval of Minutes	ADNFO Meeting Minutes from December 9, 2013	Approval of December Minutes deferred
II. Information Items		
A. Announcements		
1. Flex Day	A1. Faculty will receive Flex hour credits for this meeting.	Sign-In sheet for flex hour credits circulated among faculty.
2. New Full-time Instructor	A2. Please welcome Michelle Guta, a new full time instructor for the Torrance campus. She brings a wealth of clinical experience and will be teaching in NURS-253.	
3. Positions for FT Instructors	A3. There is a need for two FT instructors on the Torrance campus and one FT instructor for the Compton campus. Please encourage qualified individuals to apply. Remind them that applications are meticulously screened, so it is important to follow the application process carefully. Examples of candidates that are not qualified to apply because the BRN will not approve them to teach:	

<p>4. Position for Director of Nursing</p>	<p>→ Non-hospital based Nurse Practitioners → Candidates with only LVN teaching experience</p> <p>A4. The position for a FT Director of Nursing has been opened. If anyone is interested in applying, now is the time.</p>	<p>Pending.</p>
<p>B. Immunization Tracker</p>	<p>B. Certified Background Check is a company that provides a service for immunization tracking for any health service we request (see flyer).</p> <p>Student and faculty health information can be scanned to the company and the company will then coordinate/organize this information and send it back to the Director.</p> <p>Info can be easily accessed by computer within 24-48 hours after it is sent to the Director. The company also sends renewal reminders to the students for CPR, CXR, PPD, annual physicals, etc.</p> <p>Individual access codes insure privacy among students and faculty.</p> <p>This process will be time-efficient for clinical instructors who need access to student health information when preparing the paperwork required by our hospital affiliates at the start of each clinical rotation.</p>	<p>The goal will be to implement this process by April 14th of this year so that by Fall 2014 this information system can be used for all students.</p>
<p>C. Course Binders</p>	<p>C. O. Hyacinth stated that the purpose of the course binders is to show compliance with ACEN and BRN accreditation standards.</p> <p>O. Hyacinth asked us to please keep updating our course binders. Documentation needs to include how course decisions are being made.</p>	<p>Director Hyacinth is available to answer any questions you have about the Course Binders.</p> <p>Binders will be reviewed at the end of the semester by the Director to evaluate evidence of documentation that is in compliance with ACEN and BRN standards.</p>

<p>D. Faculty Handbook</p>	<p>Documentation also needs to include how ATI is helping to guide changes in the course (and throughout the program).</p> <p>We must have our course reports completed by the end of semester to maintain compliance with ACEN and BRN accreditation standards.</p> <p>D. The Bylaws Committee suggested changes to the faculty handbook that reflect student success protocols.</p> <p>Student success is an important college-wide issue.</p> <p>It is important to track student data on which students are making appointments with the student success coordinators on each campus, how often they avail themselves of this service, and how the students fare academically following student success mentoring.</p> <p>A faculty log should be kept of who has been referred for Student Success.</p> <p>K. Baily asked if we are catching students “too late”. A discussion was held if students should be referred to student success if they score 76% or less on an exam.</p> <p>It was agreed that students should understand that Student Success is voluntary not mandatory.</p> <p>Clinical prescriptions need to track (document) any changes in clinical practice behaviors following remediation in the supervised skills lab.</p>	<p>Student Success coordinators K. Morgan, K. Stephens, and L. Barber will develop a tracking form for this purpose.</p>
<p>E. Student Handbook</p>	<p>E. The Student Affairs Committee will update the Student Handbook to reflect changes in student success protocols per the Bylaws Committee recommendations and faculty approval.</p>	<p>Pending.</p>

<p>F. College Updates</p>	<p>F. Issues with decreased staffing are college wide. Many faculty and staff are on medical leave, retiring, leaving the college for new jobs, etc. This may cause delayed processing in various areas or create additional burdens for those faculty/staff remaining.</p>	<p>Please be patient while the college and various departments adjust to new workloads resulting from reduced staff.</p>
<p>G. Pilot BSN Study</p>	<p>G. The California State Legislature recognizes the need for increasing the number of BSN prepared RNs entering the workforce. SB 805 has begun a pilot program authorizing a limited number of community colleges to offer a baccalaureate degree in nursing.</p> <p>Participating colleges must demonstrate a local workforce demand for BSN RNs, local universities cannot meet the need, and the proposed community college has the resources to provide such a program.</p> <p>The community college baccalaureate remains a very limited phenomenon and considerable controversy and opposition remain.</p>	<p>Faculty update.</p>
<p>H. Articulation Agreements</p>	<p>H. P. Kidwell-Udin reported that current Articulation Agreements with CSUDH, Chamberlain College, and Western Governor's University are currently awaiting finalization by college administration.</p>	<p>Faculty update.</p>
<p>I. Student Surveys</p>	<p>I. The Institutional Research (IR) department reports that actual data has been sparse for course evaluations. Students have not been completing end of course surveys: it has been discovered that they are skipping to the end of the course surveys without actually completing the survey questions.</p> <p>This negatively impacts the department's ability to collect data for</p>	<p>Faculty should review course evaluation receipts for clinical section, year, semester, and term to make sure that course evals have truly been completed.</p>

<p>J. Lead Instructors</p> <p>K. Committee Assignemnts</p> <p>L. Student Forum</p>	<p>BRN and ACEN reports.</p> <p>Opening course surveys on week 6 may help students to feel less overwhelmed because it does not compete with the stress of Finals week.</p> <p>J. Lead Instructors assignments will be sent out by email.</p> <p>K. New Committee assignments have been made to meet the needs of the department.</p> <p>L. P. Kidwell-Udin who is the chief organizer for the Student Forum, stated that seven colleges would be in attendance to provide RN-to-BSN transfer information:</p> <ul style="list-style-type: none"> → Chamberlin College → MSMC → WGU → ASU → CSUDH → CSULB → Grand Canyon University <p>P. Kidwell-Udin is looking for raffle prize donations.</p> <p>B. Perez stated that she will contribute Barnes & Noble gift certificates.</p> <p>Faculty agreed that students will be given two (2) points for attendance that can be applied to their final exams.</p> <p>Faculty agreed that the student dress code should be full uniform.</p>	<p>O. Hyacinth to send Lead Instructor assignments by email.</p> <p>O. Hyacinth distributed a flyer with the new Committee assignments.</p> <p>Selected Date for the Student Forum will be Monday February 3rd.</p>

<p>III. Discussion/Action</p> <p>A. SLO Assessment Timeline</p>	<p>A. P. Kidwell-Udin gave the SLO timeline assessment: Even numbered courses will be assessed in Spring; odd numbered courses will be assessed in Fall.</p> <p>PLOs will be done annually.</p> <p>N150 AB could not be assessed because it was a newly developed course. Will refer to Bob Klier for clarification on when this course should be assessed.</p> <p>Trackdat training to enter course assessments will be Friday Jan. 31 from 10:00 -11:00 am and on Thursday February 6th from 1:00 – 2:00pm.</p> <p>O. Hyacinth will clarify with Dean Natividad about courses no longer offered but populating Trackdat: if such courses would affect the department's compliance status.</p> <p>CNA courses will need to be revised and/or rewritten if they are to be offered again.</p>	<p>Faculty to follow SLO timeline and input data into Trackdat.</p> <p>P. Kidwell-Udin and R. Serr are available for assistance in completing this requirement.</p>
<p>B. Medical Terminology Exam</p>	<p>B. Faculty held a discussion about options available to students that did not successfully pass the medical terminology test in the fall because there are no more winter session classes.</p> <p>O. Hyacinth stated that students who do not pass this spring must take a make-up course in the summer but this brought up the question that if a student did not complete the requirements for N150-A (which includes successful completion of a medical terminology exam), should they be allowed to continue to N150-B?</p> <p>It was proposed that The Learning Resources Committee will research online tutorials for an acceptable alternate medical terminology course that can be taken during the winter session.</p>	<p>The Learning Resources Committee will report their findings in March to address students who fail the medical terminology exam in 1st semester.</p>

<p>C. N254 Preceptorship</p> <p>D. Definition of “attrition rates”</p> <p>E. ACEN</p>	<p>C. N254 preceptorship is having difficulty finding preceptors at clinical sites.</p> <p>Faculty discussion was held about how preceptorship opportunities may have to be severely limited or eliminated if this problem cannot be resolved.</p> <p>Discussion on this topic deferred at this time.</p> <p>O. Hyacinth reviewed the ACEN standards that were determined by the site visitors to be in non-compliance.</p> <p>On January 27th, a hearing will be held by ACEN where we can dispute errors in fact from the site visitor’s report. ACEN can render a decision that is different than the current report.</p> <p>O. Hyacinth reported a phone conversation she had with Dr. Tanner To discuss our school’s options. Dr. Tanner said that some schools have withdrawn from the evaluation process because they do not have the financial resources to make the required changes.</p> <p>Discussion was held on:</p> <ul style="list-style-type: none"> → Immediate reapplication to ACEN to maintain HRSA grant which is dependent upon ACEN accreditation. → Developing an alumnae association to improve post-graduate data return. → The ATP committee will work on insuring public information is accurate, clear, consistent, and accessible, including the program’s accreditation status and the ACEN contact information. 	<p>The Student Affairs Committee will report their findings at the March ADNFO meeting to share information on alternate clinical sites for student preceptorships.</p> <p>Topic deferred at this time.</p> <p>O. Hyacinth has submitted a letter to ACEN to dispute errors in fact noted on the site visitor’s report.</p> <p>O. Hyacinth will be attending the ACEN January 27th meeting to dispute the errors in fact.</p> <p>The ATP committee will report at the March ADNFO on their work to update the ECC website.</p>
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<p>F. Nursing Program Review due Fall 2014</p> <p>G. BRN Visit</p> <p>H. NCLEX Pass Rates</p>	<p>F. A brief discussion was held to explain the purpose of the Nursing Program Review: it is an opportunity to showcase the department's assets and resources.</p> <p>Each campus will write a separate program review.</p> <p>G. A reminder to all faculty that our BRN visit will be in the Fall of 2015.</p> <p>Our BRN representative, Shelly Ward, wants to meet with us to develop a plan in preparation for our visit.</p> <p>Compton will work on writing their own self-study to start separating their data and</p> <p>H. To bolster NCLEX pass rates, the Curriculum committee will evaluate other schools with high pass rates and see what they are using for practice and proctored tests (i.e., ATI or Kaplan).</p>	<p>P. Kidwell-Udin and K. Rosales will write the Program Review for the Torrance campus.</p> <p>S. Thomas has been put in charge of the Compton program review.</p> <p>Meeting date with BRN rep to be arranged.</p> <p>The Curriculum Committee will report their findings at the March ADNFO meeting.</p>
<p>IV. Other Items</p> <p>A. Geriatric Certification for BRN</p> <p>B. Replacement of P:drive</p>	<p>A. The BRN has stated that all clinical instructors working with a geri population must be Board certified in geriatric nursing.</p> <p>B. Discussion on this topic deferred at this time.</p>	<p>All faculty that are not BRN approved for geriatric nursing must remediate before Fall of 2014.</p>
<p>V. Next ADNFO Meeting</p>	<p>The next ADNFO meeting will be held on February 10th at the Compton campus.</p>	<p>All faculty will meet in E40 from 2:00 – 4:00 pm</p>

Respectfully Submitted,
Kathleen Rosales