



El Camino College Nursing Department
ADNFO Meeting
February 10, 2014
2:00 – 4:00 pm CEC E40

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

Guests: Priya Desai (Graduate student from CSUDH)

Excused Absences: T. Martinez, W. Morris, V. Orton, Y. Kawasaki, A. Sweeney

Unexcused Absences: None

Student Representation: None Present (IKX sponsoring blood drive today)

Topic	Summary of Discussion	Action
I. Approval of Minutes	<p>Copies of all minutes from Fall 2013 distributed to faculty.</p> <p>Faculty to read and provide corrections if applicable for approval at the March ADNFO meeting.</p>	<p>Approval of ADNFO minutes for Fall 2013 deferred until March.</p> <p>January and February Meeting minutes to be distributed electronically to faculty for approval at the March ADNFO meeting.</p>
II. Information Items:		
<p>A. Announcements</p> <p>a. Two FT Instructor positions have been posted</p> <p>b. Pinning Ceremony</p>	<p>a. Please encourage qualified applicants to apply. Candidates should have their MSN, experience is preferred, have a good work ethic, and can work well with others.</p> <p>Please remind applicants to be careful to upload all documents requested and verify they were uploaded correctly. Incomplete or missing documentation will disqualify applicants from consideration for the job posting.</p> <p>b. The graduation Pinning Ceremony for the Compton campus is Tuesday May 13th</p>	<p>a. The application deadline is in mid-March.</p> <p>b. All faculty are asked to attend.</p>

	The graduation Pinning Ceremony for the Torrance campus is Friday May 16 th	
II. Information Items: B. Iota Kappa Chi (IKX) Updates	<p>P. Kidwell-Udin is representing IKX today because their members are unavailable at this time as they are sponsoring a blood drive today.</p> <p><u>Membership</u> IKX has grown from 44 students in 2013 to 120 active students for Spring 2014.</p> <p><u>Program Activities</u> All 1st semester student members have been paired with a 2nd, 3rd or 4th semester student for mentoring and support.</p> <p>The Torrance campus blood drive is today.</p> <p>S. Thomas corrected the date for the Compton campus blood drive: it will be held on April 1st and 2nd</p> <p>Student representation for department committees is still being finalized. There will be one student representing each campus.</p> <p>Not all students have access to Facebook, where many informational items by IKX are posted. Students are requesting a bulletin board to post information so that it can be accessed by everyone.</p>	<p>IKX will develop an online survey tool to gather student feedback on the student mentoring project. The survey will be conducted at the end of the semester.</p> <p>Locations for bulletin boards on both campuses are in progress.</p>
II. Information Items: C. New Faculty: Mentoring and Orientation	<p>Please refer to handout. This form will be used to show that we are mentoring new FT/PT faculty and when completed, this form will be placed in the file of the new faculty member. This is to fulfill ACEN and BRN requirements for mentoring and training new faculty. Documentation of orientation process will cover three areas:</p> <ol style="list-style-type: none"> 1. Course specific information for both theory and clinical content <ul style="list-style-type: none"> → Some PT faculty who have worked 2 or more semesters still do not know about CIPs, Skill Prescriptions, or even how to correctly use the CET 	<p>Faculty mentors/Lead Instructors are to turn in completed forms to the Director.</p> <p>It is also important to document that there has been mentoring for new faculty to standardize teaching and evaluation methodologies among courses and within the clinical sections of a course.</p> <p>Electronic copies of the Mentoring form have already been sent to all faculty for their use. Documentation of orientation and mentoring of new faculty is important for accreditation purposes.</p>

	<p>2. Content review of the faculty and student handbooks.</p> <p>3. New FT faculty can attend the college's New Faculty Academy which is held every year in the Fall</p>	
<p>II. Information Items: D. Faculty Evaluations</p>	<p>We have been short-staffed thus restricting opportunities to complete faculty evaluations that are currently due.</p> <p>CEC Vice-President B. Perez will be sending the Director a list of Compton faculty scheduled for evaluation.</p>	<p>Emails will be sent out informing which faculty will be evaluated this term and who has been assigned to participate in the evaluative process.</p>
<p>II. Information Items: E. Participation at Team and Committee Meetings for FT and PT faculty</p>	<p>Sign-in sheets for participation at Team and Committee Meetings are important documents that validate the department is meeting ACEN and BRN criteria.</p> <p>S. Bosfield voiced concerns that some meetings she is scheduled to attend overlap and conflict with her ability to be present. Director Hyacinth stated that based on those circumstances, it would be considered an excused absence at one of the overlapping meetings.</p>	<p>All Committee Chairs and Lead Instructors need to make sure that the Participation forms are completed and filed in the designated notebook.</p> <p>Committee Meeting times will be reviewed by the Director and Assistant Director Kidwell-Udin to correct discrepancies in scheduled meeting times.</p>
<p>II. Information Items: F. Hiring Committee for FT Instructor positions on both campuses</p>	<p>Please consider participating in the Torrance and/or Compton hiring committees. If the Director has not received a sufficient number of volunteer faculty, she will have to assign faculty to participate. Involvement in hiring committees is a faculty obligation. Participants for the Compton campus will be paid for their time.</p>	<p>Please notify Director Hyacinth if you have not served on a hiring committee before.</p> <p>Meeting schedules for the hiring committees will accommodate faculty teaching assignments to avoid the need for bilocation.</p>
<p>II. Information Items: G. Reassignment of Faculty Load</p>	<p>There has been a recent trend noted where PT faculty have canceled part or all of their clinically assigned days. Some FT faculty are also on sick leave. The result is impacting teaching assignments for those remaining FT faculty that are able to teach.</p>	<p>For all faculty impacted by these issues: Thank you for your flexibility and understanding during this difficult situation.</p>
<p>II. Information Items: H. Inactivation of Nursing Courses</p>	<p>Inactivation of courses N103, N104, N116, N124, N125, N126, and N127 have been sent to the DCC.</p> <p>The Director and DCC reps A. Sweeney</p>	<p>The goal is to have these courses officially inactivated by the end of the semester.</p> <p>Director Hyacinth will follow up with</p>

	<p>and K. Rosales have voted to inactivate them in CurricUNET. The next step will be for these courses to be reviewed and voted on by the CCC.</p> <p>These courses have not been taught in a very long time and could make it appear as if our department is not in compliance with course SLOs which could affect ACCJC accreditation.</p>	<p>Mark Lipe, DCC Chair, for progress toward meeting this goal.</p>
<p>II. Information Items: I. Early Student Intervention</p>	<p>Please remember to send students to Student Success if any test score is less than 76%. Early intervention for students struggling in theory will demonstrates a pro-active approach to improving student success and decreasing student attrition rates.</p> <p>It is not a requirement that students attend Student Success; Student Success is just a recommendation by the instructor for the student to utilize a resource that will help strengthen them in clinical or theory.</p>	<p>Student Success coordinators, please make sure to document the students you assist and how you facilitated remediation. This is required to meet ACEN and BRN accreditation standards.</p>
<p>II. Information Items: J. Faculty Profile Sheets K. BRN Report on Faculty</p>	<p>Faculty Profile sheets and Faculty BRN Report forms are currently being passed around. Please make sure to fill them out and update your professional information.</p> <p>This is part of our ACEN and BRN accreditation requirements. Point of clarification: one's area of clinical expertise is what the BRN has approved for you to teach.</p>	<p>These forms need to be updated every semester by all FT and PT faculty.</p> <p>The BRN Report on Faculty will be sent out by email. Once received, please update it and send it back to the Director.</p>
<p>II. Information Items: L. Nursing Student Forum</p>	<p>There has been a lot of positive feedback from the students about the Forum. Each student received an ECC nursing bag. Four students received \$100 in scholarship money from the nursing department.</p> <p>Director Hyacinth praised P. Kidwell-Udin for her excellent hard work in organizing the student forum.</p> <p>S. Bosfield requested that there is more pre-planning collaboration between the two campuses as the Nursing Forum date was the same day scheduled for the "kick-</p>	<p>O. Hyacinth stated that there will be more planning opportunities to contribute various ideas and activities for the next Nursing Student Forum.</p>

	<p>off” of Black History Month.</p> <p>D. Heming suggested that a Pearson representative be present at the Student Forum to provide students from both campuses with information related to use of their products.</p>	<p>Please contact P. Kidwell-Udin to contribute any further ideas that can be incorporated into the next Student Forum.</p>
<p>II. Information Items: M. Immunization Tracker</p>	<p>K. Morgan reported her findings from other colleges who use Immunization Tracker and their feedback was very positive. Over 20 schools in the state are using this service.</p> <p>It will keep better track of student information to meet clinical facility requirements. It will be a requirement for all students. If a student refuses to pay, they will not be able to go to clinical.</p> <p>Failure to clear a criminal background check could result in a student’s inability to continue in the program. D. White recommended that this should be posted in the student and faculty handbook.</p> <p>The fee for use of Immunization Tracker is \$30.00 and will be required of all students. Failure or refusal to pay by the student will prevent a student from attending the clinical setting.</p>	<p>Implementation will begin in Fall 2015.</p> <p>Changes for use of Immunization Tracker need to be made to the Student and Faculty Handbooks.</p> <p>The Bylaws committee and Student Resources committee will draft a statement reflecting this situation for faculty vote and approval, so that the statement can be incorporated into these handbooks.</p> <p>Implementation of this plan is scheduled for April so that all health clearance information can be updated by fall 2014.</p>
<p>II. Information Items: N. BSN programs within the Community College Setting</p>	<p>This concept has been generating much interest in addressing BSN entry level requirements by many hospitals.</p> <p>There has been government funding for selected community colleges to pilot changes to nursing curriculum in order to grant Baccalaureate degrees within the community college setting.</p> <p>Challenges toward implementing this type of program at ECC include:</p> <ul style="list-style-type: none"> • Changes would need to be made to the curriculum; • A BSN program would require WASC accreditation; 	<p>Current Articulation Agreements with CSUDH, Chamberlain College, and Western Governor’s University are currently awaiting finalization by college administration.</p>

	<ul style="list-style-type: none"> • ECC is accredited by ACCJC, which is a sub-division of WASC but not actual WASC accreditation. • WASC accreditation has a greater number of stringent requirements that must be met compared to ACCJC; • It is not clear if WASC accreditation would be required for the entire college or if it would be limited to our nursing program. <p>O. Hyacinth shared that at the PLCMMC Advisory committee meeting, she asked the Chief Nursing Officer if our students getting ACLS certified and putting on their resume that they were enrolled in a BSN program increased their chances of being hired and was given a positive response.</p> <p>Challenges are being faced by ADN graduates who are in competition with BSN graduates for nursing jobs.</p> <p>P. Kidwell-Udin shared that some colleges are partnering with hospitals to create internships for new grads that are having difficulty finding job placement. The college-hospital internship provides new grads who have obtained their RN license with the opportunity to keep their skills up but without the hospital having to hire them. One positive outcome has been that some hospitals have hired their RN interns.</p>	<p>A status report on the progress of finalizing these articulation agreements will be provided at a later date.</p> <p>P. Kidwell-Udin will investigate this matter further and report her findings.</p>
<p>II. Information Items:</p> <p>O. Fall 2013 Advisory Committee Meeting Information:</p> <ul style="list-style-type: none"> • Health Workforce Initiative (HWI) • California Organization of Associate 	<p>K. Baily voiced that PLCMMC’s philosophy of caring seems to have been replaced by a business model. She expressed great concern that during the advisory meeting, the CNO stated that if a unit has to close temporarily and then re-open at a later date and only a limited number of RNs can return to that unit, the BSN RNs will be given preference. Nurses that have put in a number of years working there but only have their ADN “should have known better” and prepared</p>	<p>O. Hyacinth thanked all faculty that attended one or more of the Advisory Committee Meetings and asked for feedback about the meetings.</p>

<p>Degree Nursing Program Directors (COADN)</p> <ul style="list-style-type: none"> • Harbor UCLA (HUCLA) • Providence Little Company of Mary Medical Center (PLCMMC) 	<p>for future job security by obtaining their BSN.</p> <p>O. Hyacinth shared that a common thread she saw running through all the Advisory committees was the importance of students and RNs obtaining their BSN degree. Director Hyacinth discussed that at the HWI meeting some attendees complained that ADN new grads lacked leadership skills. Director Hyacinth felt that did not apply to our students. Hospital and community feedback about our students has always been positive. Also, leadership skills are specifically taught in 4th semester; preceptorships that students participate in also cultivate leadership skills.</p>	
<p>II. Information Items:</p> <p>P. Spring 2014 Advisory Committee Meeting Information</p>	<p>O. Hyacinth provided information from the ACEN New Administrator Meeting she attended. She summarized three main points:</p> <ol style="list-style-type: none"> 1. Compliance with ACEN standards should be identified in all meeting minutes. <p>Director Hyacinth shared that following our ACEN visit, we were found non-compliant with Standard 1 – Mission and Administrative Capacity. Director Hyacinth wrote a letter of rebuttal regarding the site visitor’s interpretation of the data. The rebuttal was verbally accepted by the ACEN Evaluation Review Panel.</p> <ol style="list-style-type: none"> 2. Faculty should update their CV every year and providing the Director with a copy to place in their files. <p>H. Frances-Cushenberry asked how the CV differs from the Faculty Profile. Director Hyacinth responded that the Faculty Profile provides more detailed information such what one has been approved to teach by the BRN, what classes one is currently teaching, continuing education credits, conferences attended, etc.</p> <ol style="list-style-type: none"> 3. ACEN requires that there is follow-up documentation on formal complaints filed by a 	<p>Faculty need to submit an updated CV every May. Please show any new or renewed certifications, scholarly work, etc.</p>

	student against a faculty. Was the complaint resolved? If not, why not?	
II. Information Items: Q. Student Surveys	Students will receive an email informing them that online course surveys will be available by week six of the semester.	O. Hyacinth will send the email out to all students.
II. Information Items: R. End of Semester Reports	For those faculty that have not yet presented, please be prepared to do so by the next ADNFO meeting.	Presentations pending.
II. Information Items: S. Department Committee Updates	ATP: None at this time. Bylaws: None at this time. Curriculum: None at this time. Evaluation: None at this time. Learning Resources: None at this time. Student Affairs: None at this time. SLO coordinators: None at this time. Academic Senate: None at this time. Division Curriculum: None at this time.	Committee updates to be presented at next ADNFO meeting.
II. Information Items: T. Bylaws committee	Z. Mitu stated that updates to the Faculty Handbook were submitted to Director Hyacinth by email.	Director Hyacinth will review the proposed revisions by the Bylaws committee. Approved revisions will be sent by O. Hyacinth to the Student Affairs committee so that the Student Handbook can be updated.
II. Information Items: U. Student Affairs Committee	Revisions to the Student Handbook pending revision approvals by Director Hyacinth.	Results pending.
II. Information Items: V. Lead Instructor Reports	An email will be sent out to all faculty by Director Hyacinth regarding Lead Instructor appointments.	Reports pending.
II. Information Items: W. ATI Updates	K. Rosales will be sending our course objectives to ATI so that courses can be aligned to ATI content. Each course will be expected to contact ATI so as to prepare to more fully integrate the use of ATI into the curriculum.	Demonstrate better integration of ATI throughout the curriculum by the fall.

	Engagement with ATI can be achieved through webinars, phone conference, and/or scheduling the ATI rep to attend a team meeting.	
III. Discussion/Action A. Program Review	<p>The nursing department on each campus must complete a program review. The SEP must be incorporated into this report.</p> <p>P. Kidwell-Udin and K. Rosales are currently working on the Program Review for the Torrance Campus.</p> <p>S. Thomas is currently working on the Program Review for the Compton Campus.</p>	Program Reviews are due to Administration in the fall.
III. Discussion/Action B. NCLEX Pass Rates	<p>NCLEX pass rates for the quarter from October through December:</p> <p>Compton Campus: 5/7 passed (71%)</p> <p>Torrance Campus: 4/4 passed (100%)</p> <p>Combined scores: 9/11 passed (81.81%)</p> <p>National mean for 1st time ADN test-takers passing NCLEX is 81.43% (https://www.ncsbn.org)</p> <p>For students who have not successfully passed the ATI Comprehensive Predictor Exam, Director Hyacinth will be looking at the student's ATI scores from previous semesters to determine if there are any correlations.</p> <p>The remediation plan will require that students complete four hours of additional ATI study in addition to their N254 academic responsibilities.</p>	<p>N254 Instructors must email Director Hyacinth the dates for the ATI Comprehensive Predictor Exam.</p> <p>N254 instructors will send Director Hyacinth the names of students who did not successfully complete the ATI comp predictor (scored below the national average). Students will be meeting with Director Hyacinth to receive a remediation plan.</p> <p>Students at-risk for not passing NCLEX will meet with a student success coordinator to prepare for successful passage of the NCLEX.</p>
III. Discussion/Action C. N150A Medical Terminology Exam	K. Baily suggested that the current tests be revised using vocabulary from the test book. She stated that the current tests are very old and do not reflect the language and definitions for medical terminology by the text. She suggested that students may be at higher risk for failing the medical terminology test because of this issue.	Director Hyacinth agreed that the current tests should be reviewed and updated. She requested that D. Heming send her a copy of the "abbreviation card".

	<p>D. Heming stated that students receive an “abbreviation card” that is meant to prepare them for the medical terminology exam in addition to the text book. The abbreviation card was created because the current text does not include all medical terms and abbreviations that a student should have knowledge of in the healthcare field.</p> <p>R. Johnson asked for clarification about students that did not successfully pass the medical terminology test in the fall because there are no more winter session classes. Director Hyacinth responded that those students must retake the class in the summer.</p>	
<p>III. Discussion/Action D. N254 Preceptorship</p>	<p>Director Hyacinth requested that faculty please forward to her any suggestions on how to meet the preceptorship needs for our current 4th semester students. Harbor UCLA and Torrance Memorial cannot place any students for preceptorship. Centinela Hospital has stated that they have accommodated as many of our students as they could, but they cannot place any more at this time.</p>	Ongoing.
<p>III. Discussion/Action E. Loss of Clinical Placement at TMCC for Fall 2014</p>	<p>There has been difficulty in obtaining and/or maintaining clinical sites. Clinical affiliates are tightening the requirements for teaching at their facilities. Even if a substitute instructor has been approved to teach at a particular hospital, they may not be approved to teach within the timeframe of when they were asked to substitute.</p> <p>Clinical affiliates are also tightening requirements for students to come to their facilities. Some hospital background checks may take up to 16 weeks to clear placing the student in the position of not attending a specific clinical rotation.</p> <p>Director Hyacinth relayed that S. Ward, the BRN representative for ECC, recommended that we place a statement in the student handbook notifying students that clinical placement is contingent upon their clearing a hospital’s background</p>	<p>The Student Resources Committee will draft a statement to be placed in the student handbook for faculty vote and approval.</p>

	<p>check policy. This statement should also provide clarification that it is not the fault of ECC if a student fails to clear a hospital's background check in time to attend a scheduled clinical rotation. Included in this statement should also be a notation that progression through the program may be delayed depending on a student's ability to obtain hospital clearance.</p>	
<p>III. Discussion/Action F. ACEN</p>	<p>Following recommendations by the ACEN site visitors to remove our ACEN accreditation status, the ACEN Board of Commissioners will meet in March to make a final determination of our accreditation status.</p> <p>There was discussion on pursuing voluntary withdrawal from the final phase of the ACEN hearings. Points made:</p> <ul style="list-style-type: none"> • Voluntary withdrawal would prevent the particulars about our loss of ACEN accreditation from being posted in public forums; • Schools that have lost ACEN accreditation and did not withdraw from the process had the details for loss of accreditation posted in various public forums. <p>A lengthy discussion was held about possible consequences related to loss of ACEN accreditation:</p> <ul style="list-style-type: none"> • Students who chose our school for its accreditation status would be denied graduating from an ACEN accredited school. This would affect the students preparing for graduation this spring; • Voluntary withdrawal from the final phase of ACEN deliberations would mean removal of accreditation would begin on the day that ACEN received our letter of withdrawal; • Students who are attending nursing school with VA 	<p>Letters are being prepared by Director Hyacinth to send out to the students and communities of interest regarding the program's accreditation status. Dr. Hyacinth will also be visiting individual classrooms on both campuses to discuss the situation and answer questions from students.</p> <p>Following the discussion, Director Hyacinth asked the 14 faculty present to vote either in favor of voluntary withdrawal or waiting until ACEN renders a final decision:</p> <p>Those in favor of voluntary withdrawal: 11</p> <p>Those in favor of waiting until ACEN renders an official decision: 2</p> <p>Those who abstained from voting: 1</p>

	<p>scholarships will lose that funding;</p> <ul style="list-style-type: none"> • Students transferring to BSN programs would not be heavily impacted as many BSN schools accept student transfers from non-accredited schools; • P. Kidwell-Udin shared that approximately 25% of ADN programs in the state of California have ACEN accreditation; • HRSA grants would be affected by loss of ACEN accreditation; • O. Hyacinth shared that after speaking with ACEN, it was her understanding that once a school applies for eligibility, federal government funding would remain available for our students. Reapplication for candidacy could occur within eight weeks after the official loss of ACEN accreditation; • O. Hyacinth said that ACEN's acceptance of voluntary withdrawal must be a department and college administrative decision. <p>Director Hyacinth also reminded all faculty to evaluate how their course SLOs and PLOs are aligned to ACEN standards. If there are any issues, please note them so that it can be brought up at the next fall faculty meeting for program review, discussion, and decision-making processes.</p>	
<p>III. Discussion/Action G. BRN Visit</p>	<p>Director Hyacinth shared that she had spoken with S. Ward who wants to help us prepare for our BRN fall visit in 2015.</p>	<p>Further details will be forthcoming.</p>
<p>III. Discussion/Action H. Net Tutor</p>	<p>Net Tutor is an online tutoring service that can be used for a variety of nursing courses: Medical Terminology, Pharmacology, Dosage Calculations, Fundamentals in Nursing, etc.</p> <p>The Net Tutor company is located in Tampa, Florida. Being on the East Coast does not impact students receiving a response to their questions with 24 hours.</p>	<p>All faculty are to review the information provided on "Net Tutor." A vote will be taken at the following ADNFO meeting to decide if this service should be utilized throughout the program.</p>

	<p>Tutors are trained not to give students the answers outright, but rather guide them to obtaining the right answer by guiding their thinking processes.</p> <p>The company can also generate reports showing how long a student stayed on the site and the topics studied.</p> <p>A representative for Net Tutor said that as long as a student has an ECC email address, there should not be a problem with accessing Net Tutor. It is rare when weather conditions cause the site to be “down” and therefore unavailable to students.</p> <p>This service is available to all registered ECC students and is provided as a service through a college grant.</p> <p>D. Heming voiced that this tutoring service would be helpful to students in the whole program, especially those in the Dosage Calculations class.</p>	<p>Vice-President B. Perez to verify with the Director if the same services are available for students on the Compton campus.</p> <p>Faculty will vote on program wide use at the March meeting.</p>
<p>IV. Other Items</p> <p>A. Geriatric Certification</p>	<p>Handouts were distributed of BRN approved geriatric remediation learning objectives for continuing education, community health and medical surgical care geriatric of the geriatric patient.</p> <p>If med-surg and psych faculty have not completed their geriatric remediation by the due date, they will not be able to teach in the fall because they will be out of compliance with the BRN.</p> <p>H. Frances Cushenberry and S. Bosfield voiced strong concerns about the possibility of professional liability issues that could potentially affect one’s RN license. O. Hyacinth reassured faculty that their professional training for recognizing patient safety issues would keep their licenses’ safe.</p> <p>O. Hyacinth restated the BRN position that all faculty teaching in areas involving a geriatric population must be geriatric certified or our nursing faculty would be</p>	<p>The deadline for all med-surg and psych faculty to complete their geriatric remediation is August 1.</p> <p>If faculty have not met BRN geri requirements, O. Hyacinth will meet with faculty individually to develop a geriatric remediation plan.</p>

	<p>considered “non-compliant” per BRN standards.</p> <p>O. Hyacinth encouraged all faculty to send her information that would demonstrate they have met the BRN’s geriatric clinical requirements and therefore would not require geriatric remediation.</p>	
<p>IV. Other Items B. Replacement of P:drive</p>	<p>Director Hyacinth reiterated that the P:drive will no longer be used to store documents because Compton faculty do not have access to it on their campus. In place of the P:drive, we will start to use “Documents and Forms” on the ECC website.</p> <p>K. Baily demonstrated how to access this site:</p> <ul style="list-style-type: none"> • Go to the My ECC site • Click on the tab “Documents and Forms” in the middle of the website • Click Academic Affairs • On the left hand side of the screen, you will see “Health Sciences and Athletics”, click on that. • On the left hand side of the screen, click on “Nursing” • To upload any documents, meeting minutes, etc., click on “documents” • On the lower right hand corner, you will see “add document” • Click on “add document” and a pop-up screen will appear with a “browse” button. • Click on the browse button, which will take you to your document file. • Select the document you need to upload. 	<p>Faculty are requested to save course and program documents to the this file.</p> <p>All documents currently on the P:drive will remain there but still need to be transferred to the “Documents and Forms” ECC website.</p>
<p>IV. Other Items C. Other Business</p>	None.	
<p>V. Next Scheduled ADNFO Meeting</p>	<ul style="list-style-type: none"> ○ March 3, 2014 ○ 1400-1600 ○ Torrance Campus ○ Rm 411 	Meeting adjourned.

Respectfully Submitted,
Kathleen Rosales