

Los Angeles County College of Nursing and Allied Health

Education and Consulting Services, Administrative and Student Services, Allied Health and Associated Student Body Committee Bylaws

NAME	EDCOS Planning Committee	EDCOS Curriculum Committee	Student Support Services	Division of Allied Health Continuing Education (DAHCE)	SON Associated Student Body
PURPOSE	Oversee long term planning, implementation, evaluation, and revision of courses and goals	Develop, implement, evaluate, and revise courses to achieve the strategic plan and annual goals, and meet the educational needs of LAC+USC Medical Center	Support the academic programs and promote student success	Develop, implement, evaluate, and revise courses to achieve the strategic plan and annual goals, and meet the educational needs of Allied Health WFM's in LA County-DHS	Enhance understanding and provide an effective means of expression between the School of Nursing (SON) and students
FUNCTIONS					
<i>Assess/Plan Monitor/Evaluate</i>	<ol style="list-style-type: none"> Review, approve, & direct implementation of EDCOS annual goals. Evaluate progress towards outcomes & approve alternative strategies <p>Identify LAC+USC Medical Center nursing education needs through committee meetings & consultation with administration, faculty, & staff</p> <p>Prioritize recommendations from faculty & committees</p> <p>Identify & coordinate responses to issues impacting EDCOS</p>	<ol style="list-style-type: none"> Develop EDCOS annual goals to meet County, DHS, & College strategic plans Evaluate course & instructor effectiveness through the program review process Develop Annual Program Evaluation Report to summarize & report progress towards outcomes Make recommendations regarding revising course offerings based on program review findings to College Governance Committee 	<ol style="list-style-type: none"> Assess the effectiveness of student support services & recommend policies, procedures, & program improvements 	<ol style="list-style-type: none"> Develop DAHCE annual goals to meet County and DHS strategic plans Evaluate course & instructor effectiveness through the program review process Develop Annual Program Evaluation Report to summarize & report progress towards outcomes Make recommendations regarding revising course offerings based on program review findings to College Governance Committee 	<ol style="list-style-type: none"> Identify & define student issues that affect the educational experience & the status of the individual student by expressing the concerned opinion of the Associated Student Body (ASB)
<i>Implement</i>	<ol style="list-style-type: none"> Oversee & guide EDCOS courses/committees 	<ol style="list-style-type: none"> Develop, implement, & revise courses to achieve annual goals & meet identified educational needs 	<ol style="list-style-type: none"> Develop annual goals & plans based on College strategic plan & goals <p>Oversee, guide, & direct student support services including applications, program admissions,</p>	<ol style="list-style-type: none"> Develop, implement, & revise courses to achieve annual goals & meet identified educational needs 	<ol style="list-style-type: none"> Integrate all ASB activities

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			registration, orientation, & progression Manage & maintain employee & student records		
<i>Resources/Budget</i>	3. Prioritize resource needs & submit requests to College committee	6. Identify resource needs based on program review findings & submit requests to College Governance Committee	3. Recommend resources to support student success & to achieve annual goals to the College Governance Committee	6. Identify resource needs based on program review findings & submit requests to College Governance Committee	3. Participate in program related surveys and make recommendations for improvements
<i>Policies</i>	4. Review, revise, & approve policies. Submit policies to College committee for review & approval	7. Draft & revise policies. Submit policies to EDCOS Planning Committee for review & approval	4. Draft, update, & recommend revision to divisional & College policies related to student support	7. Draft & revise policies. Submit policies to College Governance Committee for review & approval	4. Recommend revision to student related policies: <ul style="list-style-type: none"> • Nursing Student Bill of Rights • Student Responsibilities • Student Dress Code
<i>Regulatory Compliance</i>	5. Establish, monitor, & facilitate divisional processes to maintain compliance with regulatory and accrediting agency requirements Develop, review, & approve regulatory and accrediting agency reports	8. Develop & revise courses to maintain compliance with regulatory and accrediting agency requirements Implement measures to ensure compliance with standards	5. Ensure compliance with regulatory and accrediting agency standards	8. Ensure compliance with regulatory and accrediting agency standards	5. Participate in regulatory and accrediting agency site visits
<i>Communication/ Collaboration</i>	6. Promote faculty communication & collaboration regarding issues impacting nursing education & practice Communicate & collaborate with DHS, Medical Center, & College committees & disseminate information 7. Present recommendations to College Governance Committee	9. Collaborate with all faculty to identify strategies to meet educational needs & improve course effectiveness in ensuring student success 10. Present recommendations to EDCOS Planning Committee	6. Collaborate & communicate with faculty & staff regarding program outcomes. Disseminate information from College committees to support staff members 7. Present recommendations to College Governance Committee	9. Present recommendations to College Governance Committee	6. Collaborate with College & SON committees & faculty liaisons regarding student issues & concerns affecting their educational experience 7. Present recommendations to SON Faculty Organization
MEMBERSHIP	Dean, all EDCOS faculty	Dean, all EDCOS faculty	Administrative & Student Services Dean, ERC Director, Financial Aid Director	Director, AH, ERC Director, CIO, Nursing Instructor	ASB president, vice-president, treasurer, secretary, president of each class, Special Projects Committee representative One representative from each of the following organizations: <ul style="list-style-type: none"> • Newman Club/Nurses' Christian Fellowship

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					<ul style="list-style-type: none"> NSNA/CNSA (California Nursing Student Association)
REPORTS TO	College Governance Committee	EDCOS Planning Committee	College Governance Committee	College Governance Committee	SON Faculty Organization
MEETINGS	Monthly	Quarterly	Every other month	Monthly	Monthly during the School Year

Orig: 9/24/13

Rev'd: 10/22/13, 11/12/13, 11/26/13, 12/10/13, 1/16/14, 6/29/17, 7/13/17, 8/15/17, 9/28/17,6/27/19