

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: INTERCOMMITTEE COMMUNICATION (ICC)		Original Issue Date: January 23, 2006	Policy #: 410
		Supersedes: June 28, 2018	Effective Date: September 30, 2021
Individuals / Committees Consulted: Institutional Effectiveness Faculty Organization SON Planning	Reviewed & Approved by: College Governance	Approved by: Provost, College of Nursing & Allied Health (signature on file)	

PURPOSE:

To provide a tool that ensures tracking of communication between committees to promote institutional effectiveness

POLICY:

Committee communication that requires a response/action from another committee shall be documented and tracked as part of the college quality improvement process.

All School of Nursing committees use the Intercommittee Communication Form (ICCF) to communicate.

PROCEDURE:

The originating committee chairperson:

- Completes the request section of the ICCF
- Forwards the completed form to the relevant committee chairperson and the Dean, IERP, within five working days
- Ensures a copy of the sent ICCF and response received is filed along with the meeting minutes.

The receiving committee chairperson:

- Completes the response section of the ICCF
- Returns the completed form to the originating committee chairperson and the Dean, IERP, within four weeks after receiving the form
- Ensures a copy of the received ICCF and response sent is filed along with the meeting minutes.

PROCEDURE DOCUMENTATION:

Intercommittee Communication Form
College Committees Minutes

REFERENCES:

REVISION DATES:

January 23, 2006
May 21, 2012
May 14, 2015
June 28, 2018
September 30, 2021