

Los Angeles County College of Nursing and Allied Health

School of Nursing Committee Bylaws

NAME	SON Planning	Faculty Organization	Admissions/Promotions	Curriculum	Semester Committees
<b>PURPOSE</b>	Serve as a steering committee for integrating communication between College Governance and the SON standing committees. Direct the nursing program and operations to support the College mission, vision, and values Provides a mean whereby the SON shares in the College's governance.	Assure the quality, integrity, and effectiveness of School of Nursing (SON) courses. Provide a means whereby faculty share in SON governance.	Develop, implement, and evaluate admission, progression, and graduation processes to optimize student preparation to complete the course of study.	Serve as a steering committee that provides oversight on matters pertaining to curriculum development, evaluation, and revision to maintain its integrity. Provide guidance in the planning, implementation, and evaluation of all nursing theory and clinical courses in order to achieve student learning outcomes (SLOs).	Plan, implement, and evaluate the courses within the semester.
<b>FUNCTIONS</b>					
<i>Assess/Plan Monitor/Evaluate</i>	1. Review, recommend approval, & direct the implementation of the SON annual goals. Evaluates the progress toward the SON outcomes & approve alternate strategies. Ensures the SON integration of the Colleges strategic plan objectives.	1. Review, approve, & direct implementation of the SON annual goals.  Evaluate progress towards outcomes & approve alternate strategies.	1. Assess, plan, monitor, & evaluate student admission, progression, & graduation: <ul style="list-style-type: none"> <li>• Admission criteria/process</li> <li>• On time completion/attrition</li> <li>• Graduation/completion</li> <li>• Admission/progression policy waivers</li> </ul> <p>Ensure the catalog provides accurate &amp; current information as required by regulatory agencies:</p> <ul style="list-style-type: none"> <li>• Contact information; Board member, administrator, &amp; faculty names</li> <li>• Admissions requirements</li> <li>• Course, program, &amp; degree offerings</li> <li>• Academic calendar, program length</li> <li>• Financial aid</li> <li>• Learning resources</li> <li>• Major policies such as academic freedom, academic honesty,</li> </ul>	1. Assess, plan, monitor, & evaluate nursing program for: <ul style="list-style-type: none"> <li>• Curriculum concepts, course descriptions, &amp; Program SLOs for alignment with College mission, vision, values; philosophy; goals; &amp; Course SLOs</li> <li>• Conceptual framework for identification &amp; congruency of related concepts, sub- concepts, &amp; theories across all levels of the curriculum</li> <li>• Curriculum progression from simple to complex</li> <li>• Consistent &amp; effective use of teaching methodologies, assessment/grading tools, &amp; other course requirements</li> <li>• SLO assessment &amp; committee/program review data for patterns that may</li> </ul>	1. Assess, plan, monitor, & evaluate theory & clinical courses within the semester for: <ul style="list-style-type: none"> <li>• Effectiveness of theory &amp; clinical course teaching methodologies &amp; tools in achieving SLOs</li> <li>• Consistent application of teaching/testing materials, assessment rubrics, &amp; grading methodologies</li> <li>• Need for revisions based on SLO assessment findings</li> <li>• Effective communication between courses, semesters, &amp; committees</li> <li>• Correlation between theory &amp; clinical courses</li> </ul>

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			<p>nondiscrimination, transfer credits, grievances /complaints, sexual harassment, &amp; refund of fees</p>	<p>indicate program improvement opportunities</p>	
<i>Implement</i>	<p>2. Evaluate the implementation process of the SON divisional governing, standing, and semester committees.</p> <p>Review, recommend approval, &amp; direct implementation of SON academic &amp; support service programs</p> <p>Aggregate &amp; prioritize recommendations from the SON committees</p> <p>Identify &amp; coordinate responses to issues impacting the SON</p>	<p>2. Oversee implementation of the curriculum, direct standing &amp; course committees, &amp; review &amp; approve committee recommendations.</p>	<p>2. Oversee implementation of admissions &amp; promotions policies; recommend revisions as indicated</p> <p>Verify that the admission process test instruments are valid, reliable, &amp; minimize cultural bias</p>	<p>2. Provide guidance to semester committees on matters pertaining to curriculum development, evaluation, &amp; revision</p> <p>Identify &amp; propose curriculum revisions based on SLO achievement &amp; changes in education &amp; healthcare</p>	<p>2. Apply teaching methodologies, tools, &amp; clinical experiences to assist students to achieve SLOs</p> <p>Maintain consistent use of grading methods, course objectives, syllabi, test blueprints, &amp; schedules</p>
<i>Resources/Budget</i>	<p>3. Review &amp; recommend approval and direct implementation of the SON budget requests &amp; resource allocation to meet SON goals.</p> <p>Assimilate &amp; prioritize needs of the SON and prepare and submit budget requests, &amp; develop plans for resource allocation to the College Governance Committee.</p>	<p>3. Prioritize resource needs &amp; submit requests to SON Planning Committee.</p>	<p>3. Recommend testing tools, educational materials and resources and align with community practice /standards to support student admission &amp; progression.</p>	<p>3. Recommend educational materials and resources that support the curriculum &amp; student learning to align with community practice/standards.</p>	<p>3. Recommend resources identified in course SLO assessment to support student learning.</p>
<i>Policies</i>	<p>4. Draft, update, recommend approval guide implementation,</p>	<p>4. Review, revise, &amp; approve SON policies &amp; submit to SON</p>	<p>4. Develop, evaluate, &amp; revise policies, procedures, guidelines,</p>	<p>4. Develop, evaluate, &amp; revise policies, procedures, guidelines,</p>	<p>4. Consistently implement relevant DHS, College, &amp; SON</p>

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	<p>&amp; evaluate of SON policies &amp; procedures and submits to the College Governance Committee for review and approval.</p>	<p>Planning Committee for review &amp; approval.</p>	<p>&amp; forms related to student admission &amp; promotion:</p> <ul style="list-style-type: none"> <li>• Admissions, transfer of credit</li> <li>• Criminal background check</li> <li>• Nursing course exemptions/challenges</li> <li>• High risk student</li> <li>• Curriculum plan</li> <li>• Transition course</li> <li>• Testing</li> <li>• Make up examination</li> <li>• Grading systems</li> <li>• Academic status/warning</li> <li>• Academic withdrawal, dismissal, failure</li> </ul> <p>Ensure policies &amp; procedures related to admission, progression, &amp; graduation are applied fairly &amp; equitably regardless of age, sex, race, creed, nationality, disability, color, marital status, or sexual orientation</p>	<p>&amp; forms related to the curriculum:</p> <ul style="list-style-type: none"> <li>• Philosophy, conceptual framework</li> <li>• Program purpose, objectives</li> <li>• Curriculum changes</li> <li>• Textbook approval</li> <li>• Intercommittee Communication</li> <li>• Testing</li> <li>• Syllabi</li> <li>• Educational media</li> <li>• Grading for clinical courses</li> <li>• Skills &amp; drug dosage calculation competency</li> <li>• Clinical remediation</li> </ul>	<p>policies. Recommend revisions as indicated.</p>
<p><i>Regulatory Compliance</i></p>	<p>5. Oversee the SON compliance with regulatory and accrediting agency requirements.</p> <p>Review &amp; approve regulatory agency reports.</p> <p>Implement measures to ensure compliance with standards.</p> <p>Verify compliance with mandatory</p>	<p>5. Establish, monitor, &amp; facilitate SON processes to maintain compliance with regulatory and accrediting agency requirements.</p> <p>Develop, review, &amp; approve regulatory agency reports.</p>	<p>5. Validate, monitor, &amp; facilitate compliance with regulatory and accrediting agency requirements related to admission, progression, &amp; graduation.</p>	<p>5. Ensure the curriculum maintains compliance with regulatory and accrediting agency requirements.</p>	<p>5. Ensure semester course content adheres to regulatory and accrediting agency requirements</p>

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	Requirements.				
<i>Communication/ Collaboration</i>	<p>6. Collaborate &amp; communicate with governing, divisional, standing, semester committees.</p> <p>7. Disseminate information from the governing and college committees to faculty, staff, &amp; students.</p> <p>8. Make recommendations to the Faculty Organization and College Governance Committee.</p>	<p>6. Communicate &amp; collaborate with standing, course, &amp; semester committees. Disseminate information from DHS, Medical Center, &amp; College committees.</p> <p>7. Maintain formal &amp; informal communication between local, state, regional agencies and affiliating institutions.</p> <p>8. Present recommendations to the SON Planning Committee</p>	<p>6. Communicate &amp; collaborate with College &amp; SON committees regarding admissions &amp; progression matters.</p> <p>7. Review semester reports &amp; proposals.</p> <p>8. Present recommendations to the SON Faculty Organization</p>	<p>6. Communicate &amp; collaborate with College &amp; SON committees regarding curriculum matters. Disseminate information related to educational/nursing practice trends, curriculum revisions, &amp; regulatory agency changes to all stakeholders.</p> <p>7. Review semester reports &amp; Proposals.</p> <p>8. Present recommendations for discussion and approval to the SON Faculty Organization.</p>	<p>6. Communicate &amp; collaborate with standing &amp; course committees regarding teaching, clinical site, &amp; student issues.</p> <p>7. Present recommendations to SON committees.</p>
<b>MEMBERSHIP</b>	Dean, SON, Dean Administrative and Student Services, Dean, IERP, ERC Director, FA Director, Faculty Org Chair, Credentials Committee Chair, Faculty Development Chair	Faculty Org Chair, Semester Coordinators, Curriculum Chair, Admissions & Promotions Chair, Faculty Advisory Committee Chair, ADA Committee Chair, Sim Lab Committee Chair, Content Expert Committee Chair	<ul style="list-style-type: none"> <li>• Minimum of one faculty member from each semester</li> <li>• One student representative from each class</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of one faculty member from each semester</li> <li>• One student representative from each class</li> </ul>	Teaching faculty assigned to each semester
<b>REPORTS TO</b>	College Governance Committee	SON Planning Committee	SON Faculty Organization	SON Faculty Organization	SON Faculty Org Committee
<b>MEETINGS</b>	-Every other month	Every other month	Every other month	Every other month	Monthly