

Los Angeles County College of Nursing and Allied Health

**College Governing and Standing Committee Bylaws**

NAME	Board of Trustees	College Governance	Institutional Effectiveness	Credentials	Faculty Development
PURPOSE	<p>Establish policies and procedures that are consistent with the College mission, vision, and values; assure the quality, integrity, and effectiveness of student learning programs and services; and oversee the financial stability of the College</p>	<p>Provide leadership and ensure a fully-integrated institutional structure and process to achieve the College mission, vision, and values</p>	<p>Improve institutional effectiveness by directing the application of College wide research methods in order to evaluate program outcomes, student success, and faculty effectiveness</p>	<p>Provide a framework and process for evaluating the qualifications and effectiveness of faculty</p>	<p>To promote faculty development of knowledge, skills and attitudes using the following four major domains:</p> <p><b>Professional development</b> – an orientation to the academy that includes faculty roles and responsibilities and the values, norms, and expectations of the college</p> <p><b>Instructional development</b>- basic and advanced teacher development through mentoring, peer coaching, teaching improvement workshops and consultations.</p> <p><b>Leadership development</b> – orientation to leadership roles; preparation of effective leaders who understand formal and informal leadership styles; ability to use various tools and techniques such as continuous quality improvement, change management, and consensus-building.</p> <p>Organizational development- creating an effective organizational climate that values and rewards education and research, fosters continual learning, commits resources to faculty development programs, and formulates policies and procedures that shape</p>

					educational excellence and guide faculty behaviors.
<b>FUNCTIONS</b>					
<i>Assess/Plan Monitor/Evaluate</i>	<p>1. Review &amp; approve the strategic plan &amp; annual goals &amp; monitor outcomes</p> <p>Monitor educational quality &amp; effectiveness through performance measurements of the academic &amp; student support service programs</p> <p>Conduct scheduled self-evaluation of Board performance &amp; productivity</p>	<p>1. Review, recommend approval, &amp; direct the implementation of the strategic plan &amp; annual goals. Evaluate progress towards institutional outcomes &amp; approve alternate strategies</p>	<p>1. Integrate divisional resource needs from assessment data to develop the strategic plan</p> <p>Analyze data &amp; outcomes by comparison to thresholds. Utilize findings to recommend program improvements</p>	<p>1. Establish standards to identify &amp; maintain qualified faculty to implement the strategic plan &amp; promote program success</p> <p>Monitor &amp; evaluate effectiveness of the selection process &amp; tools</p>	<p>1. Identify professional development needs of faculty &amp; staff to implement the strategic plan &amp; promote program success</p> <p>Recommend methods/resources to meet professional development needs &amp; evaluate their effectiveness</p>
<i>Implement</i>	<p>2. Provide guidance in the development &amp; improvement of educational &amp; student support service programs</p> <p>Delegate to the provost, &amp; through the provost to the faculty, the authority to establish &amp; regulate courses of instruction &amp; to implement &amp; administer policies without Board interference</p> <p>Review -matters with legal implications and approve as recommended by the Provost</p> <p>Approve the selection of the provost &amp; evaluate his/her performance</p>	<p>2. Review, recommend approval, &amp; direct implementation of College academic &amp; support service programs</p>	<p>2. Direct the collection &amp; measurement of program review data &amp; recommend plans for improvement</p>	<p>2. Facilitate development and implementation of tools for faculty selection and to measure faculty effectiveness</p>	<p>2. Facilitate implementation of workshops, panels, seminars, &amp; other professional development methods</p>

<i>Resources/Budget</i>	3. Monitor the financial status of the College, review/approve budget requests & funding proposals, & advocate for resources	3. Review & recommend approval of budget requests & resource allocation to meet strategic planning goals	3. Aggregate data identified in program reports & communicate resource needs	3. Investigate, evaluate, & recommend incorporation of community standards related to staffing & employee qualifications	3. Evaluate & recommend professional development programs & materials
<i>Policies</i>	4. Approve the policies, rules & regulations under which programs operate	4. Review & approve/recommend approval of College policies & procedures	4. Design, review, & update the Program Review Plan & related policies, documents, & forms	4. Develop, evaluate, & revise College policies, procedures, guidelines, & forms related to hiring, orientation, & promotion of faculty	4. Develop, evaluate, & revise College policies, procedures, guidelines, & forms related to professional development of faculty & staff
<i>Regulatory Compliance</i>	5. Monitor compliance, approve reports, & direct participation in the accreditation processes of the WASC:ACCJC, the California BRN, & other allied health & accrediting/regulatory agencies	5. Oversee compliance with regulatory agency requirements. Review & approve regulatory agency reports	5. Incorporate regulatory standards into the Program Review Plan 6. Verify, monitor, & facilitate institutional processes to maintain compliance with regulatory agency requirements.	5. Review College hiring & orientation policies and procedures for compliance with those of regulatory agencies, LA County, & DHS. Recommend revisions as indicated	5. Review College education & training policies and procedures for compliance with those of regulatory agencies, LA County, & DHS.
<i>Communication/ Collaboration</i>	6. Uphold decisions made by the Board, advocate for the institution, & protect it from undue influence or pressure  7. Communicate & collaborate with College Governance Committee. Approve recommendations  Adhere to the Board of Trustees' Membership Agreement & Code of Ethics	6. Collaborate & communicate with all governing & standing committees. Disseminate information to faculty, staff, & students  7. Make recommendations to the Board of Trustees	7. Provide consultation & guidance to College committees, faculty & staff. Disseminate report findings  8. Make recommendations to the College Governance Committee	6. Collaborate with faculty to determine effectiveness of selection & peer review processes  7. Provide policy & procedure recommendations to the College Governance Committee	6. Collaborate with faculty to identify professional development needs  7. Provide policy & procedure recommendations to the divisional governing & College Governance committees
<b>MEMBERSHIP</b>	Elected & nonelected members	Provost, divisional deans, directors, faculty, staff, & student representatives	Dean IERP,, CIO, & faculty,	Faculty members from all divisions	Faculty members from all divisions
<b>REPORTS TO</b>	DHS	Board of Trustees	College Governance Committee, SON Planning	College Governance Committee, SON Planning	EDCOS Shared Governance & SON Planning Committees
<b>MEETINGS</b>	Four times/year	Every other month	-Every other month	Quarterly	-Quarterly

Orig  
: 9/11/13  
WASC.2014FollowUpRprt.Recomm1&2

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