

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH

ADMINISTRATIVE AND STUDENT SERVICES COMMITTEE BYLAWS

- NAME:** Administrative and Student Services Committee
- PURPOSE** To support the academic programs and promote student success
- FUNCTIONS:** The functions of the committee shall include:
- Assess the effectiveness of student support services and recommend policies, procedures, and program improvements
 - Develop annual goals and plans based on College strategic plan and goals
 - Oversee, guide, and direct student support services including applications, program admissions, registration, orientation, and progression
 - Manage and maintain employee and student records
 - Recommend resources to support student success and to achieve annual goals to the College Administrative Committee
 - Draft, update, and recommend revision to divisional and College policies related to student support
 - Ensure compliance with regulatory agency standards
 - Collaborate and communicate with faculty and staff regarding program outcomes. Disseminate information from College committees to support staff members
 - Make recommendations to College Administrative Committee.
- MEMBERSHIP:** Administrative and Student Services dean, office manager, all support service staff
- MEETINGS:** Meetings are held once per month.