



Los Angeles County

**COLLEGE OF NURSING  
AND ALLIED HEALTH**

1237 North Mission Road, Los Angeles, California 90033

- ▶ School of Nursing
- ▶ Education & Consulting Services
- ▶ Allied Health Continuing Education

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## SCHOOL OF NURSING

### **BYLAWS**

#### **RULES AND REGULATIONS OF THE FACULTY ORGANIZATION**

#### **ARTICLE I – NAME**

This organization shall be known as the School of Nursing (SON) Faculty Organization of the Los Angeles County College of Nursing and Allied Health (College).

#### **ARTICLE II – PURPOSE**

The purpose of this organization shall be to:

1. Assure the quality, integrity, and effectiveness of SON courses
2. Provide a means whereby faculty share in SON governance.

#### **ARTICLE III – FUNCTIONS**

The functions of this organization shall be to:

1. Review, approve, and direct implementation of the SON annual goals. Evaluate progress towards outcomes and approve alternate strategies
2. Oversee implementation of the curriculum, direct standing and course committees, and review and approve committee recommendations
3. Prioritize resource needs and submit requests to College Administrative Committee
4. Review, revise, and approve SON policies and submit to College Administrative Committee for review and approval if indicated
5. Establish, monitor, and facilitate SON processes to maintain compliance with regulatory agency requirements. Develop, review, and approve regulatory agency reports

6. Communicate and collaborate with standing, course, and semester committees. Disseminate information from Department of Health Services (DHS), Medical Center, and College committees
7. Make recommendations to the College Administrative Committee.

## **ARTICLE IV – MEMBERSHIP**

The active members of this organization shall be:

1. Director and Dean, SON
2. Assistant Directors/Semester Coordinators, SON
3. Faculty, SON
4. Provost
5. Dean, Administrative and Student Services
6. Director, Educational Resource Center
7. Research Director
8. Skills Lab Coordinator.

## **ARTICLE V – OFFICERS**

The Officers of the Faculty Organization shall be:

1. Chairperson: Director and Dean, SON
2. Vice-Chairperson(s): Assistant Director(s), SON
3. Treasurer: Elected Faculty Member, SON.

## **ARTICLE VI – ELECTION OF TREASURER**

The Treasurer shall be:

1. Elected at the annual meeting and may be re-elected for successive terms.
  - a. At least one month prior to the annual meeting, the chairperson shall appoint a nominating committee of two members to prepare a ballot of no fewer than two candidates for the office. All active members shall be notified of the ballot at least one week prior to the annual meeting.

Nominations may be made from the floor if the individuals being nominated consent to serve if elected

- b. The candidate who receives the majority vote shall be elected treasurer and, upon being declared elected, shall assume the duties of the office for one year.

## **ARTICLE VII – DUTIES OF OFFICERS**

### **CHAIRPERSON**

The Director and Dean shall serve as the Chairperson of the Faculty Organization.  
The chairperson shall:

1. Prepare the agenda for the Faculty Organization meetings
2. Preside at the Faculty Organization meetings
3. Call unscheduled faculty meetings
4. Vote in case of a tie
5. Appoint faculty members to the Standing Committees each year and at any time if needed, giving consideration to the following:
  - a. Designated membership
  - b. Equitable representation from Semester 1, 2, 3, and 4
  - c. Prior experience and number of consecutive years served
  - d. Individual faculty member preference.

### **VICE-CHAIRPERSON**

The Director and Dean shall designate an Assistant Director/Semester Coordinator to serve as Vice-Chairperson. The Vice-Chairperson will assume the chairperson duties in the absence of the chairperson.

### **TREASURER**

The Treasurer shall:

1. Maintain financial records and accounts for the Faculty Organization
2. Collect and deposit faculty dues
3. Pay bills at the direction of the Faculty Organization
4. Prepare a financial report for each Faculty Organization meeting

5. Deposit and withdraw funds from the LACMC SON Faculty Fund.

## **ARTICLE VIII – FACULTY DUES**

The annual faculty dues shall be:

1. Paid by all active members of the Faculty Organization  
Exception: non-R.N. support staff
2. An amount recommended by the Treasurer and voted on at the second Faculty Organization meeting of each academic year
3. Payable within 30 days after the second meeting of each academic year
4. Prorated for new faculty members on the basis of the starting date of employment.

## **ARTICLE IX – MEETINGS**

The Faculty Organization and all standing committees shall meet monthly during the academic year or as frequently as needed. The SON Annual Program Evaluation Report shall be reviewed and approved at the first scheduled meeting of the academic year. A Faculty Organization and standing committee meeting calendar shall be prepared before the beginning of each academic year.

Individual faculty members may suggest items for the Faculty Organization agenda.

## **ARTICLE X – FACULTY ORGANIZATION ORDER OF BUSINESS**

Order of business for scheduled Faculty Organization meetings shall be:

1. Call to order
2. Acceptance of minutes
3. Treasurer's report
4. Chairperson's report (announcements)
5. Committee reports
6. Old business
7. New business

8. Adjournment.

## **ARTICLE XI – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall govern procedure for meetings in all cases to which they are applicable. A parliamentarian may be appointed by the Chairperson.

## **ARTICLE XII – VOTING**

All active members of the Faculty Organization shall have the right to vote.

A quorum shall consist of two-thirds of the voting membership.

A majority of those present is required for the adoption of motions, with the exception of a motion to amend the Faculty Organization rules and regulations, which requires a quorum.

An absentee ballot shall not be used unless a majority of the voting membership determines a need.

## **ARTICLE XIII – AMENDMENTS**

The rules and regulations of the Faculty Organization may be amended during any scheduled or special meeting by a vote of at least two thirds of the voting membership.

Proposed amendments must be distributed to and/or posted for all members for at least five working days prior to voting. Materials for voting are written clearly and concisely and include the rationale for change.

## **ARTICLE XIV – COMMITTEES**

### **STANDING COMMITTEES**

The Faculty Organization shall have the following Standing Committees:

1. Admissions/Promotions
2. Curriculum
3. Course
4. Semester

The responsibilities of the standing committees include but are not limited to:

1. Each standing committee shall have a chairperson and a recorder
2. The chairperson shall serve no longer than a two year term and shall not be reappointed until two years have elapsed with the exception of the semester chairperson
3. Each standing committee shall formulate its own policies and procedures for conducting its business and these shall be in agreement with the articles of these rules and regulations
4. The SON Director and Dean, SON Assistant Directors/Semester Coordinators, and Research Director are ex-officio members of all standing committees
5. Resource persons may be appointed as ex-officio members to standing committees
6. A vote from the majority of standing committee members eligible to vote is required for adoption of a motion
7. Student representatives shall have a vote. EXCEPTION:
  - a. Student representatives, who serve on the Admission/Promotions Committee, shall not vote on decisions regarding the selection of the individual candidates for admission or on the promotion, graduation, and termination of individual students
  - b. Students will be asked to leave the room when issues of confidentiality are discussed
8. Standing committee minutes, except those of the Semester Committees, shall be distributed to committee members via electronic mail and posted on the intranet. The recorder shall place two copies of the minutes in designated notebooks
9. Standing committee recommendations for policy changes shall be referred to the Faculty Organization for approval
  - a. Recommendations must be submitted in writing to the SON Director and Dean at least five working days prior to the next scheduled Faculty Organization meeting
  - b. Written recommendations must be distributed to all faculty and posted five working days before they may be presented to the Faculty Organization for consideration
10. Admissions/Promotions, Curriculum, and Semester Committees shall prepare and submit an Annual Committee Evaluation Report in accordance with established format/guidelines. Course committees will submit a written report to Curriculum and/or Admissions/Promotions Committees

11. Faculty members may attend meetings of the standing committees to which they are not appointed with the permission of the standing committee chairperson
12. Standing committees:
  - a. Identify the short and long term goals for the committee and set priorities for committee actions
  - b. May refer problems or concerns, in writing, directly to other committees, as appropriate
  - c. Maintain ongoing communication with other committees and follow through with requested actions or tasks for continuous program improvement.

### AD HOC COMMITTEES

Ad Hoc committees may be appointed and dissolved by the Faculty Organization Chairperson and/or by standing committees when the need arises.

Ad Hoc Committee activities include but are not limited to:

1. Achievement of the purpose for which the Ad Hoc committee was created
2. Submission of a Summary Report by the Ad Hoc Chairperson to the Faculty Organization Chairperson and to the relevant standing committee.

## **ARTICLE XV – ADMISSIONS/PROMOTIONS COMMITTEE**

### MEMBERSHIP

The committee shall be composed of at least:

1. One faculty member from each semester
2. One student representative from each class.

### PURPOSE

The purpose of the Admissions/Promotions Committee shall be to develop, implement, and evaluate admission, progression, and graduation processes to optimize student preparation to complete the course of study.

### FUNCTIONS

The functions of the committee shall be to:

1. Assess, plan, monitor, and evaluate student admission, progression, and graduation:
  - a. Admission criteria/process
  - b. On time completion/attrition

- c. Graduation/completion
  - d. Admission/progression policy waivers
2. Ensure the catalog provides accurate and current information as required by regulatory agencies:
  - a. Contact information; Board member, administrator, and faculty names
  - b. Admissions requirements
  - c. Course, program, and degree offerings
  - d. Academic calendar, program length
  - e. Financial aid
  - f. Learning resources
  - g. Major policies such as academic freedom, academic honesty, nondiscrimination, transfer credits, grievances /complaints, sexual harassment, and refund of fees
3. Oversee implementation of admissions and promotions policies; recommend revisions as indicated
4. Verify that the admission process test instruments are valid, reliable, and minimize cultural bias
5. Recommend testing tools and educational materials to support student admission and progression
6. Develop, evaluate, and revise policies, procedures, guidelines, and forms related to student admission and promotion:
  - a. Admissions, transfer of credit
  - b. Criminal background check
  - c. Nursing course exemptions/challenges
  - d. High risk student
  - e. Curriculum plan
  - f. Transition course
  - g. Make up examination
  - h. Grading systems
  - i. Academic status/warning
  - j. Academic withdrawal, dismissal, failure
7. Ensure policies and procedures related to admission, progression, and graduation are applied fairly and equitably regardless of age, sex, race, creed, nationality, disability, color, marital status, or sexual orientation
8. Validate, monitor, and facilitate compliance with regulatory agency requirements related to admission, progression, and graduation
9. Communicate and collaborate with College and SON committees regarding admissions and progression matters



10. Make recommendations to the SON Faculty Organization.

## **ARTICLE XVI – CURRICULUM COMMITTEE**

### **MEMBERSHIP**

The committee shall be composed of at least:

1. One faculty member from each semester
2. One student representative from each class.

### **PURPOSE**

The purpose of the committee shall be to serve as a steering committee that provides oversight to the course committees on matters pertaining to curriculum development, evaluation, and revision to maintain the integrity of the curriculum.

### **FUNCTIONS**

The functions of the Committee shall be to:

1. Assess, plan, monitor, and evaluate nursing program:
  - a. Curriculum concepts, course descriptions, and Student Learning Outcomes (SLOs) for alignment with College mission, vision, values; philosophy; goals; and SLOs
  - b. Conceptual framework for identification and congruency of related concepts, sub- concepts, and theories across all levels of the curriculum
  - c. Curriculum progression from simple to complex
  - d. Adherence with ACCJC and BRN standards and guidelines
2. Provide guidance to course committees on matters pertaining to curriculum development, evaluation, and revision
3. Identify and propose curriculum revisions based on SLO achievement and changes in education and healthcare
4. Recommend educational materials/resources that support the curriculum and align with community practice/standards
5. Develop, evaluate, and revise policies, procedures, guidelines, and forms related to the curriculum:
  - a. Philosophy, conceptual framework
  - b. Program purpose, objectives
  - c. Curriculum changes
  - d. Textbook approval

- e. Intercommittee Communication
6. Ensure the curriculum maintains compliance with regulatory agency requirements
7. Communicate and collaborate with College and SON committees regarding curriculum matters. Disseminate information related to educational/nursing practice trends, curriculum revisions, and regulatory agency changes to all stakeholders
8. Make recommendations to the SON Faculty Organization.

## **ARTICLE XVII – COURSE COMMITTEES**

The Course Committees of the Faculty Organization shall be:

1. Nursing Theory
2. Clinical Practice.

### **NURSING THEORY COMMITTEE**

#### **MEMBERSHIP**

The committee membership shall be composed of at least one faculty member from each semester.

#### **PURPOSE**

The purpose of the committee shall be to provide guidance in the planning, implementation, and evaluation of all nursing theory courses in order to achieve student learning outcomes.

#### **FUNCTIONS**

The functions of the committee shall be to:

1. Assess, plan, monitor, and evaluate nursing theory courses for:
  - a. Consistency, continuity, and progression of curriculum concepts from simple to complex across the curriculum
  - b. Alignment with the mission, vision, values; philosophies, conceptual framework, curriculum threads, and course objectives
  - c. Consistent and effective use of teaching methodologies, assessment/grading tools, and other course requirements

- d. Consistent and effective use of the test blueprints, grading methods, and content placement in achieving SLOs
  - e. Need for revisions based on SLO assessment and committee/program review findings
2. Provide guidance to semester committees on matters pertaining to nursing theory course development, evaluation, and revision based on SLO achievement and changes in education and healthcare
  3. Recommend educational materials/resources to support the theory course content and align with community practice/standards
  4. Develop, evaluate, and revise policies, procedures, guidelines, and forms related to theory courses:
    - a. Testing
    - b. Syllabi
    - c. Textbooks
    - d. Educational media
  5. Ensure theory course content maintains compliance with regulatory agency requirements
  6. Communicate and collaborate with standing and semester committees regarding nursing theory course matters; review semester reports and proposals
  7. Make recommendations to SON Curriculum Committee.

## **CLINICAL PRACTICE COMMITTEE**

### **MEMBERSHIP:**

The committee membership shall be composed of at least:

1. One faculty member from each semester
2. Skills Lab Coordinator.

### **PURPOSE:**

The purpose of the committee shall be to provide guidance in the planning, implementation, and evaluation of all clinical courses in order to achieve Student Learning Outcomes.

### **FUNCTIONS:**

The functions of the Committee shall be to:

1. Assess, plan, monitor, and evaluate clinical courses for:
  - a. Consistency, continuity, and progression of clinical application of theory concepts from simple to complex across the curriculum
  - b. Consistent and effective use of teaching methodologies, tools, clinical experiences, competency assessment, and other course requirements
  - c. Effectiveness of clinical placement and learning experiences in achieving theory and clinical course SLOs
  - d. SLO assessment and committee/program review data for patterns that may indicate program improvement opportunities
2. Provide guidance to semester committees on matters pertaining to clinical course development, evaluation, and revision
3. Identify and propose clinical course content revisions based on SLO achievement and changes in education and healthcare
4. Recommend educational materials/resources to support the clinical course content and align with community practice/standards. Assess and request skills/computer lab resources to support student learning
5. Develop, evaluate, and revise policies, procedures, guidelines, and forms related to clinical courses:
  - a. Grading for clinical courses
  - b. Skills and drug dosage calculation competency
  - c. Clinical remediation
  - d. Textbooks
6. Ensure clinical course content maintains compliance with regulatory agency requirements
7. Communicate and collaborate with standing and semester committees regarding clinical course matters; review semester reports and proposals
8. Make recommendations to SON Curriculum Committee.

## **ARTICLE XVIII – SEMESTER COMMITTEES**

The Semester Committees of the Faculty Organization shall be:

1. Semester 1
2. Semester 2
3. Semester 3
4. Semester 4

## MEMBERSHIP

The committee shall be composed of the teaching faculty assigned to each semester.

## PURPOSE

The purpose of the semester committees shall be to plan, implement, and evaluate courses within the semester.

## FUNCTIONS

The functions of the semester committee shall be to:

1. Assess, plan, monitor, and evaluate theory and clinical courses within the semester for:
  - a. Effectiveness of theory and clinical course teaching methodologies and tools in achieving SLOs
  - b. Consistent application of teaching/testing materials, assessment rubrics, and grading methodologies
  - c. Need for revisions based on SLO assessment findings
  - d. Effective communication between courses, semesters, and committees
  - e. Correlation between theory and clinical courses
2. Apply teaching methodologies, tools, and clinical experiences to assist students to achieve SLOs
3. Maintain consistent use of grading methods, course objectives, syllabi, test blueprints, and schedules
4. Recommend resources identified in course SLO assessment to support student learning
5. Consistently implement relevant DHS, College, and SON policies. Recommend revisions as indicated
6. Ensure semester course content adheres to regulatory agency requirements
7. Communicate and collaborate with standing and course committees regarding teaching, clinical site, and student issues
8. Make recommendations to SON course committees.