

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

Page 1 Of 3

Subject: BULLETIN BOARD POSTINGS	Original Issue Date: April 16, 2003 Supersedes: June 10, 2010	Policy #: 401 Effective Date: June 13, 2013
Committees Consulted: Designated Faculty Members College Operations	Reviewed & Approved by: College Planning	Approved by: <div style="text-align: center;"><i>Nancy W. Miller</i></div> Provost, College of Nursing & Allied Health (signature on file)

PURPOSE:

To establish guidelines for bulletin board postings

POLICY:

Designated faculty, staff, and students are responsible for posting and maintaining current bulletin boards.

Divisional deans and directors designate persons responsible for posting.

Postings must be mounted on a permanently installed bulletin board. Posting directly on walls is prohibited.

Postings must be dated. Outdated materials will be removed.

County Ordinance No. 2292 prohibits solicitation in any building or on any property of the County of Los Angeles. Such notices may not be posted.

Bulletin board space is provided and maintained for designated materials:

Building/Location	Postings	Responsibility
Administrative Building		
Main Hallway	College Announcements	OES
	EDCOS: SLO, CE provider approval, flyers	EDCOS, OES
	Semester I: Course information	Semester I
	Semester II: Course information	Semester II
	Semester III: Course information	Semester III
	Semester IV: Course information	Semester IV
	Financial Aid: Scholarship/loan info	Office of Financial Aid
	ASB & class officers, minutes	Faculty liaisons/ASB officers
	Permanent Postings: Medical Center Mission, Advance Directives	OES
	Allied Health	AH
Lobby Hallway	SON General Information ERC notices, TB test dates	
	College Notices (needs new label) Mission; College, GE, Support Service SLOs;	OES

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BULLETIN BOARD POSTINGS

Building/Location	Postings	Responsibility
	BOT membership and meeting dates	
Lobby (behind desk)	Daily classroom schedule	OES
OES Room 123	Class/program schedules	OES
• Behind door		
• Left of desk	Daily classroom schedule	OES
Admin Foyer		
Faculty Break Room	Faculty postings	Designated faculty
FRC	Educational opportunities: classes, programs, seminars	Designated faculty
• Wall opposite door		
• Over photocopier	Current Information: medical news clippings, minutes, proposed policy changes	
Educational Resource Center		
Library Entrance	Library staff, hours of operation	ERC staff
Back hallway	Educational opportunities: classes, programs, seminars	ERC staff
Tower Hall		
Hallway	ASB and class information	Faculty liaisons/ASB officers
Foyer (over water fountain)		
Student Lounge	Student communications: textbooks/uniforms for sale, apartments for rent	Students
Carlson Trailer		
Hallway 1 & 2	SON Skills Lab	Skills Lab Coordinator & designated faculty
Hallway 2 & 3	EDCOS Skills Lab	Skills Lab Coordinator & designated faculty

AH	Allied Health	FRC	Faculty Resource Center
ASB	Associated Student Body	OES	Office of Educational Services
BOT	Board of Trustees	SLO	Student Learning Outcome
EDCOS	Education & Consulting Services	SON	School of Nursing
ERC	Educational Resource Center		

PROCEDURE:

Designated faculty, staff, and students post and maintain bulletin boards as assigned.

Students obtain approval for postings from Dean, Administrative and Student Services/designee.

ASB officers/designee post ASB/class information.

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BULLETIN BOARD POSTINGS

Designated OES staff:

- Create a Daily Schedule of Classes from the Room Reservation schedule
- Post schedule by 0630.

Faculty, who want material posted in the FRC:

- Date the material they want posted
- Place it in the designated FRC mailbox.

Designated faculty member posts information weekly.

PROCEDURE DOCUMENTATION:

REFERENCES:

LAC+USC Policy #136: Posting of Written Information, Notices, and Flyers

REVIEW DATES:

April 16, 2003

July 18, 2006

June 10, 2010

June 13, 2013