

Los Angeles County College of Nursing and Allied Health

School of Nursing Committee Bylaws

NAME	Faculty Organization	Admissions/Promotions	Curriculum	Semester Committees
PURPOSE	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
FUNCTIONS				
<i>Assess/Plan Monitor/Evaluate</i>	<p>1. Review, approve, & direct implementation of the SON annual goals</p> <p>Evaluate progress towards outcomes & approve alternate strategies</p>	<p>1. Assess, plan, monitor, & evaluate student admission, progression, & graduation:</p> <ul style="list-style-type: none"> • Admission criteria/process • On time completion/attrition • Graduation/completion • Admission/progression policy waivers <p>Ensure the catalog provides accurate & current information as required by regulatory agencies:</p> <ul style="list-style-type: none"> • Contact information; Board member, administrator, & faculty names • Admissions requirements • Course, program, & degree offerings • Academic calendar, program length • Financial aid • Learning resources • Major policies such as academic freedom, academic honesty, 	<p>1. Assess, plan, monitor, & evaluate nursing program for:</p> <ul style="list-style-type: none"> • Curriculum concepts, course descriptions, & Program SLOs for alignment with College mission, vision, values; philosophy; goals; & Course SLOs • Conceptual framework for identification & congruency of related concepts, sub- concepts, & theories across all levels of the curriculum • Curriculum progression from simple to complex • Adherence with ACCJC & BRN standards & guidelines • Consistent & effective use of teaching methodologies, assessment/grading tools, & other course requirements 	<p>1. Assess, plan, monitor, & evaluate theory & clinical courses within the semester for:</p> <ul style="list-style-type: none"> • Effectiveness of theory & clinical course teaching methodologies & tools in achieving SLOs • Consistent application of teaching/testing materials, assessment rubrics, & grading methodologies • Need for revisions based on SLO assessment findings • Effective communication between courses, semesters, & committees • Correlation between theory & clinical courses

NAME	Faculty Organization	Admissions/Promotions	Curriculum	Semester Committees
		nondiscrimination, transfer credits, grievances /complaints, sexual harassment, & refund of fees	<ul style="list-style-type: none"> SLO assessment & committee/program review data for patterns that may indicate program improvement opportunities 	
<i>Implement</i>	2. Oversee implementation of the curriculum, direct standing & course committees, & review & approve committee recommendations	2. Oversee implementation of admissions & promotions policies; recommend revisions as indicated Verify that the admission process test instruments are valid, reliable, & minimize cultural bias	2. Provide guidance to semester committees on matters pertaining to curriculum development, evaluation, & revision Identify & propose curriculum revisions based on SLO achievement & changes in education & healthcare	2. Apply teaching methodologies, tools, & clinical experiences to assist students to achieve SLOs Maintain consistent use of grading methods, course objectives, syllabi, test blueprints, & schedules
<i>Resources/Budget</i>	3. Prioritize resource needs & submit requests to College Administrative Committee	3. Recommend testing tools, educational materials and resources and align with community practice /standards.to support student admission & progression	3. Recommend educational materials and resources that support the curriculum & student learning to align with community practice/standards	3. Recommend resources identified in course SLO assessment to support student learning
<i>Policies</i>	4. Review, revise, & approve SON policies & submit to College Administrative Committee for review & approval	4. Develop, evaluate, & revise policies, procedures, guidelines, & forms related to student admission & promotion: <ul style="list-style-type: none"> Admissions, transfer of credit Criminal background check Nursing course exemptions/challenges High risk student Curriculum plan Transition course 	4 .Develop, evaluate, & revise policies, procedures, guidelines, & forms related to the curriculum: <ul style="list-style-type: none"> Philosophy, conceptual framework Program purpose, objectives Curriculum changes Textbook approval Intercommittee Communication Testing Syllabi 	4. Consistently implement relevant DHS, College, & SON policies. Recommend revisions as indicated

NAME	Faculty Organization	Admissions/Promotions	Curriculum	Semester Committees
		<ul style="list-style-type: none"> • Testing • Make up examination • Grading systems • Academic status/warning • Academic withdrawal, dismissal, failure <p>Ensure policies & procedures related to admission, progression, & graduation are applied fairly & equitably regardless of age, sex, race, creed, nationality, disability, color, marital status, or sexual orientation</p>	<ul style="list-style-type: none"> • Educational media • Grading for clinical courses • Skills & drug dosage calculation competency • Clinical remediation 	
<i>Regulatory Compliance</i>	<p>5. Establish, monitor, & facilitate SON processes to maintain compliance with regulatory agency requirements</p> <p>Develop, review, & approve regulatory agency reports</p>	<p>5. Validate, monitor, & facilitate compliance with regulatory agency requirements related to admission, progression, & graduation</p>	<p>5. Ensure the curriculum maintains compliance with regulatory agency requirements</p>	<p>5. Ensure semester course content adheres to regulatory agency requirements</p>
<i>Communication/ Collaboration</i>	<p>6. Communicate & collaborate with standing, course, & semester committees. Disseminate information from DHS, Medical Center, & College committees.</p> <p>Maintain formal & informal communication between local, state, regional agencies and affiliating institutions.</p> <p>7. Make recommendations to the College Administrative Committee</p>	<p>6. Communicate & collaborate with College & SON committees regarding admissions & progression matters</p> <p>7. Review semester reports & proposals</p> <p>8. Make recommendations to the SON Faculty Organization</p>	<p>6. Communicate & collaborate with College & SON committees regarding curriculum matters. Disseminate information related to educational/nursing practice trends, curriculum revisions, & regulatory agency changes to all stakeholders</p> <p>7. Review semester reports & proposals.</p> <p>8. Make recommendations to the SON Faculty Organization</p>	<p>6. Communicate & collaborate with standing & course committees regarding teaching, clinical site, & student issues</p> <p>7. Make recommendations to SON committees</p>

NAME	Faculty Organization	Admissions/Promotions	Curriculum	Semester Committees
MEMBERSHIP	SON dean, provost, Administrative & Student Services dean, research director, ERC director, assistant directors/semester coordinators, skills lab coordinator, faculty	<ul style="list-style-type: none"> • Minimum of one faculty member from each semester • One student representative from each class 	<ul style="list-style-type: none"> • Minimum of one faculty member from each semester • Skills Lab Coordinator • One student representative from each class 	Teaching faculty assigned to each semester
REPORTS TO	College Administrative Committee	SON Faculty Organization	SON Faculty Organization	Admissions and Promotions /Curriculum
MEETINGS	Monthly	Monthly	Monthly	Monthly

Orig: 9/4/13
 WASC.2014FollowUpRprt.Recomm1&2

Rev'd: 9/24/13, 10/22/13, 11/12/13, 11/26/13, 1/16/14, 1/28/14, 5/27/14, 6/3/14,6/12/14