

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

Subject: SEMINAR/WORKSHOP PLANNING AND IMPLEMENTATION	Original Issue Date: June, 1991	Policy #: 701
	Supersedes: March 11, 2010	Effective Date: August 15, 2013
Committees Consulted: EDCOS Shared Governance	Reviewed & Approved by: College Administration College Planning	Approved by: <i>Nancy W. Miller</i> Provost, College of Nursing & Allied Health (signature on file)

PURPOSE:

To provide a procedure for the planning and implementation of College seminars/workshops

POLICY:

Seminars/workshops adhere to continuing education policies/guidelines of the responsible college divisions.

Seminars/workshops are approved by the divisional Dean or designee.

Seminars/workshops are advertised a minimum of two months prior to the event date.

Seminar/workshop funding adheres to College and LAC+USC Medical Center guidelines.

- Requests may be made to fund speakers, refreshments, or materials that enhance seminar objectives, e.g., pamphlets
- Funding must be obtained or guaranteed prior to confirming a paid speaker or placing order for refreshments or educational materials
- Funding support is acknowledged on the program overview/schedule.

PROCEDURE:

Coordinator(s) use the Implementation Procedure in planning seminars/workshops.

PROCEDURE DOCUMENTATION:

Seminar/Workshop Implementation Procedure
Class/Program Log

REFERENCES:

College Policy #150: Collection, Disbursement, and Security of Fees
EDCOS Policy #200: Continuing Education Approval

REVISION DATES:

June 1991
August 20, 2003
November 9, 2006
March 11, 2010
August 15, 2013