

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

Subject: INTERCOMMITTEE COMMUNICATION	Original Issue Date: January 23, 2006	Policy #: 410
	Supersedes: May 21, 2012	Effective Date: May 14, 2015
Committees Consulted: Curriculum	Reviewed & Approved by: Faculty Organization College Administration College Planning	Approved by: Dean, School of Nursing (Signature on File)

PURPOSE:

To provide a tool that ensures tracking of communication between committees to promote institutional effectiveness

POLICY:

Committee communication that requires a response/action from another committee shall be documented and tracked as part of the college quality improvement process.

All School of Nursing committees use the Intercommittee Communication Form (ICCF) to communicate.

PROCEDURE:

The originating committee chairperson:

- Completes the request section of the ICCF
- Forwards the completed form to the relevant committee chairperson within five working days
- Ensures a copy of the sent ICCF and response received is filed along with the meeting minutes.

The receiving committee chairperson:

- Completes the response section of the ICCF
- Returns the completed form to the originating committee chairperson within four weeks after receiving the form
- Ensures a copy of the received ICCF and response sent is filed along with the meeting minutes.

PROCEDURE DOCUMENTATION:

Intercommittee Communication Form
College Committees Minutes

REFERENCES:

REVISION DATES:

January 23, 2006
May 21, 2012
May 14, 2015