

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

Page 1

Of 1

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

PURPOSE:

To provide a tool that ensures tracking of communication between committees in order 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 will:

- Complete the request section of the ICCF
- Forward the completed form to the relevant committee chairperson within 5 working days
- Submit a copy of the form to the Office of Educational Services to be filed with the meeting minutes.

The receiving committee chairperson will:

- Complete the response section of the ICCF
- Return the completed form to the originating committee chairperson within 4 weeks after receiving the form
- Submit a copy of the form to the office to be filed with the meeting minutes.

PROCEDURE DOCUMENTATION:

Intercommittee Communication Form
College Committees Minutes

REFERENCES: