

Los Angeles County College of Nursing and Allied Health

Education and Consulting Services, Administrative and Student Services, and Associated Student Body Committee Bylaws

NAME	EDCOS Shared Governance	EDCOS Critical Care/Specialty Service	Administrative and Student Services	SON Associated Student Body
PURPOSE	Oversee long term planning, implementation, evaluation, and revision of courses and goals	Develop, implement, evaluate, and revise courses to achieve the strategic plan and annual goals, and meet the educational needs of LAC+USC Medical Center	Support the academic programs and promote student success	Enhance understanding and provide an effective means of expression between the School of Nursing (SON) and students
FUNCTIONS				
<i>Assess/Plan Monitor/Evaluate</i>	<p>1. Review, approve, & direct implementation of EDCOS annual goals. Evaluate progress towards outcomes & approve alternative strategies</p> <p>Identify LAC+USC Medical Center nursing education needs through committee meetings & consultation with administration, faculty, & staff</p> <p>Prioritize recommendations from faculty & committees</p> <p>Identify & coordinate responses to issues impacting EDCOS</p>	<p>1. Develop EDCOS annual goals to meet County, DHS, & College strategic plans</p> <p>Evaluate course & instructor effectiveness through the program review process</p> <p>Develop Annual Program Evaluation Report to summarize & report progress towards outcomes</p> <p>Make recommendations regarding revising course offerings based on program review findings to Shared Governance Council</p>	<p>1. Assess the effectiveness of student support services & recommend policies, procedures, & program improvements</p>	<p>1. Identify & define student issues that affect the educational experience & the status of the individual student by expressing the concerned opinion of the Associated Student Body (ASB)</p>
<i>Implement</i>	<p>2. Oversee & guide EDCOS courses/committees</p>	<p>2. Develop, implement, & revise courses to achieve annual goals & meet identified educational needs</p>	<p>2. Develop annual goals & plans based on College strategic plan & goals</p> <p>Oversee, guide, & direct student support services including applications, program admissions, registration, orientation, & progression</p> <p>Manage & maintain employee & student records</p>	<p>2. Integrate all ASB activities</p>
<i>Resources/Budget</i>	<p>3. Prioritize resource needs & submit requests to College Administrative Committee</p>	<p>3. Identify resource needs based on program review findings & submit requests to Shared Governance Council</p>	<p>3. Recommend resources to support student success & to achieve annual goals to the College Administrative Committee</p>	<p>3. Participate in program related surveys and make recommendations for improvements</p>
<i>Policies</i>	<p>4. Review, revise, & approve policies. Submit policies to College Administrative Committee for review & approval</p>	<p>4. Draft & revise policies. Submit policies to Shared Governance Council for review & approval</p>	<p>4. Draft, update, & recommend revision to divisional & College policies related to student support</p>	<p>4. Recommend revision to student related policies:</p> <ul style="list-style-type: none"> • Nursing Student Bill of Rights • Student Responsibilities • Student Dress Code
<i>Regulatory Compliance</i>	<p>5. Establish, monitor, & facilitate divisional processes to maintain compliance with regulatory agency requirements</p> <p>Develop, review, & approve regulatory agency reports</p>	<p>5. Develop & revise courses to maintain compliance with regulatory agency requirements</p> <p>Implement measures to ensure compliance with standards</p>	<p>5. Ensure compliance with regulatory agency standards</p>	<p>5. Participate in regulatory agency site visits</p>

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<i>Communication/ Collaboration</i>	6. Promote faculty communication & collaboration regarding issues impacting nursing education & practice Communicate & collaborate with DHS, Medical Center, & College committees & disseminate information 7. Make recommendations to College Administrative Committee	6. Collaborate with all faculty to identify strategies to meet educational needs & improve course effectiveness in ensuring student success 7. Make recommendations to EDCOS Shared Governance Council	6. Collaborate & communicate with faculty & staff regarding program outcomes. Disseminate information from College committees to support staff members 7. Make recommendations to College Administrative Committee	6. Collaborate with College & SON committees & faculty liaisons regarding student issues & concerns affecting their educational experience 7. Make recommendations to SON Faculty Organization
MEMBERSHIP	Dean, provost, assistant director, all EDCOS faculty	Dean, all EDCOS faculty	Administrative & Student Services dean, office manager, all support service staff	ASB president, vice-president, treasurer, secretary, president of each class, Special Projects Committee representative One representative from each of the following organizations: <ul style="list-style-type: none"> • Newman Club/Nurses' Christian Fellowship • NSNA/CNSA (California Nursing Student Association)
REPORTS TO MEETINGS	College Administrative Committee Monthly	EDCOS Shared Governance Council Quarterly	College Administrative Committee Monthly	SON Faculty Organization Monthly during the School Year