

Los Angeles County College of Nursing and Allied Health

College Governing and Standing Committee Bylaws

NAME	Board of Trustees	Planning	Administrative	Institutional Effectiveness	Credentials	Faculty Development
PURPOSE	Establish policies and procedures that are consistent with the College mission, vision, and values; assure the quality, integrity, and effectiveness of student learning programs and services; and oversee the financial stability of the College	Provide leadership and ensure a fully-integrated institutional structure and process to achieve the College mission, vision, and values	Serve as a steering committee for integrating communication between College and divisional governing and standing committees. Direct programs and operations to support the College mission, vision, and values	Improve institutional effectiveness by directing the application of College wide research methods in order to evaluate program outcomes, student success, and faculty effectiveness	Provide a framework and process for evaluating the qualifications and effectiveness of faculty and staff	Promote the development of knowledge, skills, and abilities in order to enhance faculty effectiveness
FUNCTIONS						
<i>Assess/Plan Monitor/Evaluate</i>	<p>1. Review & approve the strategic plan & annual goals & monitor outcomes</p> <p>Monitor educational quality & effectiveness through performance measurements of the academic & student support service programs</p> <p>Conduct scheduled self evaluation of Board performance & productivity</p>	<p>1. Review, recommend approval, & direct the implementation of the strategic plan & annual goals. Evaluate progress towards institutional outcomes & approve alternate strategies</p>	<p>1. Develop the annual goals & strategic plan through integration of College & divisional committee recommendations. Summarize & report progress towards achieving annual goals & strategic plan objectives</p>	<p>1. Integrate divisional resource needs from assessment data to develop the strategic plan</p> <p>Analyze data & outcomes by comparison to thresholds. Utilize findings to recommend program improvements</p> <p>Track action plans for unmet outcomes to resolution</p>	<p>1. Establish standards to identify & maintain qualified faculty & staff to implement the strategic plan & promote program success</p> <p>Monitor & evaluate effectiveness of the selection process & tools</p>	<p>1. Identify professional development needs of faculty & staff to implement the strategic plan & promote program success</p> <p>Recommend methods/ resources to meet professional development needs & evaluate their effectiveness</p>
<i>Implement</i>	<p>2. Provide guidance in the development & improvement of educational & student support service programs</p> <p>Delegate to the provost, & through the provost to the faculty, the authority to establish & regulate courses of instruction & to implement & administer policies without Board interference</p>	<p>2. Review, recommend approval, & direct implementation of College academic & support service programs</p>	<p>2. Aggregate & prioritize recommendations from programs & committees</p> <p>Identify & coordinate responses to issues impacting the College</p> <p>Address plant management & security issues</p>	<p>2. Direct the collection & measurement of program review data & recommend plans for improvement</p>	<p>2. Facilitate development and implementation of tools for faculty selection and to measure faculty effectiveness</p>	<p>2. Facilitate implementation of workshops, panels, seminars, & other professional development methods</p>

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	<p>Review legal matters & recommend courses of action</p> <p>Approve the selection of the provost & evaluate his/her performance</p>					
<i>Resources/Budget</i>	3. Monitor the financial status of the College, review/approve budget requests & funding proposals, & advocate for resources	3. Review & recommend approval of budget requests & resource allocation to meet strategic planning goals	3. Assimilate & prioritize needs, prepare budget requests, & develop plans for resource allocation Monitor & track expenditures & purchase orders	3. Aggregate data identified in program reports & communicate resource needs	3. Investigate, evaluate, & recommend incorporation of community standards related to staffing & employee qualifications	3. Evaluate & recommend professional development programs & materials
<i>Policies</i>	4. Recommend, monitor, & approve the policies, rules & regulations under which programs operate	4. Review & approve/recommend approval of College policies & procedures	4. Draft, update, recommend approval, guide implementation, & evaluate policies & procedures	4. Design, review, & update the Program Review Plan & related policies, documents, & forms	4. Develop, evaluate, & revise College policies, procedures, guidelines, & forms related to hiring, orientation, & promotion of faculty & staff	4. Develop, evaluate, & revise College policies, procedures, guidelines, & forms related to professional development of faculty & staff
<i>Regulatory Compliance</i>	5. Monitor compliance, approve reports, & direct participation in the accreditation processes of the WASC:ACCJC, the California BRN, & other allied health & accrediting/regulatory agencies	5. Verify, monitor, & facilitate institutional processes to maintain compliance with regulatory agency requirements. Review & approve regulatory agency reports	5. Plan, delegate, develop, & review regulatory agency & mandatory reports. Implement measures to ensure compliance with standards. Verify compliance with mandatory requirements	5. Incorporate regulatory standards into the Program Review Plan	5. Review College hiring & orientation policies and procedures for compliance with those of regulatory agencies, LA County, & DHS. Recommend revisions as indicated	5. Review College education & training policies and procedures for compliance with those of regulatory agencies, LA County, & DHS. Recommend revisions as indicated
<i>Communication/ Collaboration</i>	6. Uphold decisions made by the Board, advocate for the institution, & protect it from undue influence or pressure 7. Communicate & collaborate with College Planning Committee. Initiate & approve recommendations Adhere to the Board of Trustees' Membership Agreement & Code of Ethics	6. Collaborate & communicate with all governing & standing committees. Disseminate information to faculty, staff, & students 7. Make recommendations to the Board of Trustees	6. Collaborate & communicate with DHS, Medical Center, & College committees; integrate information & reports; & disseminate information 7. Make recommendations to College Planning Committee	6. Provide consultation & guidance to College committees, faculty & staff. Disseminate report findings 7. Make recommendations to the College Administrative Committee	6. Collaborate with faculty to determine effectiveness of selection & peer review processes 7. Provide policy & procedure recommendations to the College Administrative Committee	6. Collaborate with faculty to identify professional development needs 7. Provide policy & procedure recommendations to the divisional governing & College Administrative committees
MEMBERSHIP	Elected & nonelected members	Provost, divisional deans, directors,	Provost, & designated deans &	Research director, administration,	Faculty members from all divisions	Faculty members from all divisions

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		faculty, staff, & student representatives	directors	faculty, & staff		
REPORTS TO	DHS	Board of Trustees	Planning Committee	Administrative Committee	Administrative Committee	EDCOS Shared Governance & SON Faculty Organization Committees
MEETINGS	Four times/year	Monthly	Four times/month	Monthly	Quarterly	Quarterly