

**PRAC Minutes**  
**October 14th, 2024**  
**In Person and Via Zoom**

**Present:** Maria Coulson, Dana Emerson, Eresa Puch, Lauren Servais, Monica Applegate, Alexander Jones, Lisa Morse, Tony Clark, Diamond Alexander, Alicia Bright, Aline de Souza, Giovanni Carbonaro, Kaveh Manshouri

- **Nursing with an off-cycle request**

- [View full presentation here.](#)
- Ask 1: New FT Clinical Coordinator position
  - Est. \$90,000 including benefits
- Ask 2: Convert Part-time units to 2 full-time faculty positions
  - potential cost savings
- Ask 3: Increase AD/PC to 6 units
  - Add 3 units
- Ask 4: Increase Assistant Director/Program Coordinator from 3 units to 6 units
  - Est. \$16,500
- Nursing Roles and Responsibilities:

Title	Role	Duties
<b>Director</b>	Overall department management Clinical oversight	<ul style="list-style-type: none"> <li>• Manage nursing program               <ul style="list-style-type: none"> <li>○ Coordination of efforts</li> <li>○ Budget development and management</li> <li>○ Grant applications and management</li> </ul> </li> <li>• Manage program compliance with regulatory and accrediting agencies</li> <li>• Manage and facilitate faculty/staff requirements               <ul style="list-style-type: none"> <li>○ Recruitment and hiring</li> <li>○ Evaluations and accountability</li> </ul> </li> <li>• Managing the enrollment process</li> <li>• Coordinate curriculum process               <ul style="list-style-type: none"> <li>○ Meeting minutes</li> </ul> </li> <li>• Manage relationships with clinical partners</li> <li>• Oversee program facilities</li> <li>• Oversee clinical placements</li> <li>• Develop new programs and seek new sources of funding</li> <li>• Perform administrative tasks related to college/district functions</li> <li>• Foster mentoring activities</li> <li>• Lead and coordinate outreach efforts</li> </ul>

<p><b>Assistant Director/Program Coordinator: Per BRN Requirement</b></p>	<p>Regulation and Accreditation Clinical placements</p>	<ul style="list-style-type: none"> <li>• Extensive data collection, analysis and distribution in preparation for external regulatory and accreditation bodies</li> <li>• Provide leadership for program evaluation and accreditation efforts <ul style="list-style-type: none"> <li>◦ Meeting minutes</li> </ul> </li> <li>• Provide oversight for clinical partnerships and student placements</li> <li>• Support alignment of nursing curriculum with regulatory and national norms</li> <li>• Assist Director with fiscal management</li> <li>• Document and track decisions and policies developed in faculty meetings</li> <li>• Oversee all aspects of the program evaluation process, both internally and per the BRN requirements for reporting purposes and reaffirmation: <ul style="list-style-type: none"> <li>◦ Compile list of course evaluation summaries per BRN requirements</li> <li>◦ Analyze and interpret data in collaboration with the Director, the Chair and the faculty.</li> <li>◦ Organize data for program-evaluation, BRN reporting, and accreditation purposes</li> <li>◦ In partnership with the Director, lead departmental accreditation efforts as well as BRN self-study report development and site visit preparations (every five years)</li> </ul> </li> <li>• Lead faculty discussion of data regarding student and program outcomes</li> <li>• Management of Trajecsys clinical tracking software <ul style="list-style-type: none"> <li>◦ updated every eight weeks for each clinical course</li> </ul> </li> <li>• Document all program decisions from departmental meeting minutes to include in BRN reporting documents</li> <li>• Update student and faculty handbooks annually and as needed</li> <li>• Mentoring of newer faculty</li> <li>• In the absence of the Director, perform Director duties as necessary, per BRN regulations</li> </ul>
<p><b>Chair: Per UPM Contract</b></p>	<p>Faculty scheduling Clinical placements and staffing</p>	<ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Hiring</li> <li>• Evaluations</li> <li>• Curricular leadership</li> <li>• Mentoring of newer faculty</li> </ul>
<p><b>Admin III</b></p>		<ul style="list-style-type: none"> <li>• Support the Director</li> <li>• Preparation of documents such as ePAF's</li> <li>• Scheduling meetings, evaluations, hiring committees, room reservations</li> </ul>

<p><b>Admin III</b></p>	<p>(very overloaded)</p> <p>Traditional admin duties, admissions and data management</p>	<ul style="list-style-type: none"> <li>• Field phone calls, emails and inquiries from outside the Department</li> <li>• Facilitate communications within the Department <ul style="list-style-type: none"> <li>◦ Nursing resources Canvas site</li> <li>◦ Communicate with students regarding deficient documents</li> </ul> </li> <li>• Support budgeting <ul style="list-style-type: none"> <li>◦ Manage timecards, subs, bill paying</li> <li>◦ Produce reports from Banner</li> </ul> </li> <li>• Collection, reviewing, and tracking of documents such as syllabi, SLO's</li> <li>• Manage website, filing, office needs</li> <li>• Implement admissions process <ul style="list-style-type: none"> <li>◦ Application, data management, admissions documents</li> </ul> </li> <li>• Administration of clinical software <ul style="list-style-type: none"> <li>◦ Enter clinical placement requests into MCE and CCPS systems <ul style="list-style-type: none"> <li>♣ Two 8-week rotations per semester- 4 per year per class (1<sup>st</sup> and second year students)</li> <li>♣ 51 distinct clinical groups per year <ul style="list-style-type: none"> <li>• Over 80 requests entered to obtain placements</li> </ul> </li> <li>♣ 43 preceptorships <ul style="list-style-type: none"> <li>• Around 80 requests to get what is needed</li> </ul> </li> </ul> </li> </ul> </li> <li>• Management of Complio- updated every year for each student</li> <li>• Onboarding of students and faculty (through CCPS, MCE or via multiple document email transmission) <ul style="list-style-type: none"> <li>◦ 1-3 sets of onboarding documents x 86 students x 4-5 per year</li> <li>◦ Reviewing documents for accuracy, attestation letters</li> </ul> </li> <li>• Availability to respond to agencies during office hours for strikes, disasters, other disruptions and individual student needs</li> <li>• Facilitates relationships with clinical partners</li> <li>• Collection of data for reporting and quality improvement</li> </ul>
<p><b>Clinical Coordinator</b></p>	<p>Management of multiple clinical electronic systems</p>	<p>Management of multiple clinical electronic systems</p>

- *During the previous two years, the deficit was mitigated somewhat through use of a student worker who graduated successfully. It should be noted that we are falling behind in time-sensitive work, such as accreditation and reapproval studies. Also, the quality of our*

*work is compromised because of time constraints and civility is suffering. None of the people currently serving in these roles have had more than a few days off since beginning their positions and have often ended up having to respond to time-sensitive work obligations when we are supposed to be “on vacation”. Work on weekends is common practice due to demands of time-sensitive projects.*

- **The new charge/description for the Facilities Planning and Safety Committee**
  - The Facilities and Safety Planning Committee (FSPC) operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC) to ensure faculty, staff, and student involvement by providing feedback, making recommendations, and sharing information regarding the planning, design, construction, safety, upkeep, and use of district-owned facilities to foster an equitable, inclusive, and accessible experience for all constituents. In alignment with our board policy and procedures, the Facilities and Safety Planning Committee (FSPC) acknowledges the district occupancy of indigenous land and honors the protection and history of its cultural elements.
  - *THIS COMMITTEE WILL TRANSITION INTO THE ENVIRONMENTAL ACTION COMMITTEE DURING FALL 2024, AT WHICH TIME KLAUS CHRISTIANSEN AND SADIKA SULAIMAN HARA WILL BE THE ADMINISTRATOR REPRESENTATIVES.*
  - [Environmental Action Committee Charge](#)
- **Reviewing the presentation template**
  - Additional language (from Fiscal) added to the PRAC letter:
    - *Be **fiscally prudent**. Evaluate the fiscal impact and consider the finite amount of resources the District has to fund each request as highlighted in the most recent MSC Retreat / Budget workshop.*
    - *Be **innovative**. Evaluate alternatives to additional staffing requests and consider leveraging technology to streamline the work. The opportunity cost, or the forgone opportunity to have our talented and creative staff work at a higher level as a result of being tied to repetitious work that could have been automated is often considerable.*
  - [View draft letter here.](#)
  - [View PRAC Presentation template here.](#)
- **The next meeting will be held on November 4, 2024.**