

DAS Executive Meeting Agenda
April 25, 2013
1:30-3:30 pm
Board Hearing Room

Attendance: Don Gauthier, David Beaulieu, Kathleen Bimber, Alex Immerblum, Angela Echeverri, Josh Miller, Susan McMurray, Leonard Apenahier, and Tom McFall

1) Call to Order/Approval of Agenda: Gauthier called the meeting to order at 1:32 pm. The agenda was approved by consensus.

2) Approval of Minutes:

- Minutes of DAS Executive meeting on March 25, 2013 were approved (McFall/? MS?).

3) Public Speakers: None

Action/Discussion Items

1) **SLO Day, May 17:** Gauthier reported that Vice Chancellor Delahoussaye is planning a district-wide Student Learning Outcome (SLO) Day on May 17. He questioned whether there would be enough time to organize the event and inquired about moving it to a later date (such as the first Friday of the fall semester). Miller replied Delahoussaye is concerned about SLO progress and wants to get started as soon as possible. Beaulieu stated one problem was that people don't know what is expected of them; he questioned how the District could help with college level work. Bimber added that a better strategy might be focusing on SLO assessments during FLEX day. Miller suggested starting with a smaller group, such as the cityside colleges. Gauthier stated the purpose of the event is not to have uniform SLOs or PLOs across the district, but to have Vice Chancellor Maury Pearl and Sarah Master help faculty perform "authentic" SLO assessments. Echeverri stated it would be helpful to invite department chairs to attend, since they are responsible for monitoring the progress of SLO assessments in their areas. Beaulieu suggested meeting with Delahoussaye and Harrington to discuss the SLO Day agenda with them. Miller stated he wanted to know what other campuses are doing and find out how some campuses have made more progress. Bimber reported that City's SLO coordinator accelerated progress by meeting one-on-one with each department. Beaulieu stated that East had some recalcitrant departments. Bimber replied that City's administrators supported the SLO coordinator and wrote up faculty who did not participate in SLO assessments. Miller said Valley's SLO Committee voted not to offer classes that had not assessed SLOs. Beaulieu said the union continues to fight adjunct participation in SLOs and Marty Hittelman has been very critical of SLO assessments. Echeverri reported the union leadership at Mission objected to certain faculty working on the college's written communication ILO. Beaulieu

replied faculty have to stop being defensive. Immerblum asked whether they were trying to implement district-wide ILOs. Gauthier replied this was not the case; they want to compare ILOs and see what worked at different campuses. Immerblum said there are course, Program (PLOs), Institutional (ILOs), and General Education (GE) Learning Outcomes. He added East is trying to figure out a way to do all of them without hurting faculty enthusiasm. McMurray said it would have been easier if they had started with GE, ILO and PLOs before working on course SLOs. If faculty assess SLOs in pathways in multiple areas, there is more data to work with. Immerblum noted this would be good to share as a best practice. Bimber stated there is no clear direction for faculty; everybody is doing things differently across the state. Apenahier stated ILOs tend to be very similar across campuses. Gauthier will meet with Delahoussaye to see if they can come up with an early June date for the event.

- 2) **ASCCC Spring 2013 Plenary Report:** Gauthier reported that the LACCD had good attendance, but not perfect since Beaulieu was not able to attend. Senate President John Freitas from City was elected to the ASCCC Executive Board as South Representative. City brought a large group of faculty to the plenary session. Gauthier added that if the DAS has extra money at the end of the fiscal year, we would try to send extra people to plenary.
- 3) **Consultation:** Gauthier reported that the next consultation meeting is scheduled for Thursday, May 2 at 2:30 pm.
- 4) **Rescheduling May 23 DAS Exec Meeting:** Gauthier reported that Kathleen Bimber is having a retirement party at City on Thursday, May 23 at 12:30 pm. Miller moved to hold the May 2013 Executive meeting at City (Miller/Echeverri MSU). The meeting will begin at 2:00 pm.

5) **Campus Reports**

Valley's District Recommendation: Miller reported that Valley received eight recommendations and three commendations. One of its recommendations is to the district and is summarized below:

In order to fully meet the Standards, the team recommends that the Chancellor and the Board put accountability measures into place to ensure the long term fiscal stability and financial integrity of the college.

Harbor: McMurray reported that Harbor offered additional classes, but still did not meet its enrollment targets.

Southwest: Apenahier reported that Southwest is having Senate elections this week. He added that faculty must pay their dues in order to be eligible to vote.

East: Immerblum reported East is having Senate elections at the end of May. Immerblum has been Senate President for six years.

Miller reported that Valley will have two elections; one for officers in the spring and another for senators on opening day.

Mission: Echeverri reported that Mission is having Senate elections at the end of April. She reported that President Perez had requested to be present during the Senate vote count, allegedly because there had been irregularities during the recent Associated Student Organization (ASO) Elections.

6) **First VP Report (Beaulieu):**

Equivalency: Beaulieu reported there is a lot of work to do in equivalency because of the issue of file compatibility between old and new software systems (SAP and DEC). He explained there are currently 600 files that have been flagged as potential problems; they have reviewed 60 of these files. Out of those 60 files, there are seven individuals who should not be teaching at all and should not teach in the fall. Word needs to go out to the colleges as soon as possible. There are another three individuals that should be fine if their courses are crosslisted. Another issue that has come up is the question of the MQs of the supervisors of tutoring centers; we need to make sure that their discipline(s) are being tutored somewhere on campus. Beaulieu speculated that at the current rate there might be up to 90 problem files. The review of all flagged files must continue because the state auditors will come back in October; the internal auditors initiated the latest round of reviews. Beaulieu reported that each file found by the state auditors could result in fines of up to \$250,000 per semester. Gauthier added the process would move faster if Beaulieu had more time to work on equivalencies; he is trying to get Human Resources to pay Eloise Crippens to assist with the review of files. He reported that Human Resources staff did not do their work for many years; for example, there are people teaching Physical Education who have Minimum Qualifications (MQs) for coaching. Beaulieu noted this issue should be placed on the consultation agenda. Immerblum stated the DAS should request financial support for the additional work. Beaulieu added none of these reviews are equivalency determinations. Bimber stated Human Resources should have checked whether faculty had the proper MQs. The DAS Equivalency Committee reviews applications for equivalency; its job is not to fix problem hires.

District Budget Committee (DBC): Beaulieu reported that the DBC met yesterday. The financial outlook continues to brighten; state revenue is coming in \$4 to 5 Billion above Governor Brown's projections, which should make funding better in the future. The state still has to pay down the deferrals. There may be a little more money that could come into the system related to the Adult Education issues. He added that the May revise on May 15 will have the latest numbers and a new Adult Education proposal.

The approval of Phase II of the LACCD Allocation Model has been completed. Phase II was finished by the DBC Executive Committee in December; it changes the distribution of growth money. Next year there will be approximately \$4 million in growth funds for the LACCD: 80% will go to colleges based on enrollment, 10% will go out following the state formula for growth money which

emphasizes the change in enrollment and other factors, and the remaining 10 % will be allocated depending on the degree of the **underserved population** in each area. The formal definition of “underserved population” is anyone over 25 years old who has a High School diploma or less. Schools that have a larger underserved population and will benefit from this allocation model include Mission, East, Trade, and Southwest. City, Harbor, and Valley will be neutral. Pierce and West will be hurt. The LACCD will use census data, which correlates to population density. Colleges in areas with high achievers may lose some funding. This year we are talking about \$400,000. In later years the District will have to figure out a new way to distribute the money. For now all the colleges are getting back the money they lost because of the workload reduction.

Energy Oversight Committee: Beaulieu reported that the committee is meeting and working on the Mission request for funding for its Central Plant. By this summer every building in the District will have a meter attached to it to measure the monthly energy use. This will provide data that will help the District identify strengths and weaknesses, and will lead to remediation steps. Ernie Moreno and Jeannette Gordon were initially against this initiative. Gordon eventually relented and Moreno will be seated on the Board in July.

7) **2nd VP Report:**

Art History: Bimber reported there is currently a discussion about the Art History MQs. Mission has put together an Art course that is the same as an Art History title. She expressed concern it could be a problem in an audit if the courses are the same. Mission is keeping the course under the Art top code (1002) instead of Art History. She stated campuses couldn't offer Art History courses taught by faculty who do not have the proper MQs. The District Curriculum Committee and DAS may have to come to some decision. There are full time faculty in the Art department who teach Art History. If there is a chance this will cost a lot of money, DCC and DAS may tell Mission they have to align with the MQs. She suggested the campus develop an Art History class instead; the Art Department should be able to house the course. DCC wants to hear from the Mission faculty and talk to them. Bimber stated would research the issue and come back to the Discipline Committee before it goes to DCC and DAS. Gauthier added both courses were History of East Asian Art and they were under different disciplines. Bimber added that if the courses were crosslisted, students could not count them twice and it would help the issue of the MQs.

Course Families: Bimber reported this has become a huge issue because some campuses did not follow DCC recommendations. Colleges need to tell faculty courses will not be offered in the schedule if they do not do this work. Miller asked whether faculty understood that these classes would no longer be repeatable. Bimber replied the Discipline Committees decided what they were going to do. For example, Music did a good job, but Bobbi Kimble told them their list was too restrictive. At Friday's DCC meeting colleges will have to show the courses are CCC transferrable. Physical Education has three separate top codes

for Kinesiology, Athletics and General Physical Education (PE). The top codes differentiate the three different areas. Beaulieu stated kinesiology is a science, while PE is an activity. Apenahier reported that at a recent workshop Barry Russell from the California Community College Chancellor's Office (CCCCO) stated one of the reasons for having families was to reduce repeatability. Bimber added that now the CCCCCO is changing staff. She warned that if faculty are not proactive, the legislature will make a decision for them and PE and others will become a bigger target. She explained that all PE did was to take their regular courses and add levels; it is good that there are several PE courses in a family.

- 8) **Treasurer:** Immerblum announced he is would send out mileage forms for DBC, DCC, EPC, DPC and DAS meetings. He added that the DAS has a practice of requiring that members attend Area C meetings if they want to attend the Plenary sessions. Gauthier wondered whether the DAS should have a policy in place. Sometimes people who register cannot attend; this year three individuals cancelled. The DAS was refunded for two out of the three cancellations. Immerblum asked that in the future, DAS members notify Gauthier as soon as they find out they are not able to attend.

Move to extend McFall/Miller (MSU)

- 9) **President's Report:** Gauthier reported that the new DAS Web page would be up on May 1; there is still much remaining work to do.

Article 40: Gauthier said he is requesting that the AFT open Article 40 for negotiations in the next round of talks if there were no objections. He reported the DE Coordinators are meeting next Thursday at 12:30 pm and encouraged interested DAS members to attend.

Adult Education Report: Beaulieu and Gauthier have been working on the district Adult Education task force. Four meetings have taken place to discuss the possibilities; they initially came up with a schematic with 12 groups. Some insisted in having fewer groups and they threw together 4-5 groups. Vice Chancellor Cayajon thinks the proposal is done, but they have not seen anything substantial. Beaulieu stated he felt they rushed to throw something together. Certain members of the Board are opposed to the proposal. As can be seen in Beaulieu's most recent Board report, some people would like to take chunks of the program (e.g.: CTE to take over the Workforce part). The likelihood is that \$100 Million will go to the community colleges and \$200 Million to the K-12 system, as opposed to \$800-900 Million currently going to K-12. The K-12 system has the option to create agreements with the CCCs. It is all very nebulous. Patrick McCallum reported to the Board on April 3.

Enrollment Priority Task Force: Gauthier reported that the Enrollment Priority Task Force met this morning. Miller stated that Valley wanted to give the Athletics students higher priority and they are bringing a proposal to the Senate.

Miller added that under the proposal Athletics priority would be lower than that of DSP&S, EOP&S, and Veterans, but higher than that of other continuing students. The National Collegiate Athletic Association (NCAA) rules state that students need to get out in a couple of years. Gauthier stated other programs like CalWORKs have similar requirements. Beaulieu replied the law is the law and we have no latitude over legal requirements. Immerblum reported East also wants to give students in Athletics higher priority. He added there were legitimate reasons because they have to transfer quickly according to the NCAA rules. Miller stated other surrounding schools give athletes priority. Bimber suggested approving proposals locally and trying to get a Board Rule revision. Gauthier stated that enrollment is starting to decline a bit. Even though we may be celebrating more funding coming from the state, colleges may experience declining enrollment. One question being asked is whether colleges should keep their course prerequisites in place. The consensus is to maintain prerequisites and to manage enrollment at each college. Beaulieu reported the Cal States are not increasing their capacity. Additionally, next year the state will be imposing mandatory orientation, educational plans, and other requirements. If counselors are not able to meet these requirements, it may be up to the administration to do something. Immerblum stated he would like to be proactive, we can have a DAS position to support what we are doing and a little guidance would be helpful. Miller reported he has asked counselors to give a Flex Day presentation to increase completion of student Educational Plans and tell faculty members how to make their jobs easier. Gauthier added that East is talking about starting to matriculate students by September of next year in order to get assessments, Ed plans, and orientations done. Beaulieu stated he has met with matriculation officers, but they are not going to take the lead on this. Bimber said campuses should have a Matriculation Committee with Math and English faculty. Immerblum reported East has a committee but they mostly report out. Beaulieu added Math faculty were ready to agree to a common assessment, but then the state went ahead with its mandate. We needed a bit of money so that schools wouldn't have to incur costs (approximately \$30,000). Gauthier said Pierce is going back to paper assessment and it seems to work together. He mentioned that Pierce professor Bill Duxler keeps records of what different cut scores mean. Data collection and reporting discussions need to happen by the end of May. There is also the need to design and use one of our current forms, you can make an appeal and a waiver or an appeal process for Priority Enrollment must be in place.

Technology Policy and Planning Committee (TPPC): Gauthier reported the new student e-mail system has been rolled out. Bimber inquired whether TTIP money would be coming back from the state. Beaulieu replied it won't come back as TTIP funds; instead they will give campuses a College Success fund and colleges can decide how best to use it.

Bond Steering Committee (BSC): Beaulieu and Gauthier were at the last BSC meeting. The new Bond Program Manager AECOM is replacing URS. They are

ranked number one in education and their job will be to close out the building program. Their main directive is to monitor the finances of the Campus Project Managers (CPMs). This is the LACCD's third Bond Program Manager (DMJM, URS, and now AECOM). URS lost the bid and came in second this time. URS appealed, lost the appeal, and later withdrew their application. AECOM is on the 9th floor of 515 Lower St ARCO building. There are three regional liaisons; they are working in partnership with Deloitte to watch the money more closely as colleges spend it down. Inspector General Christine Marez had her last Board meeting. Another firm FuGen sued the LACCD over the Inspector General (IG) selection process and was paid \$1 Million. Now instead of an IG, we have a Bond Monitor. Miller asked who is being held accountable for the mismanagement of bond funds.

DPC: Gauthier reported that DPC meets tomorrow. All of the Vice Presidents of Academic Affairs will attend the meeting.

Announcements

Next Das Meeting: Thursday, May 9 at Pierce College.

DAS Exec Meeting: Thursday, May 23, 2 pm at City College.

Adjourn: Meeting was adjourned at 3:55 pm

Minutes submitted respectfully by DAS Secretary Angela Echeverri