

District Academic Senate Executive Committee Meeting

Friday, November 16, 2018
Educational Services Center
MINUTES

Attendance

	Present
Officers	Angela Echeverri (President), Naja El-Khoury (1 st VP: Equivalency), Lourdes Brent (Secretary), Dan Wanner (Treasurer)
City	Dan Wanner
East	Jeff Hernandez
Harbor	
Mission	Deborah Paulsen
Pierce	Anna Bruzzese
Southwest	Robert Stewart
Trade	Martin Diaz
Valley	Josh Miller
West	Holly Bailey-Hofmann
Guests	

Call to Order and Approval of the Agenda: DAS President Angela Echeverri called the meeting to order at 9:45 a.m.

Approval of the agenda

The agenda was adopted as amended. Topics to be included: 1) Basic Skills Credit courses; 2) Attendance at the Scaling Up event; 3) AB 705 implementation; 4) Website design; 5) Hiring issues (Stewart/ Bailey-Hofmann) **M/S/C**

Approval of the Minutes: October 5, 2018

The minutes were approved as written. (Miller/Hernandez) **M/S/C**
Abstentions: Bruzzese, Bailey-Hofmann

Public Speakers:

None

Discussion Items

Preventing Sexual Harassment in the Workplace (Bruzzese)

30 Motion to adopt resolution from Pierce Academic Senate - as amended:
31 (Bruzzese/Hernandez) **M/S/C**

32 **Amended language only:**

33 “Whereas, the report has focused, effective recommendations that have been
34 scientifically found to create results;”

35 “Therefore ...1. Address all forms of sexual harassment...”

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37 Faculty members from Pierce attended a related event and were inspired to write a
38 resolution for their local senate. It is that resolution that is being brought to the District
39 Academic Senate Executive Committee (DAS Exec) for a review and a vote. If passed by
40 DAS Exec, the resolution will then be brought to the full DAS. The district has policies in
41 place to enforce applicable anti-harassment laws. However, it is hoped that the district
42 move from a view of compliance to one of changing the campus culture and climate.
43 Bruzzese noted that the district’s investigation times are very lengthy for complaints of
44 sexual harassment in the workplace, and the district compliance officers need support.
45 Echeverri reported that the district has had a Title IX task force spearheaded by Trustee
46 Hoffman, and that some changes to the district procedures will be implemented. For
47 example, the responsibility for making the ultimate disposition for sexual harassment
48 complaints will be taken from the college presidents and instead placed with the District
49 compliance officer. In addition, the timeline from reporting to final disposition will be
50 accelerated.

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52 Echeverri will place the perfected motion on the agenda for the December 13, 2018 DAS
53 meeting at Mission.

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55 **MyPath Implementation (Paulsen)**

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57 Paulsen reported on add-on software to CCC Apply, developed by the State Chancellor’s
58 Office, which will offer prospective students appropriate referrals to campus resources.
59 This software is also has applications for guided pathways and could be linked to the
60 college website. Mission wanted to move forward with this software application, but it
61 appeared that all colleges in the district needed to use this same software in order for it
62 to be implemented; no one college could use it independent of the others. Echeverri
63 recommended the creation of a DAS Guided Pathways Committee, which the Guided
64 Pathways Coordinators could co-chair, to review proposed software applications and
65 other implementation practices and resources. Thus, the DAS could take the faculty
66 lead for guided pathways, as it is within the 10 + 1. The Coordinators would report to
67 the DAS, and Guided Pathways Facilitators, likely members of this committee, are
68 already at the college level. The DAS Exec offered consensus to this approach, and
69 Echeverri will draft a resolution to establish such a committee for the December 13 DAS
70 meeting. Miller will send links to MyPath webinars so that members of DAS may view
71 them prior to the December 13th DAS meeting. In the meantime, Echeverri will place
72 this topic on the December 6 consultation agenda. It may be possible to place this

73 software on the district-wide Student Information System (SIS), but leave the option to
74 opt-in or opt-out of using the software to the individual college.

75
76 Echeverri reported on the lack of progress in the proper and accurate posting of the
77 Guided Pathways Coordinator Positions (.6 and .4 reassigned time). She had hoped that
78 incumbents would be in their positions before the beginning of the Fall 2018 Semester.
79 Hernandez asked if it were necessary to go through Human Resources (HR), since the
80 Guided Pathways Coordinator positions would be reassignments. A selection
81 committee to interview applicants for the positions has already been established.

82
83 Paulsen will draft a resolution to regarding MyPath for the December 13, 2018 meeting
84 of DAS. If all colleges agree to using MyPath, the district office would be responsible for
85 maintaining and updating the system. Although some colleges use Starfish for alerts
86 and messages for students, e.g., milestone progress, the district cannot support single-
87 college stand-alone systems. Instead, Vice Chancellor Cornner recommends an RFP
88 process to find or develop a sustainable, all-college system.

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90 Two resolutions for December 13, 2018 DAS meeting:

91 Establish Guided Pathways Coordinating Committee – Echeverri

92 District adoption of MyPath – Paulsen

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94 **Process for the Creation of New Subjects (E-115)**

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96 Echeverri referred to a recent series of emails (in the packet) related to Trade and West.
97 These colleges are considering creating new subjects. She noted that E-115 is outdated
98 and needs review and revision (last revised August 28, 2009). One issue is the
99 definition of a subject, as there is no definition in Title 5. The current E-115 also refers
100 to a comprehensive review of the alignment of subjects to discipline/MQ area every 6
101 years. Neither the DAS nor the district office has undertaken this task. In addition, the
102 current E-115 also refers to the Educational Policy Advisory Committee (EPAC), which no
103 longer exists. Echeverri also referred to E-XXX (in the packet), a draft of a possible
104 replacement document written by Cornner.

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106 Considerable discussion ensued about possible processes and procedures to be
107 contained in a revised E-115. There was general agreement on the following:
108 Interested parties, e.g., college, would generate a request for a new subject. That
109 request would be sent to the DAS Exec. The DAS Exec would then review and refer that
110 request to the appropriate district discipline committee and to the District Curriculum
111 Committee (DCC) simultaneously. A public posting would be possible through DCC.
112 Thus, DCC and the appropriate discipline committee would inform DAS Exec, which
113 would consult collegially with district Educational Policies and Institutional Effectiveness
114 (EPIE). The AFT Faculty Guild would establish the load factor for faculty in the new
115 subject. Every six years, the district discipline committees would undertake a
116 comprehensive review of the alignment of subject to appropriate discipline.

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Echeverri will revise the existing E-115 to include the changes discussed, and will forward to Atondo. They will then forward the draft to DAS Exec.

eLumen and ECD Status (Atondo)

El-Khoury gave an update on the status of ECD (the district’s internal Electronic Curriculum Development system) and eLumen. He noted that the district was initially going to replace ECD with CurricUNET. District Curriculum Committee members encountered problems with CurricUNET. The testing phase was extended one year so that CurricUNET could fix the problems. El-Khoury is not certain that all of the problems have been fixed with CurricUNET. Also, if there are problems with eLumen, he is not aware of what they are. eLumen has much experience developing curriculum software for individual colleges, but not for district-wide use by multiple colleges. Therefore, eLumen would have to build something new for district-wide use by the LACCD – a task that would take two years to implement, according to the District. In the interim, the district reports that it is no longer supporting ECD. Therefore, the options of what to do if there is a data failure are unclear. Hernandez expressed his concerns about what the district and the DAS would do when or if ECD fails in a significant manner. For example, would we migrate to CurricUNET or use PDFs? Wanner reported that City is currently using CurricUNET, and faculty are undergoing training on that software. El-Khoury stated that DCC was unaware that any college was currently using CurricUNET. However, from a data perspective, El-Khoury noted that having several systems housing data without a clear integration process among these systems is not a good idea. He also wondered if the district and curriculum users have reviewed the pros and cons related to decentralizing curriculum. Diaz observed that eLumen has lost SLO data. Echeverri reported that District Curriculum Dean, Dan Keller, was scheduled to make presentations to colleges, but also had concerns regarding eLumen and district-wide attributes. College presidents might also find the cost of eLumen to be prohibitive. El-Khoury noted the central role which curriculum plays in the colleges, and that ultimately, the district needs to draft a written commitment regarding curriculum software, if we need to do further testing and analysis.

Update on DAS Guided Pathways Coordinator Positions

Echeverri previously reported updates. She will speak with Vice Chancellor Roman on Friday. His schedule permitting, Jeff Hernandez is willing to be added to the selection committee, currently consisting of Echeverri, Atondo, Stewart, and Dean Deborah Harrington. Echeverri expressed the value of using two coordinators in order to maximize availability to the nine colleges. However, DAS might have to reconsider the reassigned time being offered. Stewart reported that Natalie Nagthall, Professional Development Coordinator at Southwest, will be one of the regional guided pathways coordinators.

- 161 Planning for Fall 2018 and beyond
162 ○ Consultation: Thursday, December 6, 2018 at ESC
163 ○ DAS Meeting: Thursday, December 13, 2018 at Mission
164 ○ DAS Retreat: Friday, January 18, 2019, Location – Long Beach

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166 **College Reports and Issues**

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168 **Website**

169 Miller asked the senate presidents present if their colleges use an outside vendor to
170 design their websites. None does. He went on to report that Valley is using an outside
171 vendor for such a purpose, and with considerations to college identity, logo, and
172 branding. September will be the rollout for Valley’s redesigned website. Miller then
173 noted that he is aware that the district will embark on website redesign with the
174 following proposed timeline: Workgroup started in January or February; RFP in
175 September. He advised that such a redesign should also contain pathways integration.

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177 **Faculty Hiring**

178 Miller requested feedback from the other senate presidents regarding their colleges’
179 local faculty hiring documents. At Valley, the appropriate vice president forms the
180 committee. Paulsen, Hernandez, Bruzzese, and Stewart reported on their local policies.
181 Miller reported that the Valley senate might consider revising their local agreement, and
182 noted that the HR Guide does not go through consultation with the academic senate.

183

184 **Basic Skills Credit courses**

185 Hernandez observed that AB 705 implementation and curriculum models have been
186 developed, and a constructive discussion with faculty in Non-Credit is ongoing.
187 However, there are some challenges regarding the number of sections of lower level
188 math courses that are being offered. AB 705 requires that college data prove that
189 students have an increased success rate by taking such lower level classes. Colleges will
190 also only receive apportionment for such courses at 60% FTES using the student-
191 centered funding formula. Hernandez wondered if the DAS should make a
192 recommendation regarding limiting the number of such lower level Math courses. He
193 went on to note that the academic senate at East has recommended AB 705
194 implementation in spring 2019 with high school GPAs for English and Math placement.
195 The State Chancellor’s Office (CCCCO) and the State Academic Senate (ASCCC) have both
196 stated that colleges may continue to offer basic skills courses through credit. However,
197 the option for Non-credit basic skills courses remains. It is not a matter of not offering
198 basic skills courses for credit, it is a matter of offering many sections of such courses, as
199 well as transitioning the learning of those skills through non-credit course offerings.
200 Wanner agreed, suggesting college readiness courses for such students. Hernandez
201 continued, saying that enrollment management committees as well as budget
202 committees should revise their models due to the paradigm shift necessitated by AB 705
203 and the student-centered funding formula.

204

205 **AB 705 Implementation**
206 Wanner discussed certain limitations in the pop-up windows in SIS for English and Math
207 placement under AB 705. These windows show all of the tiers, and will also compare
208 English and Math classes for their home college with all of the colleges in the district.
209 However, this approach may be confusing to students. Miller reported that he had
210 spoken with some attendees at the 2018 ASCCC Fall Plenary Session regarding guided
211 self-placement, and that colleges are developing models which both provide clear
212 information and are user-friendly for students. Corner is working on programming and
213 delivery options and Keller is revising English and Math flow charts. Stewart will
214 forward a Math MOU electronically.

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216 **E-100**
217 Echeverri reported that the task force to revise E-100 has had only one meeting. She
218 will follow up and report at the next meeting of DAS Exec.

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220 **Reports**

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222 **Officers**

223 • President's Report – Echeverri
224 Echeverri reported on the meeting of the Board of Trustees, which took place on
225 November 14, 2018 at Mission. One major issue related to new legislation related to AB
226 2160 (Thurmond) related to part-time playground positions of employees of schools and
227 community college districts. According to this new legislation, student workers may no
228 longer be employed in certain categories related to employment at community college
229 Child Development Centers (CDC). The LACCD Personnel Commission agreed to
230 establish certain new classifications with a flat hourly rate as well as provisional
231 assignments in some categories for 90 working days. The CDC Directors are of the
232 opinion that this step will enable the CDCs to operate through the 2019 spring semester.
233 A student worker task force is still meeting to resolve other classification issues,
234 including those related to Tutor 2. At the Board meeting, Mission did a presentation on
235 the college's use of the new funding formula and how the college in support of its
236 students. It was also announced at the Board meeting that Southwest received funding
237 to update its SOCTE Building (School of Career and Technical Education) to meet
238 facilities requirements of the Board of Registered Nursing for the Southwest Registered
239 Nursing program.

240
241 • First VP Report – El-Khoury
242 Equivalency - El-Khoury reported that the Equivalency Committee met on October 8th to
243 review and resolve three cases. Concerns and questions contained in emails are also
244 being addressed and resolved. He thanked Echeverri and Equivalency Coordinator
245 Eloise Crippens.
246 TPPC (Technology Planning and Policy Committee) – El-Khoury reported that the district
247 is reviewing options to increase its cyber security.

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249 • Second VP Report- Atondo
250 No report
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252 • Treasurer’s Report – Wanner
253 All of the colleges have paid their dues. Wanner will be processing conference/expense
254 reports for the 2019 ASCCC Fall Plenary Session. Mileage reports will be done at the end
255 of the year.
256
257 • Secretary’s Report – Brent
258 Brent requested that the local senate presidents review and revise lists of DAS
259 representatives as well as reassigned time for senate-related positions.
260
261 DAS Standing Committees
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263 Professional Development College – Brent
264 Brent reported on future leadership seminars as well as a proposed budget seminar.
265 Vice Chancellors Robert Miller and Ryan Cornner have agreed to present on the budget
266 topic.
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268 College and/or Committee Reports
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270 District Budget Committee – Hernandez
271 Hernandez reported that the District Budget Committee received incomplete
272 information regarding the faculty obligation number (FON). Information regarding the
273 FON reported at consultation was also inconclusive. Echeverri will ask Roman for FON
274 updates when she sees him.
275
276 Other Committees, Task Forces, and Future Projects
277
278 Echeverri reported on a districtwide EEO (Equal Employment Opportunity) committee
279 meeting. She will speak with Brittany Grice to see if there are any EEO trainings
280 scheduled. Stephen Covey, author of Seven Habits of Highly Effective People, did a
281 presentation for college administrators during the Fall Summit. The district purchased
282 workbooks/guides, and Katrelia Walker from district HR can make 50 of them available
283 to the Professional Development College. Brent will contact Walker regarding the
284 details.
285
286 **Upcoming Meetings**
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288 • Project MATCH and ASCCC Regional Curriculum Institute: Saturday, November
289 17, 2018
290 • Consultation Tuesday, December 6, 2018 at 2 p.m.
291 • Board Meeting Wednesday, November 14, 2018 at Mission

- 292 • Board Standing Committees Wednesday, November 28, 2018 at ESC
- 293 • DAS Meeting: Thursday, December 13, 2018 at Mission

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295 **Adjournment**

296 The meeting was adjourned at 12:05 p.m.

297 (Miller/Hernandez) **M/S/C**

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299 Respectfully submitted by Lourdes M. Brent, DAS Secretary