

# District Academic Senate Executive Committee Meeting

Friday, September 7, 2018  
Educational Services Center  
MINUTES

## Attendance

	Present
<b>Officers</b>	Angela Echeverri (President), Naja El-Khoury (1 <sup>st</sup> VP: Equivalency), Elizabeth Atondo (2 <sup>nd</sup> VP: Curriculum), Lourdes Brent (Secretary), Dan Wanner (Treasurer)
<b>City</b>	Dan Wanner
<b>East</b>	Jeff Hernandez
<b>Harbor</b>	
<b>Mission</b>	Deborah Paulsen
<b>Pierce</b>	
<b>Southwest</b>	Robert Stewart
<b>Trade</b>	Martin Diaz
<b>Valley</b>	Josh Miller
<b>West</b>	Holly Bailey-Hofmann
<b>Guests</b>	Kevin Sanford (Valley)

**Call to Order and Approval of the Agenda:** President Angela Echeverri called the meeting to order at 9:37 a.m.

### Approval of the agenda

The agenda was adopted as written  
(Stewart/Bailey-Hofmann) **M/S/C**

### Approval of the Minutes: August 3, 2018

The minutes were approved as amended  
(Stewart/Hernandez) **M/S/C**

**Public Speakers:** None

### Action Item

#### **DAS Master Calendar 2018-2019 (Echeverri)**

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

The projected dates for the DAS/LACCD Summit and DAS Discipline Day were reversed: Discipline Day will be held on September 21<sup>st</sup> and the Fall Summit on October 26<sup>th</sup>; L.A. City College will host both events. The calendar includes events for the District

30 Academic Senate (DAS), the District (LACCD), and the Academic Senate for California  
31 Community Colleges (ASCCC). In addition, consultation dates have been set for Fall  
32 2018. Echeverri has emailed an invitation to all District faculty regarding Discipline Day.  
33 Responses have been very encouraging, and it is anticipated that more reservations  
34 need to be made available to keep up with demand. The Fall Summit will likely focus on  
35 Guided Pathways.

36

### 37 Discussion Items

38

#### 39 **DAS Goals for 2018-2019**

40

41 There was discussion regarding re-arranging DAS goals and placing them in related  
42 categories. It was decided that goals 2, 4, and 5, previously discussed, would be  
43 consolidated. The revised goals are below:

44

- 45 1. Promote more diversity in faculty hiring
- 46 2. Obtain final agreement on LACCD Administrative Regulation E-64 (Procedures for  
47 Development and Approval of New Education Programs and Options)
- 48 3. Ensure that the district and the colleges consult collegially in the implementation  
49 of new statewide initiatives, including the following:  
50 Disseminate and support best practices regarding the implementation of  
51 statewide initiatives including AB 705, Guided Pathways, and the Vision for  
52 Success;  
53 Support student completion by reviewing minimum and maximum class size  
54 limits;  
55 Recommend strategies to support degree/certificate/program/transfer  
56 completions to optimize benefits under the new state funding formula
- 57 4. Recognize outstanding persons doing senate work. This would include a  
58 nominations and awards process and rubrics.

59

60 Those goals will receive further vetting at the September 13, 2018 DAS meeting.

61

62 Hernandez referenced an ASCCC resolution regarding guidelines for class sizes for  
63 English and Math classes, especially in light of AB 705 (Irwin). He forwarded precise  
64 language for noticed motions (for the 9-13-18 DAS meeting) to Echeverri and Brent. He  
65 also encouraged the senate to work with the union on the issue of class size, and  
66 cautioned against premature class cancellation. Because completion rates (for  
67 milestones, certificates, and degrees) are part of the new statewide funding formula,  
68 lower efficiency (class size) will be offset by higher completion rates. Hernandez also  
69 suggested possible related research at the district level. Echeverri observed that  
70 components of the funding formula are very complex, and that Vice Chancellor Cornner  
71 will speak on this topic at Discipline Day. We need to identify strategies that will help  
72 students complete and, thus, help get funding through the new state formula. Whereas

73 administrators are just thinking about balancing the books, and considering cutting  
74 faculty and classified positions, the district and the colleges need to think long-term.

75

76 **Noticed Motion re class size – Hernandez**  
77 **(for September 13, 2018 DAS meeting)**

78 Ensure that the district and colleges consult collegially in the implementation of new  
79 statewide initiatives, including the following: Advocate for reducing course enrollment  
80 maximums for courses with enrollment maximums exceeding discipline faculty  
81 recommendations for what is needed to maximize the probability of satisfying new state  
82 directives, such as AB 705 (Irwin, 2017) and the vision for Success; Recommend  
83 strategies to support degree/program/transfer completions to optimize benefits under  
84 the new state funding formula.

85

86 Hernandez advocated to support completion by such strategies as reviewing minimum  
87 class sizes, exploring definitions of advanced classes sizes (e.g., classes needed to  
88 complete a certificate/degree/transfer), identifying strategies that work, and  
89 disseminating best practices.

90

91 **Planning for Fall 2018 and beyond**

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- 93 ○ DAS Meeting: Thursday, September 13, 2018 at Valley  
94 Echeverri noted that there are many recommendations from the May DAS  
95 meeting, including work groups related to diversity in faculty hiring, guidelines  
96 for recommended optimum class sizes related to AB 705, and revision of E-100.

97

- 98 ○ Fall 2018 District Discipline Day: Friday, September 21, 2018 at City  
99 One hundred participants have signed up in 24 hours. A tentative agenda  
100 includes: An introduction; A presentation of English and Math implementation-  
101 related curriculum from colleges in the district and outside the district from  
102 Curriculum Dean Dan Keller; A research-related presentation from Associate Vice  
103 Chancellor Maury Pearl; General education requirements for local degrees,  
104 including the analytical thinking graduation requirement (LACCD GE Area D.2.);  
105 Lunch; Breakouts on equivalency, support classes and other interventions  
106 (possibly, Pierce and Southwest).

107

108 Echeverri also reported that the State Chancellor's Office (CCCCO) is going to  
109 look into revising Title 5 to comply with AB 705. That is, if, through this  
110 legislation, students are placed into transfer-level Math courses based on their  
111 high school cumulative grade point averages, then the presumption would be  
112 that their Math competency for local degrees (which do not have specific Math  
113 requirements) had been satisfied. Therefore, they would have to satisfy their  
114 analytical think graduation requirement via another class as part of the LACCD  
115 GE plan.

116

117 **Noticed Motion re English and Math Placement – Hernandez**  
118 **(for September 13, 2018 DAS meeting)**  
119 Recommend English and Math student placement in the Los Angeles Community  
120 College District (LACCD) based on new grade point average (GPA) cut-offs in the  
121 California Community College Chancellor’s Office AB 705 Implementation  
122 Guidance Memo.

123  
124 Hernandez urged the DAS to adopt the CCCCCO cutoffs. The galleys for the Spring  
125 2019 schedule of classes are already in the works, and the DAS needs to offer  
126 support and collect suggestions on strategies, curriculum, and interventions for  
127 implementation. Echeverri referenced a joint district/DAS email which will go  
128 out on this matter.

129  
130 **Noticed Motion re AB 705 Model Review Committee – Hernandez**  
131 **(for September 13, 2018 DAS meeting)**  
132 Support the creation of an AB 705 Model Review Committee to Review College  
133 models for compliance with the new AB 705 guidelines, Educational Code, and  
134 Title 5. If no model is provided or the model provided does not meet legal  
135 mandates, then the college must implement the State model. The committee  
136 will be comprised of discipline experts, faculty, and student support leaders,  
137 administration, researchers, and legal counsel.

138  
139 ○ 2018 LACCD DAS Summit: Friday, October 26, 2018 at City  
140 This Summit will focus on Guided Pathways. Each college has a team of 16  
141 persons – 8 faculty members are chosen by the senate president, and 8  
142 administrators chosen by the college president. Echeverri reported that the  
143 positions of district Guided Pathways coordinators (.6 and .4, D-Basis) were  
144 posted last week. She wanted the coordinators onboard in July, but, at this  
145 point, it is likely that those faculty members will not be in position until October.

146  
147 ○ AB 705 Implementation/Guided Pathways

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149 ○ DAS Reassigned Time and Committee Representation

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151 Echeverri requested that local senate presidents inform her how the  
152 supplemental .2 of senate reassigned time is being utilized at their respective  
153 colleges. In addition, senate presidents are urged to recommend faculty  
154 members to serve on a number of district committees including the District  
155 Planning Committee (DPC), TPPC, and Academic Technology (which does not  
156 appear to be meeting currently).

157  
158  
159 **Comprehensive Evaluation Committees for limited Faculty Hires (Hernandez)**  
160

161 Referencing an email exchange, Hernandez noted that the California Education Code has  
162 language that specifies that probationary faculty who had full-time limited assignments  
163 the year prior to being hired tenure-track could use that year of their limited assignment  
164 to count toward their four-year probationary period. However, Hernandez observed  
165 that faculty in limited assignments only need a basic evaluation (one conducted by the  
166 department chair) and not a comprehensive evaluation as is required for tenure-track  
167 faculty. Thus, it is possible for those faculty to have only three instead of four  
168 comprehensive evaluations as is required in Article 42 of the faculty contract. He is  
169 bringing this matter to the DAS Exec because senate representatives serve on tenure  
170 review committees. Hernandez recommends that faculty in limited assignments receive  
171 comprehensive evaluations just in case they are subsequently hired as probationary  
172 faculty. He and Echeverri will set up an initial meeting with Faculty Guild President  
173 Joanne Waddell.

174

#### 175 **DAS role over District’s administration of Student Equity Advisory program funds** 176 **(Hernandez)**

177

178 The state has consolidated into a block grant funds in the Student Success and Support  
179 Program (SSSP), the Basic Skills Initiative (BSI), and the Student Equity Program (SE) into  
180 the Student Equity and Achievement Program (SEAPAC). Collegial consultation  
181 regarding the use of those consolidated funds at the colleges is to take place at the  
182 college level. Moreover, up to 1% of the total funds allocated to a district for the  
183 purposes of this program may be used by the district for faculty and staff development  
184 to improve curriculum, instruction, student services, and program practices in basic  
185 skills and English as a second language programs pursuant to Education Code Section  
186 88815. This also requires collegial consultation at the district level, meaning with the  
187 District Academic Senate, as it is clearly in the 10 + 1. Echeverri will place this item on  
188 the September 14<sup>th</sup> consultation agenda.

189

#### 190 **eLumen Status and Next Steps – Atondo**

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192 Atondo reported that the District Curriculum Committee (DCC) recommended that the  
193 district adopt eLumen as its course management system, allowing for phased  
194 implementation. However, this recommendation has not yet gone to the Board of  
195 Trustees. Atondo noted that the Board will not adopt eLumen unless all 9 colleges use it  
196 as an integrated system for curriculum, student learning outcomes (SLOs), guided  
197 pathways, etc., and estimated that a realistic “go live” date would be Spring of 2020.  
198 The DCC will notice a motion for the next full DAS meeting.

199

200 Atondo reported on ongoing progress related to finalizing E-64. Code alignment should  
201 get done by the end of Fall 2018.

202

#### 203 **College Reports and Issues**

204

205 One college reported that their administrations overspent SSSP funds resulting in the  
206 termination of a number of adjunct faculty assignments. Another college reported that  
207 their administration was not honoring faculty requests for equity funds. Miller had a  
208 Cornerstone update, and reported that Valley has a \$300,000 grant to fund a marketing  
209 website. There are 3 teams working on branding and redesign. Guided Pathways are  
210 doing well, and there are close to 100 Open Education Resources (OER) sections with  
211 zero-cost textbooks.

212

## 213 **Reports**

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### 215 **Officers**

#### 216 1. President's Report – Echeverri

217 Echeverri noted that she sent out the Board of Trustees report June, and is  
218 currently working on the July report. At the June Board meeting held at the  
219 Educational Services Center, there were dozens of protesters and about 50  
220 community speakers expressing concern regarding the lack of African American  
221 representation among the Board of Trustees and the college presidents. Some  
222 speakers called on David Vela, the newly-appointed Trustee, to resign.

223

#### 224 2. First VP Report – El-Khoury

225 El-Khoury urged greater faculty participation in TPPC as it is a critical time for  
226 Information Technology (IT). As part of an update of districtwide projects, he  
227 reported that the cloud email migration did not work, but that a new plan is in  
228 place. Full-time faculty will keep their home college email “branding,” and  
229 adjunct faculty will move to the @email.LACCD email addresses. College-specific  
230 distribution lists will continue. El-Khoury also noted that PeopleSoft, the new  
231 Student Information System (SIS) software, has more memory. This action is  
232 expected to resolve some ongoing issues. Echeverri will include this topic on the  
233 consultation agenda. A districtwide IT study completed by the Huron Consulting  
234 Group recommended a district Help Desk; a plan to move to Cloud-based  
235 computing; and a movement away from too many little data bases and stand-  
236 alone computing and software systems, although such a migration might take 10  
237 years to implement in our large system. The Equivalency Committee will meet  
238 Monday, September 10<sup>th</sup>.

239

#### 240 3. Second VP Report- Atondo

241 Report on DCC, E-64, and eLumen given previously.

242

#### 243 4. Treasurer's Report – Wanner

244 Wanner distributed the DAS budget. He encouraged all those who are attending  
245 the 2018 Fall Plenary Session to submit their conference requests as soon as  
246 possible to Echeverri for signature. She will then forward signed paperwork to  
247 Wanner for processing. Wanner also observed that the ASCCC budget is lower  
248 due to loss of FTEF (full-time equivalent faculty). Echeverri and Wanner will

249 request a meeting with Deborah La Teer (District Budget Office) to review cuts  
250 made in the DAS budget. Local senate presidents are encouraged to send a list  
251 to Echeverri of all senate-related reassigned time, especially the .2 FTEF given to  
252 each of the colleges by the district.

253

254 5. Secretary – Brent

255 Brent requested that the local senate presidents review and revise lists of DAS  
256 representatives as well as reassigned time for senate-related positions.

257

## 258 **DAS Standing Committees**

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260 Professional Development College – Brent

261 Brent distributed a list of future faculty leadership seminars as well as a proposed  
262 budget seminar. Vice Chancellors Robert Miller and Ryan Cornner will be asked to  
263 present on the budget topic.

264

265 District Budget Committee – Hernandez

266 Hernandez emphasized his earlier remarks related to the changes in the state funding  
267 model and how the district needs to be proactive and forward-thinking.

268

269 ■ College and/or Committee Reports

270 ■ Enrollment management

271 ■ Disabled Students

272 ■ Title IX

273 ■ Institutional Review Board

274

## 275 **Future Projects**

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277 ■ Administrator Evaluations

278 ■ E-115 and Process for creation of a new subject

279 ■ Interdisciplinary Student Success Course

280 ■ LACCD shared governance consultation processes

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## 282 **Upcoming Meetings**

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284 ● Board Meeting Wednesday, September 12, 2018

285 ● Consultation Friday, September 14, 2018 at 2 p.m.

286 ● Board Standing Committees Wednesday, September 26, 2018 at ESC

287 ● Fall 2018 District Discipline Day Friday, September 21, 2018 at City

288 ● LACCD DAS Summit Friday, October 26, 2018 at City

289

290 **Other Items** – Hernandez requested that concerns related to re-classification of student  
291 workers and the adjustment of their hours be placed on the September 14<sup>th</sup>  
292 consultation agenda.

293

294 **Adjournment**

295 The meeting was adjourned at 12:00 p.m.

296 (Stewart/Atondo) **M/S/C**

297

298 Respectfully submitted by Lourdes M. Brent, DAS Secretary