

District Academic Senate Executive Committee Meeting

Friday, January 18, 2019

Long Beach, California

MINUTES

Attendance

	Present
Officers	Angela Echeverri (President), Naja El-Khoury (1 st VP), Elizabeth Atondo (2 nd VP: Curriculum), 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	Kamy Kashayar (East)

Call to Order:

President Angela Echeverri called the meeting to order at 10:22 a.m.

Approval of the Agenda:

The agenda was adopted as written

(Hernandez/Atondo) **M/S/P**

DAS President Angela Echeverri thanked Southwest Senate President Robert Stewart for hosting the retreat for the DAS Executive Committee (DAS Exec), and thanked all the members of the Exec for contributing to the potluck.

Approval of the Minutes:

The minutes were approved as amended

(Atondo/Hernandez) **M/S/P Abstentions:** Bruzzese; Diaz

Public Speakers: Kamy Kashayar, Professor of Engineering and Manufacture at East Los Angeles College; Chair of the District Engineering and Technology Discipline Committee

Professor Kashayar addressed the DAS Exec regarding a request from East to establish subjects under Engineering Technology: Industrial Engineering Technology; Manufacturing Engineering Technology; Mechanical Engineering Technology; Electrical

31 Engineering Technology, and Electromechanical Engineering Technology. He referenced
32 conversations on this topic begun with now-retired Chair of the District Curriculum
33 Committee, Kathleen Bimber, and retired district Dean of Curriculum, Bobbi Kimble. He
34 argued that top codes are inconsistent, and some classes are already offered in the
35 district. However, offering other courses in the areas listed above could not move
36 forward without being considered new subjects. In addition, East is on a timeline to
37 offer these classes in order to obtain Strong Workforce funding.

38

39 As part of the discussion which ensued, a provisional process until E-115 is approved
40 was suggested but received objections as being inconsistent among colleges and
41 incongruent with past practice. Atondo noted that there is no technical reason that
42 these multiple subjects are needed since curriculum, articulation, state approval, etc.
43 could all fall under Engineering Technology. And if course numbers are problematic,
44 new course numbers could be used as the district moves away from the Electronic
45 Curriculum Development system (ECD).

46

47 **Action Items:**

48

49 **Update to DAS Master Calendar 2018-2019 (Echeverri)**

50 (Stewart/Bruzzese) **Approval by consensus**

51

52 Echeverri identified certain changes to the current 2018-2019 DAS calendar. She noted
53 that consultation dates for the remainder of the academic year had been set, but that
54 there were still potential schedule conflicts. She will look for alternate dates and report
55 to Exec. The start time for DAS consultation with the Chancellor has been changed to
56 2:30 p.m. instead of 2:00 p.m. Meetings will be held at the Educational Services Center.

57

58 Other events this spring were noted: February 8, 2019 for the next meeting of the DAS
59 Exec; February 22 and 23, 2019 for the Guided Pathways design retreat (An event for
60 the DAS Professional Development College will be rescheduled to avoid a conflict.);
61 February 25 and 26, 2019 for Cornerstone training; March 1, 2019 for Discipline Day at
62 Valley; March 2, 2019 for an LACCD hiring fair to be held at Trade-Tech; and April 11-13,
63 2019 for the Academic Senate for California Community Colleges (ASCCC) Spring Plenary
64 Session - the 50th anniversary of the ASCCC.

65

66 **Oppose Personnel Commission Removing Faculty Positions in Child Development
67 Centers**

68 **NEW** – *This item was included in the updated agenda as an Urgent Matter*
69 (Hernandez/Stewart) **M/S/P; NOTE: This motion was adopted unanimously**

70

71 Hernandez reported that the district Division of Human Resources (HR) is drafting new
72 draft job descriptions for certain employment positions in the college Child
73 Development Centers (CDCs). The Personnel Commission, including a work group of
74 vice presidents of administrative services, proposes reclassifying certain faculty

75 positions – including Child Development Center Director and Child Development Center
76 teachers – as classified positions. This issue came to the attention of Joanne Waddell,
77 President of the Los Angeles College Faculty Guild, since faculty in the CDCs are
78 represented by the American Federation of Teachers (AFT). She forwarded to Echeverri
79 a relevant email Waddell originally sent to Vice Chancellor of HR Albert Roman. This
80 matter concerns both the DAS (as it relates to the 10 + 1) as well as the AFT Faculty
81 Guild. Hernandez urged that the DAS voice its concerns as soon as possible. Echeverri
82 stated that she contacted VC Roman, and that the DAS needs to address this potential
83 incursion into the role of faculty immediately. She also cited another potential problem
84 related to a “delineation of duties” concerning counseling faculty and Admissions and
85 Records staff. Echeverri is unsure if this “delineation” issue originated with VC Roman
86 or with Vice Chancellor of Finance and Resource Development, Robert Miller. A
87 meeting for this latter issue is scheduled for February 5, 2019. Echeverri and Atondo
88 will be in attendance.

89

90 **Retreat rights – review and adopt ASCCC Model Procedure (Paulsen)**

91 https://www.asccc.org/sites/default/files/publications/Retreat_0.pdf

92 **MOTION: *That the DAS endorse the ASCCC model procedure for administrator retreat***
93 ***rights, and that through collegial consultation, we work jointly with administration to***
94 ***create a policy for our district.***

95 (Hernandez/Miller) **M/S/P**

96

97 Paulsen observed that the ASCCC adopted this model procedure at its 1990 Spring
98 Plenary Session, and she expressed concern that the administration at Mission was
99 trying to move a classified employee into faculty citing “retreat rights.” (This attempted
100 reassignment did not occur.) Many in the Exec expressed their concerns since the
101 California Education Code (Ed Code) is clear: Retreat rights attach to academic
102 administrators. Issues related to retreating administrators were also raised related to
103 the impact on the Faculty Obligation Number (FON), the impact on the
104 recommendations of each college senate’s Faculty Hiring Prioritization Committee, the
105 lack of a requirement to interview for a position (as faculty who wish to transfer to
106 another college must do), and the need to clarify that academic administrators under
107 certain circumstances have the right to retreat to a faculty position in the district but are
108 not guaranteed a position at their college. In addition, it was noted that the ASCCC
109 policy states that academic administrators must leave their current administrative
110 positions in good standing (and not be dismissed for cause) in order to retain retreat
111 rights. Echeverri recommended that we review the ASCCC policy in detail before
112 approval. Miller recommended that the DAS Exec endorse the ASCCC policy now,
113 review for possible issues, and bring a revised policy to the DAS for adoption.
114 Hernandez made a motion to that effect (see above) which was passed.

115

116 **East Los Angeles College Request to Create New Subjects under Engineering**
117 **Technology discipline (Kamy Khashayar)**

- 118
 - Industrial Engineering Technology

- 119 • Manufacturing engineering Technology
- 120 • Mechanical engineering Technology
- 121 • Electrical engineering Technology
- 122 • Electromechanical Engineering Technology
- 123 • (Atondo/El-Khoury)

124

125 **Motion to table**

126 (Hernandez/Miller) **M/S/P**

127

128 Courses can be created already under a General Education subject code. Hernandez
129 also noted that there will be a new process in spring when the administrative regulation
130 dealing with the creation of a new subject is completed. In light of that, he will move
131 that this body table the motion. Khashayar thanked the Exec for its time.

132

133 ***Recess 11:25 a.m.; Meeting resumed at 12:35 p.m.***

134

135 **Discussion Items**

136

137 ***Review of DAS Goals for 2018-2019**

138 The Exec reached consensus that it continue working toward its 2018-2019 goals
139 without amendment.

140

141 ***Revision of E-115 and process for the creation of new subjects**

142 Echeverri distributed the latest draft of an administrative regulation to replace E-115.
143 Atondo noted that district discipline committees may offer opinions and may be
144 consulted related to discipline-specific matters, but they are not approving bodies.
145 Discussion resumed regarding the approval process, including the description of roles,
146 the establishment of timelines, and posting requirements. Atondo will work with the
147 district division of Educational Planning and Institutional Effectiveness (EPIE) to clarify
148 language regarding posting. It was proposed and agreed that the DAS Executive
149 Committee be the final arbiter for any objections related to the establishment of a new
150 subject; there will be no other appeal. Recommendations for amendments were
151 offered to Echeverri, who will make revisions and send to members of the DAS Exec. It
152 is anticipated that this will be an action item at the February 2019 meetings of the DAS
153 Exec and the full DAS.

154

155 ***Math Competency Requirement (Paulsen)**

156 Paulsen described a concern when students go through CCC Apply – when they put in a
157 level of math above intermediate algebra, they receive a notice that they have met
158 competency. Atondo noted that AB 705 explicitly refers to self-reporting, and that the
159 law states that transfer-level students have already met math competency for local
160 degrees. Therefore, the message they are getting through CCC Apply is correct.

161

162 **Budget Update**

163

164 ***LACCD Allocation Model**

165 Echeverri referred to a list of planned new faculty hires for the fall of 2019. Hernandez
166 reported that a timeline to develop an allocation model is in place for ECDBC (the
167 Executive Committee of the District Budget Committee). There is ongoing discussion
168 regarding colleges which are in debt. There is also an idea to include the Faculty
169 Obligation Number (FON) in the minimum base funding. However, not all full-time
170 faculty are paid through unrestricted funds. Also under discussion are issues related to
171 minimum base funding vis-à-vis AB 705. There is some discussion about building into
172 the allocation model some incentive to do things with “completion” dollars, but also to
173 have an incentive to have colleges use restricted funds which may have been left on the
174 table in prior years. The idea here is that colleges would be incentivized to get success
175 funds when they use their restricted funds. Later, colleges would get incentive funds
176 when they show outcomes.

177

178 Stewart expressed his concern about the potential for developing an allocation model
179 separate from dealing with colleges which have debt. Leaving discussion of budget
180 formulas for these colleges to the end will be detrimental to those colleges. He
181 recommended that the conversation about these colleges be held during discussion
182 about minimum base funds. In addition, he argued for disincentives for administrators
183 who do not spend restricted funds in a timely manner. Hernandez countered that in the
184 new allocation model there will be a way to hold college presidents accountable;
185 minimum base funding does not do that. In addition, ECDBC will look at different
186 simulations when dealing with colleges which are in debt. Wanner urged continued
187 discussion about including faculty in minimum base funding. There were concerns
188 voiced about the available transparency to determine that monies are spent
189 appropriately. Hernandez noted that this funding model will generate different reports
190 including Strong Workforce and Student Equity and Achievement (SEA - formerly SSSP,
191 Student Equity, and Basic Skills).

192

193 ***Funds for New Faculty Hires**

194 As reported at the District Budget Committee (DBC) and at consultation, the state will
195 provide an additional and ongoing \$77,000 per year per position to hire new tenure-
196 track faculty. When the district receives its funding from the state, it will allocate the
197 \$77,000 per new faculty position “off the top,” and separate from any allocation model
198 for the colleges. John McDowell from the Faculty Guild will be on the state budget
199 oversight committee.

200

201 **Planning for Spring 2019 and beyond**

202

203 ***Guided Pathways Events, DAS GP Committee, and DAS GP Coordinators**

204 Hernandez reported on the gathering at East that occurred on Wednesday, January 16,
205 2019. At the end of the last DAS summit, there was a meeting of faculty working on
206 Guided Pathways. Likewise, at the AACC’s San Diego Scaling-Up Guided Pathways event

207 last November, the subject of having a gathering of those working with and interested in
208 Guided Pathways was broached, and people liked the idea. Some key takeaways from
209 this gathering at East included the need for continued communication, as well as the
210 need to obtain more information about budgets, especially regarding allocation and
211 spending. Hernandez further reported that he had been contacted by the ASCCC to get
212 more involved in Guided Pathways at the state level. At the district level, Echeverri
213 reported that Dean of Student Success Deborah Harrington will gather teams from all of
214 the colleges for a design retreat to discuss and settle on the fundamental framework.

215

216 Echeverri reported that the position announcements for two Guided Pathways
217 Coordinator positions, which were posted on the district website, close today.
218 Echeverri, Hernandez, and Stewart are on the hiring committee, and it is hoped that
219 interviews can commence before the beginning of the Spring Semester. A charter for
220 the Guided Pathways Committee (which will be a standing committee of the DAS) needs
221 to be developed.

222

223 ***Spring 2019 District Discipline Day: March 1, 2019 at Valley**

224 Echeverri announced a continued focus on AB 705 and Guided Pathways at Discipline
225 Day. It is also anticipated that there will be discussion and updates on student-centered
226 instruction. Miller recommended the use of Cornerstone for professional development
227 and to disseminate information about best practices. Echeverri will develop a draft
228 agenda and breakout sessions. District Dean of Adult, Community and Continuing
229 Education Programs and Services Adrienne Ann Mullen will do a breakout on non-credit;
230 Miller volunteered to do a breakout on professional development.

231

232 There was discussion related to the lack of commonality among the colleges in the
233 district about which courses fulfill specific general education requirements in CSUGE
234 (California State University General Education) breadth or IGETC (Intersegmental
235 General Education Transfer Curriculum). Atondo noted that it is the California State
236 Universities and the Universities of California which determine the area the courses
237 fulfill; the LACCD has no purview here. In order to have complete commonality, a
238 common course outline of record would be needed, and curriculum content and
239 objectives would need to be identical. Atondo will run a report to determine the extent
240 of the lack of commonality among courses relative to areas they fulfill in CSUGE breadth
241 and IGETC.

242

243 ***DAS Newsletter for Spring, 2019**

244 Echeverri announced that the DAS will have a spring 2019 newsletter. Senate
245 presidents are asked to write about their colleges, Bruzzese was asked to submit
246 updates on the ASCCC, and others are encouraged to write articles as well.

247

248 ***Impact of Funding Model Changes**

249 Previously reported.

250

251 ***Impact of LAUSD Strike**
252 Echeverri reported that the strike of teachers working in L.A. Unified (represented by
253 UTLA – United Teachers Los Angeles) started Monday. There are 400 sections of
254 concurrent enrollment in the 2019 Spring Semester schedule. If the strike goes on after
255 February 4th, the beginning of the LACCD Spring Semester, the start dates of those
256 classes may have to be pushed back so that district faculty teaching in affected schools
257 would not have to cross picket lines.

258
259 ***AB 705 Implementation**
260 Funds will be available to the colleges to support tutoring and supplemental instruction.
261

262 ***DAS Elections 2019-2021**
263 Echeverri announced that officer positions are up for election. The elections will occur
264 in May. At its February meeting, the DAS will ask for five volunteers for the Elections
265 Committee. Candidates will need to complete and submit statements.
266

267 ***Administrator Evaluations**
268 Echeverri will take a fresh look. Hernandez suggested we ask for a matrix of the
269 administrator evaluation schedules at the upcoming consultation.
270

271 **College Reports and Issues**
272

273 ***Federal Investigation of Los Angeles Trade-Technical College**
274 Echeverri reported on the topic of a January 12, 2019 *Los Angeles Times* article
275 regarding a “criminal probe into potential misuse of funds” at Trade-Tech. Echeverri
276 stated that this issue was discussed candidly at consultation, and that she also met with
277 Trade-Tech President Larry Frank on another occasion to express concerns. She also
278 observed that past DAS presidents David Beaulieu and Don Gauthier had described
279 ongoing problems related to the Trade-Tech administration, and observed that if
280 problems are not corrected, that it might deleteriously affect more people. One vice
281 president at Trade-Tech resigned; another transferred; and another is on administrative
282 leave. Echeverri is concerned that if these problems are not corrected, then it could
283 affect the entire district. Hernandez also noted that there is a time when there must be
284 reaffirmation of the rules to provide solace to members of the organization, and hopes
285 that there is a sense that Trade communicates the message that established procedures
286 are being followed. Transparency and accountability at all levels must be promoted.
287

288 **Motion to extend the meeting for 10 minutes**
289 (El-Khoury/Paulsen) **M/S/P**
290

291 ***Status of Proposed Transfer at Los Angeles Mission College**
292 Echeverri reported that the problem had been resolved in the short term, i.e., the
293 classified employee in question had not been moved to the faculty. However, as
294 previously reported, the “right” of college presidents to reassign employees into the

295 faculty ranks remains at issue. Hernandez recommended working with Joanne Waddell
296 on this and other issues, including Instructor Special Assignment (ISA) positions.

297

298 ***Administrative Vacancies and President Searches**

299 Echeverri reported that there is an interim president at Valley, and that the college
300 hopes to hire a permanent president by July 1, 2019. Bruzzese reported that faculty
301 were involved in the selection of the interim president at Pierce.

302

303 **Reports**

304

305 **Officer Reports**

306

307 **President** – Echeverri

308 No further report.

309

310 **First Vice President** – El-Khoury

311 Equivalency Committee – El-Khoury reported that work continues related to the
312 disciplines of Computer Science and Computer Information Systems. The courses are
313 substantively different as are the minimum qualifications (MQs). “Bumping rights”
314 related to seniority lists become problematic if an instructor does not have the MQs to
315 teach that class. Since they have been “grandfathered in,” those faculty members retain
316 their bumping rights. To complicate matters, equivalency is granted for the discipline
317 not for the course. The Equivalency Committee continues to discuss issues related to
318 placing those faculty members.

319 District Technology Planning and Policy (TPPC) – continues to have difficulty attaining
320 quorum at its meetings. El-Khoury requested that senate presidents ask their faculty for
321 greater participation. He will send out an email with information related to the next
322 meeting and ask that interested faculty participate.

323

324 **Second Vice President** – Atondo

325 District Curriculum Committee – Atondo reported that eLumen is still receiving
326 unanimous support from the District Curriculum Committee (DCC). Product
327 development time is approximately 18 months. The district’s Electronic Curriculum
328 Development system (ECD) is not being supported by the district Information
329 Technology area (IT). Therefore, DCC will explore the possibility of using CurricUNET in
330 the interim. All contracts with CurricUNET will be enforceable. Hernandez suggested
331 that the DAS request written communication from LACCD Chancellor Francisco
332 Rodriguez related to the status of the curriculum systems in question – ECD,
333 CurricUNET, and eLumen – and that his communiqué include correspondence between
334 his office and the DAS, as well as language related to projected timelines and the
335 enforceability of contracts. He also suggested that the DAS needs to convince the Board
336 of Trustees regarding the benefits of eLumen, especially with regard to its use in Guided
337 Pathways. Echeverri suggested inviting the chair of the Board Committee on
338 Institutional Effectiveness and Student Success to the Guided Pathways retreat. Wanner

339 expressed his concern that we not lose sight of the recommendation to adopt eLumen
340 as the district's curriculum system given the resources that the district will be
341 committing to CurricUNET in the short term.

342

343 **Treasurer – Wanner**

344 Wanner reported that the DAS membership dues for the state academic senate (ASCCC)
345 were significantly less this year because of the district's lower enrollment. Echeverri
346 would like the DAS to support more travel and conference attendance for the
347 professional development of the faculty. Wanner will send out conference request
348 forms for the ASCCC Spring Plenary Session. He would like to get the request forms back
349 by mid-February. Echeverri explained that some of the DAS allocation fluctuates
350 because of the variable cost of officer salaries, i.e., reassigned time, and plans to
351 allocate all of the DAS-related funds for the remainder of this fiscal year.

352

353 **Secretary – Brent**

354 No new report.

355

356 **Standing Committee Reports**

357

358 **Professional Development College**

359 Brent reported on a busy Winter Intersession for the PDC, including the following:
360 January 25, 2019 – Budget Seminar related to the Student-Centered Funding Formula
361 (co-facilitated by Hernandez and Vice Chancellor Ryan Cornner); January 22 and
362 February 1, 2019 – seminars on *The Speed of Trust* and *The 7 Habits of Highly Effective*
363 *People* (facilitated by Employee Assistance Program coordinator Katreli Walker).

364

365 **DBC/ECDBC**

366 Hernandez reported that ECDBC will have an all-day meeting to review various fiscal
367 scenarios related to the implementation of the Student-Centered Funding Formula. DBC
368 will meet on January 30, 2019.

369

370 **College and/or Committee Reports**

371

372 **Other Committees and Task Forces:**

373

374 **Enrollment Management**

375 **Disabled Students** – Echeverri reported that the work group to revise E-100 had met
376 only once. Suggesting that disabled students might benefit from a revised policy in light
377 of AB 705 implementation, Brent recommended that this task force resume its
378 meetings.

379

379 **Title IX**

380

380 **Institutional Review Board**

381

382

383 **Future Projects:**
384 Interdisciplinary Student Success Course
385 LACCD Shared Governance Consultation processes
386
387 **Upcoming Meetings**
388 **Board of Trustees:** Wednesday, February 6, 2019
389 **Consultation:** Tuesday, February 5, 2019 at 2:30 p.m.
390 **Board Standing Committees:** Wednesday, February 23, 2019 at EST
391 **DAS Meeting:** Thursday, February 14, 2018 at Southwest 12:30-3:30 PM
392
393 **Adjournment**
394 Stewart/Hernandez **(M/S/P)**
395 The meeting was adjourned at 2:25 p.m.
396
397 Respectfully submitted by Lourdes M. Brent, DAS Secretary