

District Academic Senate Executive Committee Meeting

Friday, February 8, 2019
Educational Services Center
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	
Pierce	Anna Bruzzese
Southwest	Robert Stewart
Trade	Martin Diaz
Valley	
West	Holly Bailey-Hofmann
Guests	

Call to Order:

President Angela Echeverri called the meeting to order at 9:56 a.m.

Approval of the Agenda:

The agenda was adopted as written
(El-Khoury/Hernandez) **M/S/P**

Approval of the Minutes:

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

Public Speakers: None

Action Items:

New Administrative regulation to replace E-115 for the creation of new subjects

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

By way of introduction of the revised administrative regulation, Echeverri reported that this draft was the culmination of work done by the District Academic Senate Executive Committee (DAS Exec), especially Echeverri and Atondo, the District Curriculum

31 Committee (DCC), and members of the district administration, in particular, Vice
32 Chancellor of Educational Programs and Institutional Effectiveness, Ryan Corner.
33 Drafts of this document were also discussed in consultation with the district Chancellor,
34 Francisco Rodriguez. In this revised document, the DAS Exec takes on some roles which
35 were formerly reserved for EPAC (Educational Policies Advisory Committee). That
36 process is no longer possible since EPAC has been dissolved. This revised administrative
37 regulation will be brought to the full DAS at its February 14, 2019 meeting.

38

39 **Use of Monies Received February 2019 from Student Centered Funding Formula (SCFF)**
40 **– draft resolution from Hernandez**

41

42 Hernandez presented a motion with a recommendation that the DAS take it as an action
43 item at its February 14th meeting. By way of introduction, Hernandez reported that the
44 district will receive additional state funding in February of this year. For the 2018-2019
45 budgets, the state guaranteed all districts an allocation of the same as last year plus a
46 cost of living adjustment (COLA), i.e., hold harmless plus COLA. However, the SCFF is
47 actually being implemented this year, and the state is distributing additional funding to
48 any district which, through the implementation of the SCFF, earned more than hold
49 harmless plus COLA. For the LACCD, that additional funding was estimated at \$17
50 million.

51

52 In light of the uncertainties related to the Student-Centered Funding Formula (SCFF) and
53 how the district will make allocations to the colleges, the thoughts at some of the
54 colleges are to hold some funds in reserve to make up for possible enrollment drops due
55 to AB 705. The district, including the District Budget Committee (DBC) and the Executive
56 Committee of the District Budget Committee (ECDBC), will not know until somewhat
57 later in spring what the funding really is. However, compliance with AB 705 is
58 mandatory, and offering various types of supplemental instruction and tutoring are
59 considered critical to helping students succeed. Hernandez and Echeverri are of the
60 opinion that members of the LACCD Board of Trustees support tutoring and other such
61 forms of learning assistance and intervention. In order to counter the college
62 presidents' desire to hold funds in reserve in order to balance their budgets, Hernandez
63 urges that some funds be specified to be used only for supplemental instruction,
64 tutoring, etc. In addition, college presidents must be directed to use those specified
65 funds only for tutoring.

66

67 Additional discussion involved maintaining the faculty voice in budgetary
68 recommendations, especially relative to student success. This motion is intended to be
69 somewhat non-prescriptive so that the voice of the faculty at the individual colleges can
70 be heard and respected.

71

72 It is anticipated that \$17 million will be coming to the district – some as one-time
73 funding and some as ongoing funding. Hernandez identified the following categories:
74 \$3M (million) in one-time funding to assist in the transition to the new budget allocation

75 model; \$3M additional funds for AB 705 implementation; \$8M with as-yet-unspecified
76 distribution; \$4.2M for PERS/STRS pension liability; \$1.8M to help reach the faculty
77 obligation number (FON) (one-time funding). However, Hernandez noted that the
78 dollars per category are inaccurate estimates. One inaccuracy stems from a promise to
79 colleges regarding permanent funding to augment what they would receive from the
80 state to reach the FON. This was a caution and a concern at DBC.

81
82 Bailey-Hofmann referred to a similar motion from the senate at West.
83 Recommendations from that resolution include smaller class sizes, improved
84 technology, and professional development. Santa Monica City College and Pasadena
85 City College have smaller class sizes, and students from our district often go outside our
86 district, especially to those colleges, because of their smaller class sizes.

87
88 Echeverri observed that the SCFF will incentivize completion. At the March 1, 2019
89 Discipline Day, Echeverri will obtain specific recommendations from the English and
90 Math disciplines about how best to use additional funding, e.g., smaller class sizes, etc.
91 She emphasized that there needs to be conversation about what is needed to support
92 students. She emphasized that the Board is very supportive of the effort to provide
93 money for student support strategies, and that the DAS must go on the record in this
94 regard. Although college presidents may see short-term budgetary impacts, these funds
95 must be seen as an investment which will pay off in future student success.

96
97 Hernandez will review the resolution from West and incorporate salient points into his
98 resolution for review, discussion, and action at a later date.

99

100 **Discussion Items**

101

102 **Agenda for DAS meeting on 2/14/2019 at Southwest**

103 Echeverri asked for additional agenda items.

104

105 **Guidelines for Excused Withdrawal**

106

107 Referring to a January 28, 2019 memorandum from the California Community Colleges
108 Chancellor's Office (CCCCO), Echeverri reported on a change to Title 5 (section 55024)
109 which occurred a year ago. This change permits the notation of Excused Withdrawal
110 (EW) on a student's permanent record. The district governing board would implement
111 such a notation when a student withdraws from a course after the no-penalty drop date
112 for reasons beyond the student's control. Such reasons could include job transfer,
113 incarceration, immigration action, death of an immediate family member, chronic or
114 acute illness, etc. The memo from the CCCCCO states that the determination shall to be
115 made by the college's office of Admissions and Records. Programming issues in
116 PeopleSoft are anticipated; district implementation is anticipated for the 2019 fall
117 semester. Echeverri will get a work group together; Brent volunteered for that work

118 group. For students receiving an EW, the college will collect apportionment, and such a
119 notation will not adversely affect a student's Satisfactory Academic Progress (SAP).

120

121 **Guided Pathways: Design Retreat, DAS GP Committee, and DAS GP Coordinators**

122

123 Echeverri reported that a Guided Pathways Design Retreat is scheduled for February 22
124 and 23, 2019. Approximately 6-7 persons from each college will attend the retreat
125 where critical decision-making is anticipated. Hernandez viewed it as a two-day
126 dialogue in order to try to end up with a common vision.

127

128 Reporting on the search for faculty Guided Pathways Coordinators, Echeverri observed
129 that there is a good pool of candidates from whom to select, and she is confident that
130 good people will be found and chosen. The selection committee will likely interview five
131 candidates.

132

133 There was continued discussion on the Guided Pathways Committee which would be a
134 committee of the District Academic Senate. It is likely that the Guided Pathways (GP)
135 Coordinators, once selected, would help to draft the charter and also help make
136 recommendations related to the composition of this committee. Since it is a DAS
137 committee, the majority of the members would be faculty, but administrators would
138 also likely be members. One suggested committee composition was: 9 campus
139 representatives (faculty who are guided pathways coordinators at their colleges);
140 representation from the DAS; the faculty GP Coordinators; a dean involved in guided
141 pathways; 1 vice president of academic affairs; one vice president of student services; a
142 classified employee; a student representative. The expectation is that those who are
143 selected for this committee would be involved in guided pathways at their college.

144

145 **AB 705 Implementation**

146

147 Atondo reported on a resolution, passed by the senate at Mission, that the math
148 competency for students (at the level of intermediate algebra for local degrees) be
149 validated through the review of high school transcripts. This passed motion will now go
150 to the District Math Council. Who will be validating is unclear. Atondo noted that such
151 action goes against the intent of AB 705. In addition, there are proposed changes to
152 Title 5 in which a student, through self-reporting, can place into a transfer-level math
153 class and, therefore, be deemed to have met the competency of intermediate algebra.
154 Echeverri will forward the Mission resolution

155

156 Hernandez suggested that it would be appropriate for Echeverri contact the members of
157 the District Math Council to notify them of the proposed Title 5 changes and where they
158 may have input on such proposals. The deadline for such input is February 18, 2019.
159 He also noted that efforts to try to contravene the intent of AB 705 will be unwelcome
160 by the State Legislature.

161

162 Atondo continued that we take a perspective broader than the Math discipline. Board
163 Rule 6200 explicitly states that placement in college-level Math and English meets
164 competency. In addition, it is analytical reasoning, not quantitative reasoning, that is
165 required for local degrees.

166

167 **Spring 2019 District Discipline Day: 3/1/2019 at Valley**

168

169 Echeverri reported on a draft agenda, including guided pathways, non-credit classes,
170 and the SCFF, and also asked for additional presenters.

171

172 **Administrator Retreat Policy**

173

174 The model policy from the Academic Senate for California Community Colleges (ASCCC)
175 was distributed again for continued review and recommendations for revision.

176

177 **Update on personnel Commission, CDC Faculty, and Counselors**

178

179 Atondo reported that Velma Butler, President of AFT 1521A (the Classified unit), met
180 with evaluators who work in the offices of Admissions and Records. A basic concern
181 was that evaluators are being asked to do what they think is the role of counselors.
182 There was a meeting with Butler, Echeverri, Atondo, AFT Guild President Joanne
183 Waddell, and Vice Chancellor of Human Resources Albert Roman to discuss some
184 concerns. At Pierce, Mission, City, and East, the model is that the counselors initiate
185 the transcript evaluation when they meet with their students who require such
186 evaluation. Those evaluations are then forwarded to their college's articulation officer,
187 who reviews and makes the final decision. Atondo emphasized that since course
188 evaluation encompasses curriculum, it is important that curriculum remain with the
189 faculty. She will bring this topic to DCC. Hernandez concurred and suggested that DCC
190 bring a motion to the DAS so that DAS could make its recommendations to the
191 Chancellor and the Board.

192

193 **Budget Update**

194

- 195 • **LACCD Allocation Model**
- 196 • **Impact of Funding Model Changes**
- 197 • **Funds for new Faculty Hires**

198

199 Hernandez reported that ECDBC is looking at many different funding scenarios in depth.
200 One suggestion is to keep the minimum base we already have and use the remaining
201 allocation based on the SCFF. Another idea is to make centralized accounts for certain
202 expenses such as maintenance and operation. One idea that was voiced in DBC is to put
203 the full-time faculty in the minimum base. One concern regarding placing a large
204 portion of the funding in the minimum base is that colleges will have insufficient
205 incentive to do what is needed to do as well as possible under the Student Centered

206 Funding Formula. Echeverri also noted a proposal to make the Educational Services
207 Center (ESC, a.k.a., the district office) budget a separate account. At present, their
208 budget is guaranteed and they also receive a cost of living adjustment (COLA). Wanner
209 cautioned against placing too much emphasis on incentivizing colleges in relation to the
210 SCFF, and noted that colleges have already been working diligently to increase
211 enrollment, persistence, and completion.

212

213 **NEW FACULTY HIRES**

214

215 Echeverri reported on a job fair at a hotel near Los Angeles International Airport (LAX),
216 and also announced a district-specific job fair on March 2, 2019 at Trade-Tech. This will
217 be the first time the district has done a local job fair.

218

219

220 **Planning for Spring 2019 and beyond**

221

- 222 • **DAS Newsletter for Spring, 2019**
- 223 • **DAS Elections 2019-2021**
- 224 • **Administrator Evaluations**
- 225 • **Other**

226

227 Echeverri announced that she will write an article on AB 705 and the student-centered
228 funding formula. She asked for contributions for this newsletter of approximately 500
229 words. The senate president were asked to write updates on their colleges; other
230 contributions could include other topics related to the senate, guided pathways, etc.
231 The goal is to publish this month.

232

233 **ELECTIONS**

234

235 Echeverri announced an election this spring for all officer positions. Hernandez
236 volunteered to serve on the Elections Committee.

237

238 **ADMINISTRATOR evaluations**

239

240 Echeverri will ask the Chancellor for applicable evaluation timelines.

241

242 **College Reports and Issues**

243

- 244 • **Administrative Vacancies and President Searches**
- 245 • **Federal Investigation of Los Angeles Trade-Technical College**

246

247 Bruzzese announced that Pierce is hiring a college president. Interviews will be
248 conducted the week of February 11, 2019, with a start date of July 1, 2019. Echeverri

249 noted that Valley is also in the midst of a presidential search; Denise Nolden is currently
250 the interim president.

251

252 Diaz reported on a senate meeting scheduled for February 12, 2019 to determine the
253 pulse of the faculty. The senate is waiting for an independent report related to ISA
254 assignments (Instructor Special Assignment) in connection with a Department of Labor
255 grant. There is also concern regarding administrative turnover.

256

257 Reports

258

259 Officer Reports

260 **President – Echeverri**

261 Echeverri reported that *Los Angeles Times* reporter Teresa Watanabe was at the last
262 Board of Trustees meeting. Of concern in a *Times* article was reported overspending of
263 \$1.8 million in Bond funds. The Board questioned the Chancellor regarding these
264 overruns.

265

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

267 • **Equivalency Committee**

268 • **TPPC**

269 El-Khoury was pleased to announce that there was full representation and good
270 discussion at the last TPPC meeting. He requested that TPPC meetings be placed on the
271 DAS master calendar. Huron is doing a focus group about a technology roadmap and a
272 technology planning overview. They will return in March to collect and gather
273 information and concerns. The Distance Education (DE) Committee raised their
274 concerns. The stated overall goal is to make technology better. There is also the
275 initiation of conversation regarding putting a line item in the budget for technology.

276 Senate presidents are asked to gather information regarding what faculty,
277 administrators, and students need in terms of technology. Huron will draft a plan and
278 give it to Chancellor and the cabinet. In future, the committee will meet through Zoom.

279 The committee needs clerical/technical support; El-Khoury will make a request of Vice
280 Chancellor for Finance and Resource Development Robert Miller at the next
281 consultation.

282

283

283 **Second Vice President – Atondo**

284 • **District Curriculum Committee**

285 Previously reported.

286

287 **Treasurer - Wanner**

288 Wanner requested that those who plan to attend the ASCCC 2019 Spring Plenary
289 Session submit their conference request forms as soon as possible since sufficient lead
290 time is needed for pre-payment. Because of lower FTES, we will have additional funds
291 for travel – approximately \$25,000. Therefore, the DAS can pay for more faculty to
292 attend other conferences such as the Spring Plenary, the Curriculum Institute, the

293 Leadership Institute, and so on. Wanner also reported that it is best to get mileage
294 reimbursements in early.

295

296 **Secretary – Brent**

297 Brent thanked the senate presidents for updating their lists of DAS representatives.

298

299 **Standing Committee Reports**

300

301 **Professional Development College**

302 Brent reported on a busy Winter Intersession with three seminars. One was a
303 presentation on the SCFF by Hernandez and Vice Chancellor Cornner. Two were
304 collaborations between the Professional Development College (PDC) and the LACCD
305 Division of Human Resources. They were based on the Franklin/Covey materials on *The*
306 *Speed of Trust* and the *7 Habits of Highly Effective People*. They were well-attended,
307 with over 50 faculty members attending the *7 Habits* seminar. The PDC will continue its
308 offerings on Faculty Leadership and will also be offering a day-long seminar in late
309 spring or early summer on Teaching and Learning in the Era of AB 705. Collaborations
310 with the GP Coordinators are anticipated as soon as those coordinators are selected.
311 Brent expressed her concern regarding some talk of moving the PDC from the DAS to
312 the district Dean of Student Success. No action has been taken, however. Hernandez
313 noted that professional development is in the 10 + 1 and therefore in the purview of the
314 academic senate.

315 **DBC/ECDBC – Hernandez**

316 Previously reported

317 **College and/or Committee Reports**

318 No additional reports

319

320 **Other Committees and Task Forces:**

321 **Enrollment Management**

322 **Disabled Students**

323 **Title IX**

324 **Institutional Review Board**

325

326 **Future Projects:**

327 **Interdisciplinary Student Success Course**

328 **LACCD Shared Governance Consultation processes**

329

330 **Upcoming Meetings**

331

332 **Board Standing Committees:** Wednesday, February 23, 2019 at ESC

333 **DAS Meeting:** Thursday, February 14, 2018 at Southwest 12:30-3:30 PM

334 **Guided Pathways Design Retreat:** February 22-23, 2019

335 **District Discipline Day:** Friday, March 1, 2019 at Valley

336 **Board of Trustees:** Wednesday, March 6, 2019 at Valley

337

338 **Adjournment**

339 The meeting was adjourned at 12:15 p.m.

340

341 Respectfully submitted by Lourdes M. Brent, DAS Secretary