

**DAS Executive Meeting Minutes**  
**May 23, 2013**  
**2:00-4:00 pm**  
**Los Angeles City College**

**Attendance:** Don Gauthier, David Beaulieu, Elizabeth Atondo, Alex Immerblum, Angela Echeverri, Adrienne Foster, Josh Miller, John Freitas, and Tom McFall

**1) Call to Order/Approval of Agenda:** Gauthier called the meeting to order at 2:47 pm. The agenda was approved by (Foster/Miller MSU). Immerblum requested to give the Treasurer's report under the Public Speaker section.

**2) Approval of Minutes:**

- Minutes of DAS Executive meeting on April 25, 2013 were approved with corrections (Immerblum/Atondo MSP).

**3) Public Speakers:** Immerblum explained that separate mileage claim forms would be required for 2012 and 2013. Beaulieu reported that Allison Moore had recently been elected as senate president of Southwest College.

**Action/Discussion Items**

**1) Senate Executive Release Time:** Gauthier stated that local reassigned time agreements should include all senate officers, curriculum chairs, accreditation faculty, and SLO coordinators. Atondo reported that the Senate Executive at Pierce developed a proposal for reassigned time, but the college president is balking at their request. Pierce's Senate proposed a 1.0 accreditation position for next two years, which would then be reduced to a 0.4 position. They are also asking for a 0.4 D-basis position for learning outcomes. Immerblum argued that "one size" does not fit the needs of all colleges. Gauthier replied that it is imperative to obtain sufficient reassigned time for the local senates. Beaulieu suggested that college presidents must seek mutual agreement in good faith; if they are unable to do so, the chancellor and DAS president can arbitrate an agreement. Immerblum suggested developing a list of the areas that require faculty reassigned time. Foster inquired about the previous proposal on reassigned time that was developed by the DAS. Gauthier replied that the proposal could be used as a foundational paper; a statement could be added that there should be mutual agreement with an annual evaluation of senate reassigned time. Beaulieu stated it would be more challenging to get a Board Rule change approved. Gauthier agreed and added that the Board Rule, which refers to the DAS, needs to be corrected. Immerblum stressed that college presidents must negotiate in good faith with senate presidents. He expressed concern about the variation in curriculum chair reassigned time. Some campuses (e.g. West) only have a 0.2 position, which is not adequate. Gauthier added it is

difficult to recruit people for senate positions when they are compensated at such low levels.

- 2) **Redraft Adult Education Resolution:** Gauthier cleared up the language for the DAS resolution approved on May 9 and will bring it to the May 31 consultation meeting.
- 3) **Courageous Conversations:** Gauthier stated the DAS needs to focus on senate reassigned time, centralization of certain district functions, and preparation for the 2013 DAS summit. He requested volunteers to start planning the summit in June and follow up in August. He proposed a tentative date for the summit on Friday, September 20, with September 13 as a backup date.

Gauthier reported SLO coordinators had discussed Institutional Learning Outcomes (ILOs) and compared them to the California State University (CSU) ILOs. Atondo stated the CSUs have four broad ILOs. She added that community colleges are not that different from each other and argued their ILOs should not be that different. She expressed hope that faculty could have that discussion. Immerblum reported that East has three ILOs and six General Education (GE) SLOs.

Beaulieu reported that some think there is an attempt underway to create a virtual 10<sup>th</sup> campus, possibly including Adult Education, Distance Education, ESL, and Citizenship. Gauthier added these discussions are ongoing and local senates need to be involved. Foster asked whether a master calendar of all LACCD meetings could be developed; Gauthier replied it was possible. Atondo and Freitas agreed the senate presidents should be informed of all district-wide meetings.

- 4) **DAS Goals for 2013-14:** Gauthier stated these could be discussed further at the June 28 DAS Exec meeting. He added professional development should be a DAS priority. Gauthier reported that the AFT is meeting with Board members to protest their decision to only have two faculty representatives on the chancellor selection committee. Beaulieu explained that according to the California Education Code, all stakeholders should have a voice, but the faculty voice should be predominant. When Beaulieu and Gauthier talked to Chancellor La Vista about the selection committee he was open to more faculty representation, but did not want to push it because he is leaving on June 30. Freitas stated the Board is trying to micromanage the selection processes and Trustees have their own agendas; they need to understand their role is to protect the public trust. He expressed concern that colleges could get penalized because of the Board's behavior. Gauthier requested reports from the campuses and inquired about the presentations for the chancellor hire.

Freitas stated that district decision-making processes are confusing and need to be clarified. According to the LACCD functional map, some committees report to

the chancellor and others to the cabinet; the DAS is not even in the flowchart. Freitas argued we need to move toward a more coherent decision making process. Colleges have a body that makes recommendations to the presidents; the district does not have an equivalent body. Beaulieu replied this is a complicated issue, the District is distinctly large and we have to be careful. The approach would be to identify matters, such as planning, that the DAS should be involved in. The District also has many unions it needs to deal with. Beaulieu stated there was discussion about making the DBC committee a shared governance committee; if that were to occur, senate presidents should serve on it. Freitas stated City has a collegial consultation agreement and the other colleges could develop agreements as well. According to the LACCD Governance Handbook, there are 10 separate groups going into consultation with the chancellor; however, all of them do not have collegial consultation rights as provided by law to the Senate. Immerblum stated the DAS should have a position to support colleges implementing SB1456 and establish a minimum threshold for matriculation services.

Other goals and issues discussed include:

- Master Calendar for LACCD events and meetings
- DAS Executive should be copied on e-mails for districtwide meetings
- Level of centralization
- Summit date: September 20 or 13
- Reassigned time for senate positions
- QTOPs and MQs: Gauthier stated the LACCD needs to formally reject QTOPs table and link to the state Minimum Qualifications (MQs) table. He added on June 28<sup>th</sup> there will be a formal condemnation of QTOPs. Freitas asked whether the top codes would be removed from the AFT Contract as well. Gauthier replied they are working on this. Freitas asked whether Faculty Service Areas (FSAs) would be based on disciplines. Gauthier replied we only need an exceptions table for the ones that are different from the state MQs.
- Best practices share from different campuses
- Uniform LACCD guidelines or policies. The implementation of the new Student Information System (SIS) has brought several issues to the forefront.
  - a. **Wait List Policy:** Gauthier discussed the draft Wait List Policy which came out of the SIS effort. He stated that Betsy Regalado has been doing a very good job keeping all constituents in the loop. The number of wait list units will be limited; students will not be able to have more than nine units on the wait lists. Echeverri asked whether wait list policies would be determined locally; Gauthier replied they would not. Atondo spoke in favor of wait lists and added there needs to be an add/drop policy.
  - b. **Applying for Admission:** The SIS spells out admission requirements with deadlines and all necessary steps. It also spells out which CSU and IGETC requirements are met. The application deadline is two weeks prior to the start of the term. Regalado is distributing this information now, so faculty have the summer to review it.

- c. **Prerequisites:** Gauthier reported there are issues with prerequisites that are not consistent across the district. The SIS has to be customized to accommodate these differences. Freitas added it would be helpful if colleges honored each other's prerequisites; the DAS should develop a policy to honor prerequisites across the LACCD. For example, depending on the campus, Calculus 1 has either Math Analysis or Trigonometry prerequisites. Biology 6 also has different Chemistry prerequisites across the district.

Foster asked about the policy approval process, Gauthier replied all constituents would get a chance to review the proposed policies. Atondo said Regalado has some proposed approval dates posted to the Web site. Freitas expressed concern about the new formatting of transcripts and how it would affect students.

**Adjourn:** Meeting was adjourned at 4:37 pm

Minutes submitted respectfully by DAS Secretary Angela Echeverri