

DAS EXEC SPRING RETREAT MINUTES
2/4/15 10:30 am-2:30 pm
Educational Services Center Hearing Room

Attending: Don Gauthier (President), David Beaulieu (1st Vice President), Elizabeth Atondo (2nd Vice President), Alex Immerblum (Treasurer, East), Angela Echeverri (Secretary), Susan McMurray (Harbor), John Freitas (City), Leslie Milke (Mission), Kathy Oborn (Pierce), Wally Hanley (Trade), Adrienne Foster (West) and Allison Moore (Southwest)

Absent: Josh Miller (Valley)

Guests: Tom Vessella (CTE Instructor at Trade)

Call to Order: President Gauthier called meeting to order at 10:45 am.

Approval of Agenda: Immerblum asked to move District Full Time Obligation Number (FON) ahead of reports. The following item was added to the agenda (Immerblum/Milke MSU):

- Budget (Beaulieu)

Approval of Minutes of December 5, 2014: The minutes for the DAS Executive meeting of 12/5/14 were approved with a few corrections (Hanley/Freitas MSP; Moore and Freitas abstained).

Time-Certain Discussion BR 6200 (18 to 21 units for AA degree)-LATTC

Concerns: Tom Vessella, Career Technical Education (CTE) instructor and former Curriculum Committee chair at Trade, introduced himself to the DAS Exec. Gauthier, Beaulieu, and Freitas met recently with Vessella in order to review data on how many units Trade's CTE students were completing to get their associate degrees. Gauthier added that it was apparent CTE students were taking more units than they needed, including many remedial units. Vessella replied that since 95% of Trade students are not prepared for college, they typically take a high number of remedial units. Vessella reported that Trade faculty are concerned that they have many CTE majors with a high number of degree applicable units (in the 46-48 unit range) and a very low number of CTE students complete an associate's degree. They feel that the 21-unit GE requirement will make it even harder for CTE students to get their associate degrees. He stated Trade faculty believe that maintaining the minimum Title 5 requirement was the best option for the success of their students. Vessella maintained that since most CTE students are not in transfer degree programs, these degrees are terminal, and faculty do not want to make it any harder to obtain an associate degree. He added that historically most of Trade's CTE degrees started out with 60 units, but over the years additional GE requirements bumped most of them to the 64 to 67-unit range. Vessella recalled that the District Curriculum Committee (DCC) had discussed BR 6200 at length, coming to the conclusion that 18 units of GE

46 was a better option than to increase the requirement to 21 units. He added that he
47 was very surprised when he later learned the full DAS had voted to increase the GE
48 requirement to 21 units.

49
50 Beaulieu reported that he met with Atondo, Gauthier, and Freitas to discuss
51 Vessella's claim and review the CTE unit data. He added that the group was
52 sympathetic to Trade's position and considered the possibility of not requiring the
53 Physical Education (PE) and Health requirement for all local CTE degrees in the
54 District. However, a few issues were raised about IGETC and CSU patterns in terms
55 of PE that our transfer students are required to take and it also became apparent
56 that PE would be disproportionately affected if not required as part of the CTE GE
57 requirements. Beaulieu explained that after the meeting they looked at the unit data
58 again and agreed that while the degree applicable units of most CTE programs
59 districtwide were high, the units at Trade were even higher. The consensus was that
60 the number of degree applicable units at Trade could be reduced, especially if
61 students had more guidance by counseling (which is forthcoming with the new state
62 SSSP requirements) and advising by faculty in CTE disciplines. Beaulieu recalled
63 that the median number of units completed by CTE students in accounting was 91,
64 for example, but only 47 of these units were required for the major. Given this
65 scenario, they felt that the additional three units would not impose a major
66 additional burden on CTE students.

67
68 Beaulieu explained that a key argument in the decision was that the 18-unit degree
69 requirement only includes 15 units of academic work, because three of those 18
70 units are in PE and Health, which don't satisfy any of the IGETC and CSU GE
71 requirements. Beaulieu stated that the addition of the three units was an attempt to
72 strengthen the Social and Behavioral Science portion of the GE requirement of the
73 CTE degrees. Vessella countered that IGETC and CSU GE have no relevance for a
74 majority of Trade's CTE majors, because many of their degrees are nontransferable.
75 He stated most CTE programs have a cohort base with blocks of multiple
76 corequisites and include a number of units for exploratory courses.

77
78 Atondo reiterated that the local CTE GE plan is designed for CTE students, because
79 with the new Associate Degrees for Transfer (ADTs) colleges are required by law to
80 follow the IGETC or CSU GE requirements (37 and 39 units respectively), without
81 adding or removing anything. Therefore, transfer students will be following the
82 IGETC or CSU GE plans, while CTE students will be following the local degree plan.
83 While the majority of students transferring to private universities follow the IGETC
84 or CSU GE requirements, colleges such as USC, Pepperdine and Loyola have their
85 own transfer requirements (most are around 30 GE units). Atondo concurred that
86 DCC recommended the Title 5 minimum requirement of 18 units, but over the
87 subsequent year and a half the full DAS discussed several proposals and ultimately
88 approved a 21-unit plan based on adding one class in the social and behavioral
89 sciences. Freitas asked whether parallel noncredit courses could be created for
90 exploration of CTE disciplines to help address the unit issue. Vessellas replied that
91 some students avoid noncredit courses because they can't get financial aid for

92 taking them. He added that one challenge CTE programs face is that they commonly
93 have trouble finding qualified CTE instructors because many of their former
94 students or trainees who get jobs in the industry sector do not have associate
95 degrees.

96
97 Freitas asked whether 19 units would be an acceptable alternative. Vesella replied
98 that most of Trade's CTE majors are at 66 units. He added they would love to pare
99 this down, but even if they got creative they would not be able to get them down to
100 60 without cutting content. One of the constraints is the time needed to build skills,
101 which takes practice. Immerblum argued that colleges need to have more enhanced
102 noncredit in their budgets. He asked for clarification on the status of the
103 recommendation since the DAS has already approved the 21-unit plan and asked
104 about the next step. Gauthier replied BR 6200 was pulled from the Board agenda in
105 January to allow for further discussion and a review of Trade's data.

106
107 Beaulieu stated there appear to be conflicting goals, which are resulting in this
108 disagreement. He argued the local associate degree is important, because it is the
109 only chance to give GE instruction to CTE students. Furthermore, the District made
110 an unusual decision many years ago (in the early 1990s) to add the PE and Health
111 into the 18-unit GE requirement. Beaulieu surmised that given the unit constraints,
112 perhaps CTE students should no longer have the luxury of taking courses to explore
113 different careers. Freitas replied that from a parliamentary standpoint, BR 6200 is
114 an official recommendation; a reversal would require a motion to change the Board
115 Rule and a vote by the full DAS.

116
117 Vessellas and Hanley thanked the DAS members for their time and attention to this
118 matter. Gauthier replied it would be up to the larger body to decide; the next DAS
119 meeting is at Valley on 2/12/15. Immerblum expressed concern about the process
120 and asked whether the general DAS could take action to reconsider, even if the DAS
121 Exec does not do so. Beaulieu replied that any senator could request that the DAS
122 reconsider the 21-unit GE requirement; it does not require Exec action. Hanley
123 replied he might do so and also propose a remedy. He stated that while he feels the
124 intent is good, a different standard for CTE programs might be necessary. Beaulieu
125 replied the DAS had looked at the issue thoroughly before making a decision. Foster
126 stated she would like to recommend the formation of a task force of CTE
127 knowledgeable individuals to help Trade develop a local solution, rather than
128 impeding the other eight LACCD colleges who have agreed to the 21 units. She
129 added it was not fair to the eight other colleges to spend an unlimited amount of
130 time on this issue. Foster argued that student success and student issues are being
131 affected because of our unwillingness to take a stand.

132
133 Freitas suggested that since Health and PE courses usually range from one to three
134 units, we could consider requiring a 1-unit PE course instead of health, which would
135 bring the total down from 21 to 19 units. Atondo replied Area E is a 3-unit
136 requirement with a minimum of one unit of activity and the other area is health.
137 Title 5 states the minimum GE requirement is 18 units, with 3 free-floating units,

138 which do not have to be PE. Gauthier stated many other colleges in the state have
139 CTE degrees that require more GE units and he does not feel our District should
140 have the lowest number of required GE units. Beaulieu added this issue was a bit
141 analogous to when the LACCD had lower Math and English unit requirements for an
142 associate degree than many other colleges in the state.

143

144 **District Hiring for FON Compliance/Report from CCC Registry Job Fair:**

145 Immerblum reported that Notices of Intent (NOIs) for faculty positions are being
146 held up by Human Resources and they are requiring the job descriptions in order to
147 post them. He stated that the delays would make it difficult to hire new faculty in a
148 timely manner. Immerblum asked whether inadequate staffing in HR was causing
149 the problem. Milke reported it is taking three to four weeks for HR to process NOIs.
150 She also reported that HR had changed some of the job announcements. At this point
151 in time, most of the jobs have not been posted; only 38 of 150 positions are posted
152 and nothing has been posted since 1/28/15. Gauthier will ask Vice Chancellor
153 Roman why NOIs are not being processed in a timely manner and why job
154 announcements are being changed. Immerblum stated it is a problem when an
155 administrator is holding up the formation of a selection committee, adding he would
156 almost request an immediate e-mail to the Chancellor. McMurray reported that none
157 of Harbor's positions have been posted and two of their vice presidents are leaving,
158 which will make hiring even more difficult. Hanley reported that Trade has not
159 settled on a list of faculty positions, but President Frank promised he would finalize
160 the list by today. Foster urged Gauthier to get a specific timeline to meet the hiring
161 obligations. Gauthier replied he would follow up on the matter and inform the Exec.

162

163 Gauthier reported that the CCC Registry job fair on 1/31/15 at the Los Angeles
164 Airport Westin went very well. Echeverri reported that she and others spoke to a
165 large number of job seekers who visited the LACCD area during the job fair.

166

167 **1st Vice President's Report (Beaulieu):**

168 **Equivalency:** Beaulieu reported that since December things have been very busy in
169 the equivalencies area. Quite a few people have been requesting eminence or
170 equivalency evaluations. While they are back on track now, he expressed concern
171 about being swamped in the spring with all the hiring going on. Foster asked what
172 would happen when Eloise Crippens retires. Gauthier replied she has been putting
173 together a database with all the approvals and processes. Beaulieu added one
174 person could handle the job if they did not do anything else. Foster suggested
175 having someone shadow Crippens, adding she doesn't feel we are prepared for her
176 eventual retirement. Immerblum asked Beaulieu to send an email to all the senate
177 presidents on how to communicate their concerns about MQs (minimum
178 qualifications) and equivalencies to help move the process along faster. Beaulieu
179 replied he would do so, adding that some of the equivalency cases can be very time
180 intensive. Freitas stated that hiring committees needed to be warned about not
181 making decisions regarding MQs.

182

183 **Bond Steering:** Beaulieu reported there was supposed to be a AECOM-BuildLACCD
184 partnership meeting, but AECOM did not communicate this to the faculty on the
185 Bond Steering Committee (BSC). Instead, the chancellor asked the college presidents
186 to select a group of individuals to go over to AECOMM and meet people as part of the
187 partnering effort. After Beaulieu, Gauthier, Carol Anderson, and Joanne Waddell
188 protested the exclusion of faculty leaders at the BSC, AECOM was persuaded to
189 cancel the meeting.

190

191 **District Budget Committee (DBC):** Beaulieu reported that the latest DBC meeting
192 was not that significant; he sent the committee documents to the Exec. There is
193 great news about the good state budget. ECDBC has not made a decision on changing
194 the allocation for Southwest; their sheriff's bill is a high percentage of their total
195 budget. Moore stated that if colleges pay less for the sheriffs, they get less service.
196 She added that Southwest is getting less funding per full-time equivalent student
197 (FTES) than Valley. Beaulieu reported Valley is in trouble due to their large deficit
198 and they have been asked to look into making cuts in athletics and faculty
199 reassigned time. Gauthier added that Valley did cut a single coaching position, which
200 impacted track and field and soccer. McMurray stated that with five colleges facing
201 deficits, the allocation model would be an issue during the 2016 accreditation visit.
202 She argued that the whole issue of how the smaller colleges are funded has not been
203 adequately addressed. Beaulieu replied that DBC allocated additional money to
204 Southwest, while East lost \$4 million. McMurray expressed concern about the high
205 levels of the reserve (up to 14%) and the statutory sizing of general and contingency
206 reserves (6.5 and 3.5%). Gauthier replied that Trustee Svonkin's position is that the
207 bond sellers like the District's high balances and that's what is driving the Trustees
208 to maintain these reserves.

209

210 Beaulieu added that part of the problem is that District administrators do not want
211 to confront or challenge the Board members. However, bondholders would
212 probably be happy with a 10% versus a 14% reserve. Moore argued that the budget
213 allocation model needed to be more equitable. Beaulieu reported DBC is working on
214 the model; for 2016 80% of growth distribution will be based on FTES and the other
215 20% will be based on equity factors. The state equity money has to be distributed
216 along equity lines, however last year the cabinet based the distribution solely on
217 FTES. The state provided a model allocating 40% of the funds based on FTES and
218 the other 60% based on equity factors (educational attainment in the area, college
219 attainment, etc.). Under such a model, colleges like Pierce and Valley would get less,
220 while Southwest, Trade, and Mission would probably get more. Freitas asked why
221 all the LACCD documents are not posted on the internet.

222

223 **2nd Vice President's Report (Atondo):**

224 Atondo reported that the new administrative regulation on the prerequisite policy
225 would be noted at the DAS in February, to be voted on in March. BR 6700
226 (Academic Standards) will be noticed at both DCC and DAS this month; it was sent
227 out in December; most of the changes are to get the District in compliance with Title

228 5. It also includes the increase in academic renewal units (from 18 to 30 units) that
229 the DAS already approved.

230 **E-65:** Atondo explained that the DAS needs to update and change the course
231 approval process. An ad hoc committee is working on E-65 and it will come to the
232 DAS this spring. Currently curriculum approval goes from the local senates to the
233 vice president of academic affairs, and then to the college president. There is no
234 reason for the administration to sign off on curriculum. She mentioned that the
235 president at Santa Monica College does not approve the Course Outlines of Record
236 (CORs).

237

238 **Board Rule 6200:** This Board Rule increases the GE requirement from 18 to 21
239 units.

240 Coming to DAS soon after a problem at the state, they forgot to post the loss of
241 eligibility for BOG fee waiver due to poor academic grades.

242

243 DCC will also look at the English and ESL transition. Atondo reported that some
244 English courses at three colleges (Harbor, Valley, and Pierce) need to change their
245 subject code. No action is required by any of the colleges.

246

247 **Treasurer's Report:** Immerblum reported that the DAS is running out of petty cash
248 and currently has a balance of about \$500.

249

250 **LUNCH BREAK: Return: 1:00 pm**

251

252 **President's Report:**

253 Gauthier announced that Project MATCH needs volunteers to help screen
254 applications on 2/20/15. There are nearly 400 applicants this year to this very
255 successful mentorship program. Mentor requests will be going out shortly after the
256 list of successful applicants is finalized.

257 He mentioned that several years ago the DAS passed a resolution calling for a
258 minimum of one full time faculty member in every discipline on our campuses.
259 Without adequate staffing, we end up with departments that are in trouble and then
260 the program viability studies follow. In the rush to hire at our campuses, it behooves
261 the Senate to keep an eye on departments that have not had any hires for quite some
262 time, especially where there is documented need, i.e. where there is no fulltime
263 faculty member but a number of adjuncts

264

265 **Sustainability Institute-Alta Sea Project:** Efforts are moving forward under the
266 leadership of Director George Leddy. The Institute is working with the Legal
267 Department to approve the contract with Alta Sea Consortium. Chancellor
268 Rodriguez has agreed to pay the annual fee for the first year.

269

270 Gauthier is working on the DAS Web site. The locations for the fall 2015 meetings
271 were discussed:

272

273

- Sept 10: City

- 274 • Sept 25: District Summit (Yom Kippur is on 9/23)
- 275 • October 8: Mission
- 276 • December 10: Harbor

277

278 **Elections:** Gauthier requested volunteers for the 2015 DAS elections. Elections will
 279 be held at the May 14 meeting. In February the DAS president shall appoint
 280 someone to serve on the Elections Committee. Kathy Oborn, Leslie Milke, and Josh
 281 Miller volunteered.

282

283 **Discussions and Developing Spring DAS Agenda:**

284 **BA Process:** Foster reported that the dental hygiene bachelor's degree programs at
 285 WLAC and Foothill are not being contested by the 4-year universities. Their target
 286 start date is fall of 2016. She is looking for people who would be interested in
 287 working in a small group to further develop the BA approval process. Foster will
 288 make a short presentation at the 2/12/15 DAS and solicit volunteers.

289

290 **Accreditation/Student Success SB1440 Issues:** Reports from Campuses. Gauthier
 291 wants to hear about concerns, questions, or complaints coming from the campuses.
 292 He suggested having DAS folks give a brief presentation at the 2/12/15 meeting.

293

294 **AB86-Adult Education:** Curt Riesberg from Mission has been given 0.2 release time
 295 from the District to work on Adult Education; the DAS will be hearing more from
 296 him about the issue at future meetings. The governance part is a real mess;
 297 everyone involved (including prisons) is weighing in. The DBC Exec reported the
 298 state governor's budget is holding firm on the \$200 million Adult Ed allocation for
 299 community colleges; \$300 million will go to maintenance of effort, so that the K-12
 300 districts can continue with their programs. The project is supposed to start as early
 301 as the summer, but there is a tremendous amount of work to do and many issues to
 302 be resolved. The legislature rejected requests to delay the implementation of the
 303 bill.

304

305 **Chancellor's Directive #70 re: LACCD shared governance processes:** Gauthier
 306 reported that this will take some work. He discussed a handout titled *Districtwide*
 307 *Internal Management Consultation Process*. He would like faculty input on this.
 308 Freitas observed the process was all management driven, with very little
 309 consultation. There is no connection to the senates or the faculty guild (AFT). Freitas
 310 has already volunteered to help. Gauthier stated the functions document developed
 311 by Colombo has all the flowcharts of how things are supposed to work. This is an
 312 earlier document on consultation, and there is no place for the senate. The
 313 Functions manual states the senate or union can weigh in at any time of the process.
 314 Beaulieu recalled that former Vice Chancellor Clerx managed the consultation
 315 process very well. Beaulieu and Freitas volunteered to help out in this area.

316

317 **District Discipline Day:** The event will take place on 2/27/15 from 8:30 am to 2:30
 318 pm at City's Student Union and will focus on disciplines that have the likelihood of

319 being impacted by AB 86 Adult Education planning. The theme will be Alignment
320 and Acceleration. There will be a panel discussion on accelerated Math and English
321 pathways through 3CSN. Gauthier suggested limiting the audience to 150 total and
322 targeting certain disciplines such as Math, English, and ESL, as well as AB 86 related
323 disciplines (e.g.: Child Development, CAOT, and other CTE areas). Dean Adrienne
324 Mullen and Curt Riesberg are invited to give a status report on AB 86 and request
325 faculty work groups in impacted disciplines. Moore suggested splitting the
326 disciplines in half and having the event in the spring and fall. Freitas suggested
327 including a discussion on differences in prerequisites and accepting cut scores from
328 other colleges. McMurray talked about the assessment of Adult Ed students.
329 Gauthier will send out a list of topics.

330

331 **Full-time faculty:** Oborn and Freitas stated full time faculty should only be hired in
332 viable disciplines.

333 **Study Abroad:** Freitas stated this has been a festering issue because there is no
334 coordination of study abroad programs. He reported that an Anthropology
335 instructor at City was trying to set up a study abroad course in Cameroon. The first
336 issue is that a Board-approved third party needs to be used to arrange travel,
337 housing, insurance, etc. The District requires an agreement that stipulates what is
338 covered by liability insurance. Beaulieu reported that East has pretty ambitious
339 study abroad programs (e.g. architecture) to France and Spain, with a significant
340 number of students going in the summer. Pierce (Connie Moffit) also has
341 international offerings. Gauthier reported there is a group out of Whittier College
342 called the College Consortium on International Education (CCIE) that works to
343 coordinate these activities regionally and suggested that campuses get in touch with
344 these folks. Freitas stated it seems there is very little administrative support for
345 these activities. We need to look at our administrative regulations in this area and
346 compare them to other districts. Freitas argued the District should do a better job at
347 offering these opportunities to our students.

348

349 **Upcoming issues from legal counsel:** Pending. Freitas discussed the possibility of
350 Kimble subscribing to the CCC Leagues service to update changes to Title 5 and
351 policies and procedures that have been vetted legally.

352

353 **International Students Push:** One of the trustees has an interest in bringing in
354 more international students to the District. East has about 500 international
355 students. Oborn, who used to be the International Student Director at Pierce, stated
356 that the student visa requirements are much more stringent than before.

357

358 **DE Stakeholders Committee:** Gauthier would like the Distance Education
359 Committee to be a standing DAS Committee. Some people have trouble with the
360 committee's name, because it also includes hybrid and web enhanced learning. The
361 DE coordinators, as well as Gauthier and Beaulieu usually attend the meetings.
362 There are about 75 people on the distribution list but only about a dozen or so faculty
363 and administrators attend. Freitas stated the Senate could create a new committee

364 through a bylaw change. Foster added the same should be true for the Transfer
365 Committee. Gauthier will bring these issues to the DAS in February and March.
366 Atondo and others discussed the lack of support for articulation officers. Part of the
367 problem is that they do not report to anyone and they are in different areas.
368 Gauthier suggested having a Transfer and Articulation Committee and the Online
369 Education Committee (OEC) as DAS standing Committees. Freitas said we need
370 something like the committee formerly known as Matriculation because the SSSP
371 Committees took over this function and they report to Student Services.

372

373 Milke reported President Perez is talking about a high school on Mission's campus
374 by the Youth Policy Institute (YPI). They have also been approached about on-
375 campus housing.

376

377 **Adjourn:** Meeting adjourned at 2:25 pm (Echeverri/Oborn).

378

379

Minutes submitted respectfully by DAS Secretary Angela Echeverri