

District Academic Senate Executive Committee Meeting

November 17, 2017
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)
City	
East	Jeff Hernandez
Harbor	
Mission	Deborah Paulsen
Pierce	Anna Bruzzese
Southwest	Robert Stewart
Trade	Martin Diaz
Valley	Josh Miller
West	Holly Bailey-Hofmann
Guests	

With no quorum at the commencement of the meeting, there were reports and discussion in the interim.

Discussion

Echeverri reported that the Board of Trustees is very concerned about the low enrollment figures, and the district had contracted with Imprenta, a firm that is emailing students regarding their enrollment. The Board of Trustees will not enforce the payment deadline this Fall due to low enrollment. Miller noted that students are being targeted via social media; there are 16 targeted attempts per student. Continuing, Echeverri reported that the Board of Trustees had questioned Vice Chancellor Ryan Cornner and Trade-Tech College President Laurence Frank, in particular, regarding low enrollment numbers for Winter 2018; specific causes could not be identified. The Board requested full reports from all colleges be presented at the December 6th meeting.

Call to Order: There being a quorum present, President Angela Echeverri called the meeting to order at 9:59 a.m.

Approval of the Agenda: The agenda was adopted as written
(Hernandez /Stewart)
(M/S/P)

32 **Approval of the October 20, 2017 Minutes:**

33 (Hernandez/ Bailey-Hoffmann)

34 **(M/S/P)** as written

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36 **Public Speakers:** None

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38 **College Reports**

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40 Echeverri and Stewart reported on a distance education issue at Southwest – there is a high
41 percentage of classes with insufficient substantive contact. AFT Faculty Guild President Joanne
42 Waddell recommends a joint AFT/DAS task force. Stewart reported that he asked faculty
43 teaching classes online to volunteer to have deans and a consultant go into the distance
44 education (DE) shells to find class content and contacts and compare them with the approved
45 rubrics. Most faculty agreed, but some did not. The AFT will step in as the Department of
46 Education (DOE) has determined that this review must occur.

47 Hernandez recommended the establishment of a stakeholder committee, perhaps to develop a
48 handbook or guideline. He noted that the issue for the AFT is related to the evaluation process,
49 with the ultimate goal of formulating a memorandum of understanding (MOU). The cost of
50 fines related to findings by the DOE would be astronomical. Stewart said that the college is
51 looking at \$2 million payback of financial aid.

52 Bailey-Hoffman wondered if colleges should move to Canvas at this point although they can use
53 Etudes through Spring 2018. She also inquired as to whether late adopters could be funded.
54 Stewart went on to report that the college did not pay for Etudes to back up shells. Miller then
55 use of an evaluation/guidelines sheet for DE courses which Valley has developed, and
56 Hernandez observed that there should be something in the evaluation sheet in the fa– there
57 should be a standardized form in the DE faculty evaluation sheet in the faculty agreement
58 (contract).

59

60 Echeverri observed that the DE stakeholders group has not been active. City received an
61 \$800,000 fine for problems with some of their DE courses. Some students received Fs because
62 they stopped attending. Grades of FW are to be awarded to students in such cases.

63

64 El-Khoury recommended the use of a checklist developed by the senate. Stewart urged
65 immediate action on the development and implementation of a procedure – faculty evaluations
66 take place every three years, and this DE problem is critical. El-Khoury raised the question of the
67 Family Educational Rights and Privacy Act (FERPA) as it relates to DE content review. Miller
68 urged ongoing training and professional development; Brent suggested courses and seminars by
69 the DAS Professional Development College (PDC). Echeverri surmised that the AFT might have
70 to agree to an MOU.

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72 **Action Items:**

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74 **1. Resolution on Academic Rank – Gauthier**

75 Echeverri noted that mention of Academic Rank Committees had been removed from
76 the resolution as some colleges have eliminated such committees.

77 (Hernandez/Bailey-Hofmann)

78 **(M/S/P)**

79 The perfected resolution will be an item at the December DAS meeting.

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- 2. Resolution on Definition of Low-Cost Course Materials** – Echeverri added a “Whereas” based on ASCCC resolution promulgated at the Fall 2017 Plenary Session. Low-cost materials were identified as having a range from \$30-60, with a pre-tax cost of \$40. Vice Chancellor Cornner says that this can be implemented in the Fall.

There was additional discussion regarding logos and icons in bookstores and schedules of classes to identify courses with low-cost materials. It was noted, however, that the term “materials” does not cover such items as paint for art classes; those are considered “supplies.” We must clarify and be specific. Other options to cut down costs of books would be to donate older editions of the text to the library and to institute a book rental program. For example, at Southwest, the Vice President of Administration will be purchasing books with Equity funds for the purpose of renting those textbooks to students.

(Hernandez/Miller)

(M/S/P)

- 3. Resolution on Building Name Policy**

Hernandez reported that East’s senate approved a similar resolution which amends current Board Rule 2801. It is the college president who recommends building name changes to the Board of Trustees, but this resolution would specify and require the avenues of input to the college president in these circumstances.

(Miller/Hernandez)

(M/S/P) with revisions

Echeverri will distribute a strikeout and underline version of the Board Rule with proposed amendments at the December DAS meeting.

Reports

President’s Report

Board update

Echeverri reported that their main concern is enrollment. PeopleSoft is still a problem for students. Imprenta will be sending social media messages to students. Those students who apply but never register in classes will also be targeted for outreach efforts. Each college will develop the college’s message, and each will have a team lead. Although the district is committed to increase its enrollment, each college is ultimately responsible for its marketing, for reaching its enrollment targets, and for dealing with its SIS problems. Twelve-year enrollment figures will be distributed at the December Board meeting. There was much discussion about the many factors which affect our current enrollment problems. Possible causes included the economy, employment, demographics the cost of living in Los Angeles, DACA, the L.A. College Promise, low unemployment, the new SIS and its corollary impacts on financial aid and registration (AOC [assessment, orientation, and counseling] needed for full matriculation), etc. It was suggested that, unless the district is willing to do a complete study, we are ultimately just guessing.

Consultation

127 Echeverri reported that searches for college presidents at City and Southwest is ongoing. The
128 job announcements for the college president position at City will be posting next month. Letters
129 will be sent to the district vice presidents to see if one would be interested in serving in the
130 position on an interim basis.

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132 **1st Vice President's Report**

133 **Equivalency**

134 El-Khoury reported that the Equivalency Committee met on Monday the 13th, and it considered
135 three cases. District Discipline Day will on March 2, 2018 at Valley, and will also have discussion
136 and breakouts on Guided Pathways. An email to save the date will be forthcoming. The
137 Committee is working on a flow chart to clarify the process. One way to address gaps in
138 confidentiality will be to notify equivalency candidates that their information might be shared
139 with members of the relevant discipline committees (who are not necessarily under obligation
140 to maintain confidentiality). Page 8 of the latest Rostrum discusses effective practices
141 regarding equivalency.

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143 **TPPC**

144 El-Khoury will be co-chairing this committee. Senate presidents are urged to find faculty, both
145 full- and part-time, willing to serve on this and other necessary district committees. Echeverri
146 will send out another request. El-Khoury noted that there is a library software purchase on hold
147 at the district. Echeverri will follow up. An updated district discipline list will be forwarded when
148 available.

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150 The *Mathematica* software contact is almost at an end, and the district office was wondering
151 whether or not to renew it. Referencing the California Education Code (Ed Code), Echeverri
152 reported that the contract for the *Mathematica* software does not have to go out to bid.

153
154 Echeverri reported that the AB 705 Summit will be held on January 26th or February 2, 2018.
155 Craig Rutan from the ASCCC will help facilitate. Atondo reported that the District Curriculum
156 Committee (DCC) will be meeting with English and Math faculty on topics related to the
157 implementation of AB 705. She will also contact ESL faculty. Echeverri recommended that
158 faculty in disciplines most affected by the repercussion of AB 705 be invited to participate in the
159 Summit, including, but not limited to English, Mathematics, ESL, Reading, Developmental
160 Communications, Non-Credit, and Counseling.

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162 **2nd Vice President's Report**

163 **Curriculum**

164 Atondo reported that we should all still be using ECD. We have been asked to continue to test
165 CurricuNET, but that it is not ready for adoption for use. The cost of eLumen would be
166 significant. Atondo and El-Khoury would like the DAS Executive Committee to see a
167 demonstration of eLumen, which already understands requirements for our district such as
168 catalogs, schedules, program review, SLOs, digital badges, and guided pathways. Other systems
169 such as CourseLeaf have been suggested, but they have not been used at large multi-college
170 districts. The consensus was that different systems be investigated for utilization. Atondo will
171 invite representatives from eLumen to the December meeting of DAS Exec and to the next
172 meeting of DCC. The products of other companies will also be researched.

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174 **Digital Badges**

175 A proposed new administrative regulation (E-Reg) will be noticed this month for DCC. Colleges
176 are working on local policies based on the one passed at Trade.

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178 **SIS**

179 Degree audits need to be maintained in PeopleSoft. The college presidents are on record as not
180 wishing to fund positions at the district office (at a cost of \$40,000 per college), but will instead
181 maintain local control. However, curriculum is the purview of the faculty, and there is concern
182 that faculty maintain oversight at the colleges. DCC will make recommendations regarding the
183 composition of the colleges' degree audit teams and that they should review and process along
184 with the timelines for those reviews. Hernandez suggested that DCC develop a checklist and
185 sign-off list. He went on to note that the budget of the Educational Services Center (ESC) did not
186 decrease and, therefore, this cost should be borne by the district.

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188 **Treasurer's Report - none**

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190 **Committee Reports**

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192 **Professional Development College**

193 Brent distributed a list of upcoming seminars by the PDC involving collaborations with the
194 Dolores Huerta Labor Institute, the Faculty Guild, the LACCD Chancellor's Office, and, after being
195 contacted by Echeverri, the ASCCC. Education 240, Online Teaching and Pedagogy, will be
196 offered as a late-start hybrid class through Valley this Spring.

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198 **Discussion**

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200 Miller reported on a union-organized protest against the district regarding stalled negotiations.
201 There were approximately 50 participants with signs outside Valley. Faculty Guild President
202 Joanne Waddell reports that the district has not come to the table in 70 days. However, some
203 sort of raise and HRA are anticipated.

204

205 Miller further reported on difficulties arising from a hiring committee for a short-term full-time
206 hire. The Vice President of Student Services sent the faculty hiring committee a directive to
207 send 3 names forward; the committee forwarded 2 names. The college president then dissolved
208 and reconstituted the hiring committee (omitting all previous members, including the
209 Counseling Department Chair), and directed the newly-constituted committee to send 3 names
210 forward. The Chancellor, the college president, the AFT Chapter president, and Miller will all
211 look into the matter.

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213 The ASCCC will do a technical assistance visit to support Mission's Senate leadership.

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215 **District Strategic Plan Approval**

216 Echeverri reported on progress regarding revisions of mission and vision statements. She will
217 send out the modified language.

218

219 Hernandez noted that these revisions went to the colleges' shared governance councils but not
220 to the local senates, although it is in the 10 + 1. He also observed that the goals are intended to
221 be aspirational in tone and in alignment with the State Chancellor's Office, and further
222 emphasized that these are district goals, not goals of each individual college.

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Draft approval Process for digital badges – noticed at DCC

AB 705: Impact on Math, English, ESL, Reading, Development Communications, Basic Skills, Noncredit, Counseling, Adult Education, and Curriculum Committee Chairs

- **Possible January 26 or February 2 meeting**
- **DCC (1/12/18) and Statewide Implementation task force (11/21/17) meetings**
- **Models, Adult Education, Noncredit faculty**

Miller will forward an article from the *Chronicle of Higher Education* article which references significantly decreased completion rates.

Hernandez reported that East has approved non-credit taking over college prep, i.e., basic skills and adult education credit in certain competencies. Echeverri reported that it is a legislative priority to include non-credit faculty in the faculty obligation number (FON).

Guided Pathways update and possible summit at March 2, 2018 District Discipline Day event
(Previously reported)

Curriculum chair reassigned time at Harbor

This is a result of a misunderstanding at Harbor which will be resolved.

Resolution for 10th anniversary Faculty Teaching and Learning Academy (FTLA)

Bailey-Hoffmann will ask alumni of FTLA to write something regarding their experiences at FTLA. Hernandez suggested that the DAS establish a tradition of celebrating notable accomplishments as is the custom of the ASCCC.

Implementation of SIS and CurricuNet

Hernandez recommended that the establishment of an electronic suggestion box concerning SIS be placed on the DAS agenda.

License Renewal for Wolfram Alpha Pro and Mathematica

Echeverri had previously reported that the licenses will be renewed.

Proposal for Interdisciplinary Student Success Course

Miller reported that he has been having discussions at Valley involving the Counseling faculty who do not have reservations at present.

DAS Representation and organization

- **Membership Update: District Discipline Committee**
No report
- **Committee Representation**
Echeverri again urged senate presidents to encourage faculty to serve on district committees. She will send an updated request list.
- **Distribution and use of Senate local assistance funds**
Echeverri reported that the funds transfer to Southwest (LASC) has been processed. However, the local senate has been unable to access these funds

271 and therefore had requested that the funds be kept with the DAS or deposited
272 in an LASC Senate bank account. The Senate at Southwest has been unable to
273 access these funds for the past two years.

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276 **Other Items**

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278 Miller announced that Operation Santa at Valley would be held on December 2nd between 2 and
279 5 p.m. There will be a bonsai nursery and wine-tasting.

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281 The update of the LACCD shared governance consultation process and process for the creation
282 of a new subject remain ongoing and future actions.

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284 **Adjournment**

285 The meeting was adjourned at 12:02 p.m.

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287 Respectfully submitted by Lourdes M. Brent, DAS Secretary