

# District Academic Senate Executive Committee Meeting

November 17, 2017  
Educational Services Center  
MINUTES

## Attendance

	Present
<b>Officers</b>	Angela Echeverri (President), Naja El-Khoury (1 <sup>st</sup> VP), Elizabeth Atondo (2 <sup>nd</sup> VP: Curriculum), Lourdes Brent (Secretary)
<b>City</b>	
<b>East</b>	Jeff Hernandez
<b>Harbor</b>	
<b>Mission</b>	Deborah Paulsen
<b>Pierce</b>	Anna Bruzzese
<b>Southwest</b>	Robert Stewart
<b>Trade</b>	Martin Diaz
<b>Valley</b>	Josh Miller
<b>West</b>	Holly Bailey-Hofmann
<b>Guests</b>	

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 6<sup>th</sup> 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

35

36 **Public Speakers:** None

37

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.

71

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 are ongoing. City  
128 will be posting the job announcement for college president next month. Letters will be sent to  
129 the district vice presidents to see if one would be interested in serving in the position on an  
130 interim basis.

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132 **1<sup>st</sup> 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.

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154 Echeverri reported that the AB 705 Summit will be held on January 26<sup>th</sup> 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 **2<sup>nd</sup> 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.

173  
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.

177

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.

197

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.

212

213 Echeverri announced that the ASCCC will do a technical assistance visit to support Mission's  
214 Senate leadership.

215

216 **District Strategic Plan Approval**

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

219

220 Hernandez noted that these revisions went to the colleges' shared governance councils but not  
221 to the local senates, although it is in the 10 + 1. He also observed that the goals are intended to

222 be aspirational in tone and in alignment with the State Chancellor’s Office, and further  
223 emphasized that these are district goals, not goals of each individual college.

224

225 **Draft approval Process for digital badges – noticed at DCC**

226

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

229

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

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

236

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

240

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

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244 **Curriculum chair reassigned time at Harbor**

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

246

247 **Resolution for 10<sup>th</sup> anniversary Faculty Teaching and Learning Academy (FTLA)**

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

251

252 **Implementation of SIS and CurricuNet**

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

255

256 **License Renewal for Wolfram Alpha Pro and Mathematica**

257 Echeverri had previously reported that the licenses will be renewed.

258

259 **Proposal for Interdisciplinary Student Success Course**

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

262

263 **DAS Representation and organization**

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- **Membership Update: District Discipline Committee**  
No report

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- **Committee Representation**

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- Echeverri again urged senate presidents to encourage faculty to serve on district  
committees. She will send an updated request list.

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- **Distribution and use of Senate local assistance funds**

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270 Echeverri reported that the funds transfer to Southwest has been processed.  
271 However, the local senate has been unable to access these funds, and therefore  
272 had requested that the funds be kept with DAS or be deposited in an LASC  
273 Senate bank account. Southwest's senate has been unable to access these  
274 funds for the past two years.  
275

276  
277 **Other Items**

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279 Miller announced that Operation Santa at Valley would be held on December 2<sup>nd</sup> between 2 and  
280 5 p.m. There will be a bonsai nursery and wine-tasting.  
281

282 The update of the LACCD shared governance consultation process and process for the creation  
283 of a new subject remain ongoing and future actions.  
284

285 **Adjournment**

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

287  
288 Respectfully submitted by Lourdes M. Brent, DAS Secretary