

District Academic Senate Meeting

Thursday, December 13, 2018

Los Angeles Mission College

MINUTES

Attendance

	Present (Senate Presidents in parentheses)
Officers	Angela Echeverri (President), Elizabeth Atondo (2 nd VP: Curriculum), Lourdes Brent (Secretary)
City	
East	(Jeff Hernandez), Lurelean Gaines, Alan Khuu, Jean Stapleton
Harbor	
Mission	(Deborah Paulsen), Elizabeth Atondo, Stephen Brown, Tracy Harkins
Pierce	(Anna Bruzzese), Sabrina Prieur
Southwest	(Robert Stewart), Monica Garcia
Trade	Deirdre McDermott
Valley	(Josh Miller)
West	
Guests	Rita Grigoryan – Mission

Call to Order:

President Angela Echeverri called the meeting to order at 1:34 p.m.

Monty Perez, President of Los Angeles Mission College, welcomed the Senators to the college, thanked them for their hard work, wished them a happy holiday season, and applauded DAS President Echeverri's support of students. He provided an update on Mission's ITV program (Instructional Television), and indicated that it will be transitioned out. Some causes for this discontinuance include lower enrollment, as well as lower metrics for Equity and Completion. In addition, the Accrediting Commission for California Junior Colleges (ACCJC) has noted that ITV is essentially being run as a separate college. Concurrent support services for ITV would also have to be provided, and those would be too costly.

Approval of the Agenda:

The agenda was adopted as written.

(Gaines/Stewart) **M/S/P**

Approval of the Minutes:

The minutes were approved as written.

(Gaines/McDermott) **M/S/P**

Abstentions: Bruzzese; Paulsen

31 **Public Speakers:** None

32

33 **Action Items:**

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35 **1. Resolution on Preventing Sexual Harassment in the Workplace**

36 (Bruzzese/Miller)

37 Minor changes suggested from East were accepted by Pierce without objection as a
38 friendly amendment. The last resolved now reads as follows (with revisions in italics):
39 “Be it further resolved, that, to the *legal* extent possible, the district shall continue to
40 *hold as a minimum* the standards established in the Dear Colleague Letter on Sexual
41 Violence, issued by the Office for Civil Rights at the U.S. Department of Education, dated
42 April 4, 2011.”

43 (Bruzzese/Hernandez) - Perfected Motion **M/S/P** *It was noted that the motion carried*
44 *unanimously.*

45

46 As part of the discussion on the motion, it was emphasized that the LACCD needs to be
47 more proactive in the prevention of sexual harassment in the workplace. If the district
48 focus is only on compliance, then opportunities for changing the culture are lost.

49

50 **2. Resolution on the Creation of a DAS Guided Pathways Standing Committee**

51 (Hernandez/Miller) **M/S/P** - *Unanimous*

52

53 By way of introduction of the motion, Echeverri noted that this motion was initially
54 approved at the December 7, 2018 meeting of the District Academic Senate Executive
55 Committee (DAS Exec).

56

57 Hernandez reported that each college had a team participating in the Scaling-Up Guided
58 Pathways conference held in San Diego. Although there was much relevant and helpful
59 conversation about the benefits of guided pathways at that conference, a discussion
60 and implementation structure at the district level is needed. He argued that when we
61 look at guided pathways, it definitely is under the ten plus one and the academic senate.
62 However, since the initiative involves more than just faculty, participation from other
63 constituency groups is necessary. Also, if the senate does not take the lead, it is
64 possible that some other entity will.

65

66 Echeverri outlined the steps to create such a standing committee of the DAS, including
67 creating a charter; having the DAS Exec and the DAS review and approve that charter;
68 and, because such a committee would include participation from non-faculty, review as
69 part of the consultation process. She has had preliminary conversation with Ryan
70 Cornner, Vice Chancellor of Educational Programs and Institutional Effectiveness.

71

72 **3. Resolution on the Adoption of MyPath**

73 (Paulsen/Hernandez) **M/S/P**

74

75 Arguing in favor of the motion, Paulsen noted that the software in question is free
76 through the California Community College Chancellor’s Office (CCCCO). When students
77 apply to the colleges through CCC Apply, there is a time gap between the time they
78 apply and the time they register for classes. This software, which would be customized
79 by each college, would make potential students feel more welcome, would give those
80 new students options and referrals to on-campus resources, and would potentially
81 increase capture rates of applicants. One component of this software is called Career
82 Coach, which offers an instrument to help applicants choose their major, potentially a
83 major in which students would be eligible to receive financial aid. Various senators also
84 cautioned that disclaimers should also be in place, including the transferability of certain
85 majors, as well as an advisory that this instrument does not take the place of speaking
86 with their faculty advisors or counseling faculty.

87

88 **Old Business and Discussion Items**

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90 **1. Update on Guided Pathways and Program Pathways Mapper**

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92 Echeverri referred to two job announcements contained in the packets distributed at
93 this meeting. She noted that the two Guided Pathways Coordinator positions posted on
94 the LACCD website two months ago, but that the wrong salaries were quoted. The
95 closing date for the revised posting is January 18. It is hoped that the Coordinators can
96 begin their duties in the 2019 Spring Semester. It was determined that, instead of
97 creating one position with reassigned time of a 1.0, it would be better to have two
98 positions (at .6 and .4) since many qualified faculty applicants would not want to be fully
99 reassigned. In addition, some of the job duties would involve working with the faculty
100 members in person, which would involve going to the colleges. She suspected that a
101 regional approach would be beneficial. Referencing a list of Guided Pathways Faculty
102 and Resource Personnel, Echeverri observed that there are quite a number of persons
103 working in different capacities. The problem is not a paucity of persons working on
104 guided pathways; the problem is a lack of communication among the colleges and a
105 need for coordination of efforts.

106

107 Hernandez reported that East will be hosting a gathering of those working on Guided
108 Pathways on January 16, 2019. Echeverri noted that a design retreat for those working
109 on guided pathways will be held on February 22 and 23, 2019. She also pointed out that
110 a Guided Pathways Committee would be a DAS committee, and, thus, would make
111 reports to DAS.

112

113 **2. AB 705 Update**

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115 Echeverri observed that there are new guidelines and Frequently Asked Questions
116 (FAQs) regarding English as a Second Language (ESL). The DAS needs to discuss how we
117 will be serving students in the Fall 2019 Semester when AB 705 is fully implemented.
118 The district needs to budget for tutoring and other forms of supplemental instruction as

119 well as outreach and delivery systems for financial aid. As a district, we cannot be short-
120 sighted regarding the budget. College presidents might wish to be cautious and plan for
121 ways to balance their budgets, especially for colleges which are in debt. However, the
122 district must allocate resources to help students complete their educational goals as AB
123 705 is implemented.

124

125 **3. Budget, New Funding Model, and FON**

126

127 Referring to page 18 in the packet, Echeverri discussed the Faculty Obligation Number
128 (FON). The district plans to hire 82 probationary faculty. Fifty-seven will be hired from a
129 special allocation from the state (\$77,000 per full-time faculty member as ongoing
130 funding). There has been some resistance to hiring that many faculty members, citing
131 that the allocation does not cover all costs related to a full-time faculty hire. The
132 counter-argument is that the colleges and the district will save money as a result of
133 hiring fewer adjunct faculty. The preferred timeline for new positions is as follows: Job
134 announcements due December 14, 2018 in the District Division of Human Resources to
135 permit the posting of positions by January 15, 2019. A statewide Job Fair will be held on
136 January 26, 2019. A second job fair with a focus on the LACCD will be held in early
137 spring. Both the Board of Trustees and Chancellor Rodriguez want a diverse faculty.

138

139 Hernandez urged the DAS and the district to focus on improving the hiring process and
140 educating faculty hiring committees, especially with regard to unrecognized implicit
141 bias. He cited the ASCCC as a resource. Senators suggested ways to diversify the hiring
142 pool and make it easier to apply and to interview.

143

144 Hernandez reported that both the District Budget Committee (DBC) and the Executive
145 Committee of the District Budget Committee (ECDBC) have a timeline for having a
146 funding model for the district. Both models and metrics will be reviewed. ECDBC has
147 scheduled a six-hour meeting in January. The final document will be ready in May for
148 DBC to review. Page 21 in the packet contains a draft of different metrics being used by
149 the state. Page 22 contains a breakdown by college. Hernandez observed that the
150 district is down 16% in Pell Grant applications, but down only 5% in enrollment. One
151 change in the new funding formula is that success metrics plus equity metrics increases
152 revenue. He continued to review the data from DBC and as well as the implications for
153 the colleges using the new funding formula. Echeverri continued to advocate for budget
154 allocation based on the current metrics and to urge colleges to put resources into
155 student success.

156

157 **4. Aligning Subjects with Disciplines and Minimum Qualifications (E-115)**

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159 Echeverri referred to page 32 in the packet which contained a draft revision of E-115 –
160 the alignment of subjects with minimum qualifications areas (disciplines) as well as to a
161 draft update of the administrative regulation related to the creation of a new subject.
162 Since the Educational Policy Advisory Committee (EPAC) no longer exists, there needs to

163 be a body which would receive and review the requests to create new subjects.
164 Echeverri has been speaking with VC Cornner, and he proposed an early draft, which
165 recommended that the Educational Policy and Institutional Effectiveness division (EPIE)
166 receive the requests. Members of the DAS Executive Committee expressed their
167 concerns about this recommendation. Since policy and advisory are to be done by DAS
168 Exec, Exec recommended that they be the receiving body. DAS Exec will continue to
169 revise the draft administrative regulation and will bring this draft to the full DAS in
170 Spring 2019.

171

172 **5. eLumen and ECD Status**

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174 Atondo reminded the DAS that both DCC (District Curriculum Committee) and DAS
175 unanimously endorsed the adoption of eLumen. However, the district administration
176 and the Board of Trustees have not yet taken action on this endorsement. Daniel Keller,
177 district Dean of Curriculum, will provide a presentation and analysis to DCC tomorrow
178 (December 14, 2018); the DAS Exec received a similar presentation and analysis on
179 December 7, 2018. Both VC Cornner and Keller have had conversations with eLumen to
180 have the drop-down menus in their software which are district-compliant. Atondo
181 reported that eLumen is committed to configuring district attributes. Atondo's
182 professional opinion is that eLumen is the best, most comprehensive system. Keller has
183 reported that the district Electronic Curriculum Development system (ECD) is
184 unsupported and might fail. He is proposing that the faculty use CurricUNET as an
185 interim system until eLumen is fully developed for LACCD use. However, Atondo noted
186 that DCC does not want the faculty to have to learn CurricUNET and then ELumen.

187

188 **6. Committee Assignments: District Discipline Committees, task forces, and others**

189 Echeverri asked senate presidents to recommend appointments of faculty members to
190 serve on committees.

191

192 **New Business/Discussion Items**

193

194 **1. Design Retreat for Guided Pathways Initiative**

195 Echeverri reported on the Design Retreat scheduled February 22 and 23, 2019.

196

197 **2. Administrative Retreat Rights - Paulsen**

198 Paulsen observed that the DAS has no policy in place regarding administrator retreat
199 rights, and recommended that the DAS Exec should bring forward a policy on this
200 matter. Paulsen recommended that the DAS adopt the updated ASCCC policy. This
201 process would involve the DAS being in consultation with administrators to determine
202 when and how retreat rights attach, as well as a review of minimum qualifications
203 (MQs). It is important that the senate have a voice in the process. Referring to page 36
204 of the packet (Article 15 of the collective bargaining agreement between the LACCD and
205 academic administrators), Hernandez stated that a process involving collegial
206 consultation with the senate should already be in place.

207

208 **3. Spring 2019 Discipline Day**

209 Echeverri reported that Discipline Day will be held on March 1, 2019 at Valley. The
210 ASCCC Area C meeting will be on March 23, 2019. Hernandez suggested that the DAS
211 begin having courageous conversations about alignment to support students.

212

213 **4. ITV Update**

214 Echeverri referred to a memorandum from Mission Vice President of Academic Affairs,
215 Nicole Albo-Lopez. Atondo noted that the district had been treating ITV as if it were a
216 college rather than an instructional delivery system through Mission. Doing so would
217 create articulation issues. According to Albo-Lopez, ITV students are receiving academic
218 credit through Mission and appear on the student transcript as such.

219

220 **5. DAS Calendar for 2019** – Echeverri will update and forward to members of DAS.

221

222 **Reports:**

223 **1) President’s Report – Echeverri**

- 224 a) The Board of Trustees met December 12, 2018 at West Los Angeles College.
225 There was a signing ceremony related to West’s Business program which also
226 included representatives from Loyola Marymount University. Noticed for the
227 next Board meeting is a repeal of Board Rule 19 on free speech zones. The
228 current Board Rule is too prescriptive.
- 229 b) DAS newsletter – The next DAS newsletter is anticipated to be published in the
230 early part of the Spring 2019 Semester. Senate presidents and officers are asked
231 to contribute an article to the newsletter.
- 232 c) The ASCCC (Academic Senate for California Community Colleges) Fall 2018
233 Plenary Session included some resolutions on faculty hiring. Resolutions are
234 available for viewing on the ASCCC website (www.asccc.org).
- 235 d) Consultation – The December consultation took place on Thursday the 6th. The
236 next consultation will be on January 15, 2019.
- 237 e) Project MATCH will have a gala tomorrow at Trade.
- 238 f) Task forces (Title IX, DSPS, Enrollment) etc. are in progress.

239

240 **2) First VP Report – El-Khoury** was not present at this meeting due to a schedule
241 conflict at Southwest.

242

243 **3) Second VP Report - Atondo**

244 Atondo reported that the District Curriculum Committee will meet tomorrow, December
245 14, 2018. The spring semester should see updates of a number of administrative
246 regulations. Board Rules 6200 and 6700 may also possibly be updated. Updates on
247 CLEP and accepting credits from foreign institutions are also anticipated.

248

249 **4) Treasurer’s Report - Wanner**

250 Although Wanner could not be present, the following was read into the minutes:

- 251 1. Fall 2018 Plenary conference reimbursement requests: All have been submitted
252 for reimbursement except for Van Chaney.
253 2. July 1-December 31 mileage reimbursement forms have been distributed.
254 Submit to (Wanner) in early January 2019.
255 3. Upcoming conferences:
256 a. 2019 Spring Plenary: 2019 Spring Plenary Session: Westin San Francisco
257 Airport from April 11-13. Conference request forms should be submitted
258 to (Wanner) by late February.
259 b. 2019 Curriculum Institute: Hyatt San Francisco Airport from July 10-13.
260 Conference request forms should be submitted to (Wanner) by the
261 middle of May.
262

263 **5) Standing Committee Reports**

- 264 a) Professional Development College - Brent
265 Brent reported on upcoming seminars during the Winter Intersession, including a
266 seminar on the new Student-Centered Funding Formula scheduled for January
267 25, 2019 at Los Angeles City College. Vice Chancellor Cornner and Hernandez
268 will be co-facilitating.
269 b) DBC/ECDBC – Hernandez
270 Previously reported
271

272 **Other Items**

273 On the subject of the DAS Calendar, a potential conflict was observed for the February
274 14, 2019 meeting of DAS. February 7, 2019 was suggested as an alternative. Echeverri
275 will send out a Doodle Poll to the senators to obtain feedback regarding possible
276 rescheduling of the meeting.
277

278 **Future dates:**

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280 **District Curriculum Committee:** Friday, December 14, 2018 at ESC 12:00-2:00 PM
281 **Project MATCH:** Friday, December 14, 2018 at Trade 5:00-800 PM
282 **Consultation:** Tuesday, January 15, 2018 at ESC Hearing Room 2:00-3:30 PM
283 **DAS Executive Committee Retreat:** Friday, January 13, 2018 at Long Beach 9:30 AM-
284 12:00 PM
285 **DAS Meeting:** Thursday, February 14, 2018 at Southwest 12:30-3:30 PM
286

287 **Adjournment**

288 (Miller/Stewart) **M/S/P**

289 The meeting was adjourned at 3:33 p.m.

290

291 Respectfully submitted by Lourdes M. Brent, DAS Secretary