

**DAS Executive Meeting Agenda
June 27, 2013 1:30 pm
770 Wilshire Hearing Room**

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Attendance: Don Gauthier, David Beaulieu, Elizabeth Atondo, Angela Echeverri, Tom McFall, Jeff Hernandez, John Freitas, Susan McMurray, and Josh Miller

81. Call to Order: Gauthier called the meeting to order at 1:40 pm.

92. Approval of Agenda: Agenda was approved Freitas/Atondo MSU

103. Approval of May 23, 2013 Minutes: Freitas/Atondo MSU

Action Items:

134. DAS Goals for 2013-14

14a. Senate Faculty Training: Gauthier stated that training senate members and new faculty about the senate should be a senate priority. McMurray reported Harbor has a training program for new probationary faculty, which has fostered bonding among faculty, and offers to share best practices. However, Harbor does not provide division chair training. Atondo reported that Pierce started orientation sessions for their senate members. These sessions were implemented because not all of the senators understood that they were responsible for reporting back to their constituents, which caused a breakdown in communication. Hernandez, Echeverri, and Freitas added that their campuses (East, Mission, and City) also conduct training workshops or academies for new probationary faculty.

Hernandez stated that the interdisciplinary nature of the General Education Student Learning Outcome (GE SLOs) has made their assessment more challenging. The senate position is that the senators from the related areas need to be part of the GE SLO assessment committees, but there has been some resistance to this. One issue is that the ELAC senate constitution does not spell out member obligations or duties in a comprehensive manner. While most of the members accepted that the assessment of SLOs was a senate responsibility, faculty were not too enthusiastic about it. Atondo reported the same was true at Pierce. Gauthier asked whether senate presidents would be comfortable working with the AFT leadership to provide department chair training for MQs in hiring fulltime and adjunct faculty. Freitas replied one key area in which the senate could work with the AFT is in training for faculty evaluations. Beaulieu added another area we need to work with the AFT and deans is in hiring faculty and verifying minimum qualifications (MQs). Unfortunately many department chairs and deans are not adequately verifying the MQs of adjunct instructors. We may need to follow up with the local senates and attend department chair meetings to inform them of the issues. Beaulieu, Crippens, discipline committee members and others in HR are spending many hours on faculty equivalencies. Freitas suggested the DAS should also offer equivalency training for District Discipline Committee members. He mentioned the Chemistry Discipline Committee had been a bit lax in the past because campuses wanted to hire hourly instructors in a timely manner. Atondo asked whether discipline committee members have set terms. Echeverri replied that it is very difficult to have defined

- 46 member terms at small campuses which may have only a single full-time faculty
47 member in certain disciplines.
48
- 49b. **Shared Practices:** Miller said he wants to know what other campuses do and suggested
50 that all could benefit from these discussions
51
- 52c. **Finish Bylaws:** Freitas volunteered to meet with Gauthier to revise the DAS bylaws.
53
- 54d. **Student Success:** Beaulieu reported the district Student Success Initiative has made
55 little progress on large-scale implementation of the ideas we know will work for our
56 students. The stakeholders haven't thoroughly discussed what they are trying to do.
57
- 58e. **SB1456 and Enrollment Management:** Hernandez stated we need to ensure that
59 enrollment management is being fostered at the District level. Enrollment Management
60 Committees need to be established; SB 1456 should not be about storing data. He added
61 that much of this ties back to counseling and how there is not sufficient counseling at
62 the campuses. Many of the students at our colleges are underprepared and need a lot
63 more handholding in order to be successful. McMurray expressed concern about
64 Student Services people who believe they own the new dollars for matriculation coming
65 from the state budget, yet are resistant to doing anything except hiring more
66 counselors. Counselors are competing against other faculty instead of collaborating
67 with them. Freitas mentioned each college should be sending a team of three people to
68 an upcoming Sacramento meeting. He added that it is bothersome that the Student
69 Services folks think they own Student Success, since this one of the senate's 10+1
70 senate areas.
71
725. **DAS Annual Self Evaluation:** Gauthier reported that Vice Chancellor Delahoussaye
73 believes that the DAS needs to be evaluated. Delahoussaye contacted Barbara Beno at
74 the ACCJC office, who replied everyone needs to be evaluated, including the chancellor.
75 Beaulieu explained the ACCJC is going to evaluate the District Office. However,
76 Delahoussaye does not evaluate the DAS and the DAS does not report to her. She does
77 sign off for conference release purposes, but other than that we don't report to the
78 District. Beaulieu agreed the DAS should compile a self-evaluation history for the
79 ACCJC. The senate conducts elections and that is how it works in a political structure.
80 Gauthier will compile meeting dates and attendance to prepare a paper trail for the full
81 DAS evaluation.
82
836. **Meeting Dates for DAS:** By consensus the DAS Executive agreed to meet Thursday,
84 August 15 at 10:00 AM until 2:30 PM in a retreat-style meeting at a place to be named
85 later.
86 General DAS meetings will be:
- 87 • September 12: Southwest
 - 88 • October 10: West
 - 89 • December 12: East
 - 90 • Feb 13: Mission

- 91 • March 13: Trade
- 92 • April: None/Plenary
- 93 • May 8: Valley

94

95 Atondo asked about the possibility of changing the DAS Exec meeting dates, because of
96 conflicts with Pierce meetings. Gauthier replied one possibility would be to meet from
97 10:00 am to 12:30 pm the same day of District Planning and Assessment Committee
98 (DPAC) meetings, the fourth Friday of the month. Gauthier will send out a proposed list
99 of meeting dates.

100

1017. **Photo Day:** Freitas asked Gauthier to clean up the DAS e-mail distribution list.

102

103 **Discussion Items**

1041. **Hiring-Chancellor Update:** Since receiving a letter in May from Board President Steve
105 Veres responding to DAS concerns about the chancellor hiring process (in which he
106 stated he would be in communication) Gauthier has only heard from him once. Waddell
107 and Gauthier have expressed their concerns about faculty representation on the
108 committee, both in person and in writing, but the Board has not responded.

109 Additionally, the union objected to the label they were given in the language (union
110 versus collective bargaining group). The AFT Executive met with Trustees Veres and
111 Miguel Santiago about the hiring committee, but they have not done anything. Veres
112 also stated that a “national firm” recommended having two faculty representatives and
113 claimed no one pointed out to them that past practice was having four faculty (2 DAS
114 and 2 AFT). Santiago implied the Board was unaware of this; however, Deputy
115 Chancellor Barrera stated during consultation that she did inform them of the past
116 practice. Atondo questioned the motivation of limiting faculty participation on the
117 chancellor selection committee. Beaulieu replied the only reason would be to prevent
118 faculty from keeping certain candidates out of the running. Beaulieu said there is a legal
119 opinion about implementation of AB 1725, which states faculty should be the primary
120 voice. Santiago wanted to form an ad hoc search committee, because he wanted the
121 Board to make quick decisions that couldn’t be made with a regular search committee
122 process. Santiago also reiterated his contention that there be a Board member on the
123 selection panel, which could have the effect of intimidating administrators and others
124 on the committee. Gauthier stated he was very reluctant to participate in the chancellor
125 selection process under these circumstances. The Board has approved four faculty
126 (2+2) for presidential hiring committees so why shouldn’t the same number participate
127 in the hiring of a chancellor. Beaulieu said the immediate challenge would be to send a
128 letter to all faculty explaining the situation. Veres hasn’t responded to faculty concerns
129 and seems to be stalling. Echeverri suggested Gauthier send out a letter to all faculty
130 explaining the situation and soliciting their feedback.

131

1322. **Report on June 14 Consultation:** Gauthier reported there was a commitment to hire a
133 Dean of Institutional Effectiveness and possibly a Vice Chancellor of Educational
134 Programs and Accreditation at the District Office. The Teamsters are complaining
135 about hiring the Student Success Dean on behalf of Deborah Harrington. After many

136 years, open positions in the educational programs and IE areas appear close to being
137 filled, but Chancellor La Vista will be retired before they are filled.

138

1393. **District Governance:** Freitas expressed concern he still does not understand the
140 district governance structure. Because of the complexity of the LACCD, a district shared
141 governance committee would be huge because it would have to have 10 senate and 10
142 AFT representatives along with representation from other constituency groups. Freitas
143 looked at various level LACCD committees; two report to the cabinet and five report to
144 the chancellor, which doesn't make sense. For example, the Bond Steering Committee
145 reports directly to the chancellor. Additionally, the Human Resources (HR) Council
146 deals with HR guides and faculty hiring (HR-120); Freitas asked whether it should have
147 a DAS liaison. Freitas contended there should be one overarching body that brings
148 recommendations back to the chancellor. Beaulieu said there are ways we could
149 improve communication; there are many different bodies that operate in silos.
150 Hernandez stated that if a District Shared Governance Council were established, there
151 could be items that were handled internally without going through a lengthy process.
152 He added some of the other groups might not be too keen about an overarching
153 committee with senate dominance. Beaulieu said DBC was a good committee and asked
154 what its mission should be. Gauthier replied "tying budget to planning." Beaulieu
155 suggested that's what DPAC should do.

156

157 Gauthier stated the current DAS position is very precarious. The chancellor and Board
158 have demonstrated a lack of respect for the role of the senate. Freitas stated that a
159 shared governance committee body would have no role in academic and professional
160 matters. He argued consultation means mutual agreement or rely primarily and only
161 applies to the senate. Gauthier suggested we should try to arrange a joint meeting with
162 the AFT Executive Board and discuss matters of common concern in advance of new
163 contract negotiations. Hernandez contended there was a need for a committee or group
164 that would address the areas not being currently addressed. Freitas added there is no
165 opportunity for discussion at a district-wide level with all constituents. Beaulieu stated
166 the District Budget Committee (DBC) and BSC have district-wide representation.
167 Freitas countered there is no mechanism for constituents to object to certain decisions
168 because all recommendations go straight to the Chancellor or the Board. He added
169 college senate presidents can't be at every single meeting, but if there were a shared
170 governance committee we could attend. Beaulieu replied sometimes analogies don't
171 always work; the district is not equivalent to a campus: it doesn't generate money or
172 have students. Gauthier suggested the DAS turn its next meeting into a daylong retreat;
173 he will try to find a place.

174

1754. **BR 8603-Definition of Home College Snag:** Gauthier reported that the time of
176 implementation of the home college definition is so close. Delahoussaye, Kimble, and
177 others have asked Gauthier to convince the DAS to wait until the fall of 2014, instead of
178 winter and spring 2014. They claim it is not as pressing of an issue anymore because
179 there are funds to offer more classes. Hernandez whether that means they do not want
180 to forward the revised Board language for approval. Gauthier replied that was the case.
181 Hernandez stated that was a problem, because the language includes the priority

182 groups. According to the Board of Governor's (Title 5 section 58108 finalized in January
183 of 2013) districts have 180 days to adopt a Board rule. That is why they need to put in
184 the priorities in their Board rules by June; they have until 2014 to implement the
185 changes. Also, colleges need to be implementing changes *in advance* of the start of
186 classes in Fall of 2014.

187

1885. **District-wide Collaboration on uniform policies:** The new SIS is forcing the much
189 needed discussion of policies and practices that will inevitably occur in the
190 implementation of new educational code and regulations. These include policies
191 regarding add/drop/no-show, curriculum, co- and prerequisites, enrollment limits, a
192 single, district-wide Learning Management System, and assessment tools and cut
193 scores. Gauthier pledged to do his best to keep faculty informed, but strongly
194 encouraged senate presidents to attend the meetings whenever possible to help get the
195 message out to faculty

196

1976. **Consolidated Bookstore Operation:** Gauthier discussed the recently completed
198 LACCD Bookstore consultant report on the bookstores. McMurray reported the Harbor
199 Bookstore Manager was forced into retirement; the bookstore is going to be torn down.
200 There has been no discussion with the college's shared governance council, senior staff
201 or senate about the decision to order books at Harbor through the LATTC bookstore.
202 McMurray reported she asked the Vice President of Administration to explain how this
203 decision had been made in a vacuum, even the other vice presidents did not know about
204 the decision. She stated that students need to obtain books and supplies in a timely
205 manner in order to succeed in their classes. McMurray added it is not necessarily a bad
206 idea; the problem is that it was never discussed. Gauthier replied it is bad enough that
207 administrators don't adhere to shared governance, but this decision crosses the line
208 impacts the classroom.

209

2107. **Adult Education:** LaVista and the Board are pushing Adult Education, even though
211 many believe that it does not fit into our mission. Beaulieu reported there is \$25 to \$30
212 million for a pilot to for consortia to take over or share adult education in cooperation
213 with the K-12 system. If we decide not to pursue the funds, LAUSD could work with
214 Glendale, Pasadena, or Santa Monica Colleges. We are not obligated to participate, and
215 the LAUSD administrators are reluctant to collaborate with the LACCD. LAUSD
216 Superintendent John Deasy's perspective is shifting. The funding for K-12 is improving,
217 and along with the state fiscal crisis, which was driving this, is passing, which may slow
218 down the push to add Adult Education considerably. McMurray stated there are several
219 adult education populations: veterans, English as a Second Language (ESL) learners,
220 and reentry students. Gauthier mentioned that in the San Diego District, Adult
221 Education is on a separate campus. Beaulieu stated that from the Sacramento
222 perspective, politicians see some campuses have taught Adult Education for many years
223 and may wonder why it couldn't be done at other districts. At San Francisco
224 Community College, Adult Education is a huge part of their program. McFall added that
225 the Regional Occupational Programs have lost many faculty in recent years.

226

227 **New Items/Report**

228

2298. **1st VP-Equivalency, Energy, DBC:** Beaulieu will send everybody the latest list of the
230 discipline committees, he asked DAS members to send to the department chairs and ask
231 them to send any corrections or changes. He will also send out the guidelines for
232 Discipline Committees.

233

234 **Equivalency and Instructor Qualifications (IQ) Project:** Beaulieu reported the
235 District literally doesn't know how many faculty files with problems we have to deal
236 with, but it is somewhere between 600 and 1000. So far they have reviewed 124 files,
237 which are generated when Protocol, DEC, and SAP can't read each other and generate
238 error reports. Out of the first 124 they have reviewed, all but 36 (roughly) are in order.
239 Out of these 36, there are 12 that have one or more significant problems and may have
240 to be denied. The files will have to be reviewed one by one.. Conceivably, it may take
241 months, with the DAS and HR working to accelerate the process in advance of visits by
242 external auditors. Human Resources is understaffed which is part of the problem.
243 Educational Services admitted they saw a problem, but they did not act on it until
244 recently. Beaulieu stated the remarkable situation has been created by a combination of
245 understaffing, inattention, and human errors. He reported that problems are mainly
246 lack of MQs for adjunct faculty, but there are also issues with regular faculty not
247 meeting MQs in an hourly class they teach in another discipline. We have to check if
248 there are cross-listing issues, coding issues, data input errors, etc. Gauthier stated the
249 cross-listing issue is very important because all cross-listings, not specifically requested
250 to be renewed, expired about three years ago. Beaulieu added that only a few cross-
251 listed courses have been approved since then (e.g.: Chicano Studies 37/Spanish 46,
252 Chicano Studies 44/Spanish 12, Geography 3/Meteorology 3, Geography
253 10/Environmental Science 7, Geography and GIS courses, and Environmental Science
254 34/Chemistry 34). Beaulieu stated that so far we are talking about a minimum of 36
255 people who should not teach in the fall. Freitas asked whether it was normal to verify
256 MQs for Project Match participants.

257

258 **DBC:** Beaulieu reported that more state money is coming in. The LACCD is getting 1.63
259 % in growth and a 1.6% Cost of Living Adjustment. There are other monies from
260 Proposition 39 (\$4 million) and a restoration of the Student Success categorical
261 program (\$4.8 Million). We are aiming for about 4 percent more growth. The District
262 Office is in deficit. A debt reduction policy will probably pass at the next DBC meeting to
263 assist colleges who have incurred debt and are ending the fiscal year in the red. It has
264 been proposed that if colleges stay in the black for three years and pay their debt
265 payments in a timely manner, the rest of the debt will be absolved once they pay off
266 50% of their outstanding balance. Beaulieu added some in the District are talking about
267 declining enrollments in the near future, which doesn't make sense. Gauthier added
268 that many new requirements are being added to colleges and this is hindering the flow
269 of students through the pipeline. Gauthier contended this is not designed to help
270 colleges; we are going to become part of the problem.

271

272 Motion to extend at 4:05 pm (McMurray/Atondo)

273

2749. **2nd VP-Curriculum Streamlined COR, QTOPs:** Atondo reported DCC discussed setting
275 broad goals for the coming year. The committee will look at the Course Outline of
276 Record (COR) form to potentially streamline it. Atondo will collect sample CORs from
277 around the state. She has also reviewed the ASCCC paper to see what elements the
278 CORs should contain. DCC looked at CurricUNET as one tool to aid our colleges that
279 would replace the district's ECD program. The new program uses the basic elements
280 required by the California universities for course articulation such as course
281 description, prerequisites, hours, objectives, method of evaluation, and textbooks.

282
283 Atondo contended that DCC, DAS, and the Discipline Committees have to drive the
284 discussion on common prerequisites, common hours and other issues, otherwise the
285 SIS and other players will. We have to begin to drive this in the fall as soon as possible.
286 Beaulieu stated the DAS talked about a second Discipline Day this year to get disciplines
287 talking district-wide about these issues. Freitas said we may have to take a position as a
288 district on common course numbering and hours. Beaulieu reported there are only a
289 couple of District Discipline Committees that are having trouble meeting (e.g. sociology
290 and psychology).

291 Atondo reported another goal at DCC is that we are going to review the General
292 Education plans A & B, which don't make any sense in the context of unit limits and
293 TMC degrees.

294

295**10. President's Report**

296 **QTOPs:** Gauthier reported QTOPs were invented by the LACCD using the Top Codes
297 from the state inventory of programs, which were created to be used at the state level
298 and specifically NOT for any other purpose. Our district's mixing of these codes has
299 generated confusion and assignment problems regarding the faculty service areas.
300 Meanwhile, Carlos Covarrubias tried to put together a committee to streamline QTOPs;
301 Gauthier informed him we have the MQs and will use those. McMurray asked how the
302 information would be distributed to all those who need it in a timely manner and
303 whether there was an implementation timeline. Gauthier replied there wasn't yet a
304 formal timeline but both the ASCCC and the CCCCCO have posted copies of the minimum
305 qualifications for disciplines.

306

307 **Bond Steering Committee:** BSC wrote a letter to LAMC saying they would not support
308 their idea for an energy producing plant, but would agree to fund a central plant from
309 40J bond funds. This would allow LAMC to recoup some of its early investments in
310 solar that were above the District mandates.

311

312 **Learning Management System Task Force:** The group is looking at different
313 possibilities. Etudes user fees have increased as users of the software have grown along
314 with online programs. A concern about Etudes is that it does not address all issues such
315 as limited file size that challenges art and science instructors. However, Moodle has
316 fewer file size issues but seems to have limited student and faculty support capabilities.

317

318 **SoCal Marine Institute:** Gauthier has agreed to meet with Vice Chancellor Cajayon and
319 the Director of the Institute to talk about potential programs at Wharf 1 in the harbor.

320 Dominic Moretti, a geography professor and former longshoreman at the Harbor, has
321 played a significant role in keeping the LACCD engaged.

322

323 **DAS Summit:** The DAS Summit is scheduled for Friday, September 20, 2013. Check-in
324 will start at 8:15 am. There will be presentations on accreditation, authentic
325 assessment, curriculum changes, and student success. Nathan Tharp, an instructor at
326 Feather River College, will be the keynote speaker. His remarks will focus on creating
327 cultures of success, largely based on his dissertation research comparing so-called X
328 and Y colleges. In a side remark, it was stated that some faculty are worried about their
329 syllabi and they want to have it password protected. Gauthier said the syllabus is a
330 public document and faculty need to follow the COR.

331

332 **Enrollment Management Task Force:** They are moving full speed ahead; decisions
333 will be made soon and we have to be ready. Changes are coming down with the Board
334 of Governor's fee waiver.

335

336 **Common Assessment:** The state (SB 1456) wants colleges to use CCC Assess;
337 potentially, all California colleges will be required to use it. Cut scores, at least initially,
338 will be local. Beginning in 2013-14, colleges will receive funding based on FTES, then
339 the next year it will be based on educational plans, orientation, counseling
340 appointments, etc. So, the need to collect and maintain data showing completions in
341 these areas would provide the funds for college operations. This is an additional
342 challenge for all of our colleges.

343

344 **Faculty advising:** Other types of advising are being considered. The LACCD Counseling
345 Committee is looking at developing a Faculty Advisor Program. Advising can be done
346 during office time or FLEX hours.

347

348 **State Level Issues:** Two issues will be considered in coming year that originated in
349 resolutions passed at previous plenaries. One is from the spring of 2013 that calls for
350 the establishment of a task force to revise Title 5 regulations to allow for the "failure of
351 students for egregious acts of academic dishonesty while also protecting all students'
352 rights to due process." The other issue comes from the Student Success Task Force and
353 addresses recommendations from the Chancellor's Office Professional Development
354 Committee. This issue is covered in the Rostrum of April 2013. Gauthier stated that
355 professional development has been downgraded at many of the colleges due to cuts at
356 the state.

357

358 Freitas reported there is a lawsuit challenging the legality of the 10+1, by the Shireman
359 group. He stated that the state Vice Chancellor for legal affairs is a bit worried about it.

360

361 **Adjourned at 4:40 pm.**

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363

Minutes submitted respectfully by DAS Secretary Angela Echeverri

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